

CASA of  
Sonoma County

SRJC Bound  
for Students

\*\*\* Draft \*\*\*

November, 2011

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CASA of  
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SRJC Bound

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## Introduction



This document was developed to assist you, a current or emancipated foster youth, with the various processes involved with preparing for, applying to, obtaining financial assistance for and attending classes at Santa Rosa Junior College (SRJC).

It assumes you will be working very closely with your CASA. A similar document was prepared for CASAs that includes detailed information about Financial Aid Assistance.

The CASA program wants you to reach the highest level of education or training that you desire and are capable of attaining. Attending SRJC is a way or a first step for you to do this. For the most part, college education is a ticket to a higher paying and more satisfying job than you might find without or with only a high school degree.

According to the CA Department of Social Services' *Resource Directory A Guide for Current and Emancipated Foster Youth*, "Even if your grades were bad, you did not graduate from high school or you received your GED, you still can go to a community college and transfer to a university. Community Colleges provide financial aid and other support that makes it possible for foster youth and emancipated youth to attend college, almost free of charge. You can earn your Associate Degree or a certificate in less than two years of full time classes. Community college vocational training programs include nursing, computer programming, mechanics and electronics."

From WA state *You Can Go To College!* brochure:

**Why do I even need to go to college?**

Each year of college you complete increases your potential to make more money and will give you more job choices. Graduate with a two or four year degree earn much more than graduates with a high school diploma or GED.

Median Annual Income, by Level of Education, 2008

Education Level	Men	Women
Less than 9 <sup>th</sup> grade	\$27,964	\$21,346
Didn't finish high school	\$33,435	\$21,937
High School Diploma or GED	\$43,165	\$31,533
Some college no degree	\$50,359	\$35,888
Associate Degree	\$54,861	\$49,948
Bachelor's Degree	\$82,197	\$54,201
Master's Degree	\$99,516	65,039

Source: U.S. Dept. of Commerce, Bureau of the Census

**I've got a lot going on. How can I make time to go to college right now?**

There are flexible programs at most two and four year college and many vocational and technical schools. You don't have to start out full-time. You might want to enroll in an evening and weekend program, or consider an online program.

Your high school guidance counselors or local college career and education counselors can help you explore these options.

CA Assembly Bill 490 dictates that "Foster youth must have access to the same academic resources, services, extracurricular and enrichment activities available to all students." It is intended so that foster youth have a better chance to succeed in school.

It is hoped that the information presented in this document will help ease the transition to higher education and adulthood for you.

We welcome your feedback. Please forward suggestions for improvements to this document to [kbushnell@msn.com](mailto:kbushnell@msn.com).

## Preparation for SRJC

The CASA program believes that the emancipation process begins as early as 14-15 years of age when the foster youth is encouraged to look at their skills, interests and what they might want to be when they “grow up.” This learning experience will begin more assertively at 15½ to prepare you for 16 when the ILP staff will contact you to enroll in the ILP classes offered at SRJC.

Other SRJC opportunities, available to students without a high school degree, include College Skills classes and the GED Lab. Details of these classes and additional information can be found below and in the Schedule of Classes catalog.

## Conversations

Ongoing conversations between you and your CASA are a good way to begin the process of determining what you want to be when you “grow up.”

College is not the only option for a post-secondary education and for many foster youth a vocational path or trade school may make more sense. It is a good idea for you to explore all options. This document, however, is for your use if you choose to attend SRJC.

## College Preparation Checklist

*See SRJC Bound College Preparation Checklist for academic details.*

## Extracurricular Activities

Extracurricular activities are important for all college applications.

Here are some suggestions:

- Explore, join and stay involved in several school- or community- based extracurricular activities that enable you to explore your interests, meet new people and learn new things.
- Explore community service and other volunteer opportunities.
- Seek leadership roles in your activities.
- Go to community and cultural events.
- Join a mentoring program.
- Visit a college campus with your CASA.
- Consider working.
- Participate in school orientation to learn about the different activities available at your high school. Academics should be your focus, but it is important to have a balance high school experience.

- Get involved in your new academic community by participating in student organization, athletics and community service events.
- Take part in after school activities and clubs.

## SRJC Independent Living Program (ILP)

You can and should take advantage of the Independent Living Program (ILP) at SRJC. ILP provides support and resources for youth ages 15-21 who are in foster placement or who are moving toward independent living. The classes help develop skills and resources needed to become self sufficient and live independently. The classes are free.

The Independent Living Program (ILP) has been part of SRJC since 1989. In partnership with Sonoma County Department of Human Services, ILP provides support and resources for youth ages 15-21 who are in foster placement or who are moving toward independent living. Classes, workshops, and events cover topics such as college enrollment, housing, budgeting, banking, conflict resolution, safe choices, and goal setting, help developing skills and resources needed to become self sufficient. Independent Living Program is state and federally funded, and all classes are free.

The Independent Living Skills classes meet once a week for 1½ hours for 25.5 hours of education per semester, and provide information and resources to help students help themselves. Topics include:

- Introduction to SRJC/Registration
- Educational/Vocational Goal Setting
- Income Tax Preparation
- Financial Aid
- Transportation
- Budgeting
- Jobs! What is available and what you can earn.
- Jobs! Part 2 Resume/Role Playing
- Jobs! Part 3 Interviewing
- Career Options
- Diet and Nutrition
- Housing/Options & Resources
- Job Link
- SRJC Resources

Among other things, the ILP program can help you to:

- Get money through the Emancipated Youth Stipend to help with housing, food and expenses after emancipation
- Get funds for driver's training
- Find a steady job, with a good paycheck
- Get an apartment / Transition Housing
- Learn the skills to become self-sufficient
- Get money to finish school

The program consists of two courses. Therefore you can earn up to six units of college credits if you take both classes twice.

Part I for youth ages 15-17

### **Independent Living Planning, Beginning**

CHLD 312 (Fall session) CHLD 313 (Spring session)

Introduction to Independent Living Skills with a focus on vocational goal setting, planning and financial literacy. Includes introduction to community and college resources such as financial aid, EOPS, CalWORKs, tutorial and placement testing services, counseling, health services, and housing information. Students will practice checkbook balancing, tax preparation and budgeting, and develop job search and interviewing skills.

Part II for emancipating youth ages 17-21

### **Independent Living Planning, Advanced**

CHLD 314 (Fall session) CHLD 315 (Spring session)

Advanced Independent Living Skills focuses on vocational goal setting and financial literacy in more depth. Includes researching community and college resources such as financial aid, EOPS (Economic Opportunity Program Service), CalWORKs, tutorial and placement testing services, counseling, health and housing information services. Students will visit these resources in small groups and report back to the class. Students will practice checkbook balancing, prepare federal and state income tax forms, identify safe financial practices to avoid bad credit or identity theft, and practice job searches and interviewing skills.

Participating students will:

- Receive 3.3 high school credits per semester
- Receive 1.5 college credits per semester
- Earn incentive pay for each class attended
- Earn additional money for participation on other ILP events throughout the year

If both classes are taken twice (which is the allowable maximum), a student can earn 6 college credits and, if taken while in high school, 13.2 high school credits.

Additionally, ILP can help you with housing, finances, plans for college, job hunting and more.

Special Events may include:

- “Independent City” (a mock life in a mock city)
- “Ropes course”
- “The Awards Banquet”
- Computer Whiz Day
- “Who Am I?” (Vocational assessment day)

## High School Degree Alternatives

Many foster youth “transition” without a high school degree which can make it difficult to find a job. There are two alternative competency programs: the GED and the CHSPE.

### GED (General Education Development)



The American Council on Education recognizes successful completion of the General Educational Development (GED) tests as equivalent to a high school diploma throughout the United States.

GED tests provide adults (age 18 and older) who did not complete a formal high school program the opportunity to certify their attainment of high school-level academic knowledge and skills.

SRJC offers an extensive GED-preparation program in both English and Spanish.

## GED Labs

The GED Lab at SRJC offers free learning opportunities to brush-up on academic skills or to prepare for the GED test and other exams such as the Math Competency Exam, CAHSEE, CHSPE, and CBEST. There are no entry requirements, but students under 18 years of age who are currently attending high school must complete a concurrent enrollment form when they register.

GED preparation classes are provided by the College Skills Department and consist of:

- Basic Academic Skills class (CSKLS 731)
- GED Preparation classes
- GED computer labs

GED practice tests are available, as well as self-paced lab with individual instruction and concentration in language and math skills.

Santa Rosa Campus  
Analy Village Bldg H, Room 601

Petaluma Campus  
Kathleen Doyle Hall, Room 252

## CHSPE (CA High School Proficiency Examination)

This program was established by California law. The CHSPE consists of two sections: English-Language Arts and Mathematics. If you pass both sections, the CA State Board of Education will award you a Certificate of Proficiency, which by state law is equivalent to a high school diploma.

Eligibility to take the CHSPE:

- At least 16-year-old OR
- Have been enrolled in the 10<sup>th</sup> grade for one academic year or longer OR
- Will complete one academic year of enrollment in the 10<sup>th</sup> grade at the end of the semester during which the next regular admission will be conducted

To take the CHSPE, you must register at [www.chspe.net/registration/form](http://www.chspe.net/registration/form).

Registration instructions: [www.chspe.net/form/CHSPE\\_Registration\\_Directions.pdf](http://www.chspe.net/form/CHSPE_Registration_Directions.pdf).

Frequently asked questions:

[www.chspe.net/about/faq](http://www.chspe.net/about/faq).



# SRJC Facility & Benefits

Santa Rosa Campus  
Doyle Library, Room 4251



Petaluma Campus  
Doyle Hall



Santa Rosa Junior College consists of two campuses, in Santa Rosa and Petaluma.

Santa Rosa Campus  
1501 Mendocino Ave.  
Santa Rosa, CA 95401  
(707) 527-4011  
[www.santarosa.edu](http://www.santarosa.edu)

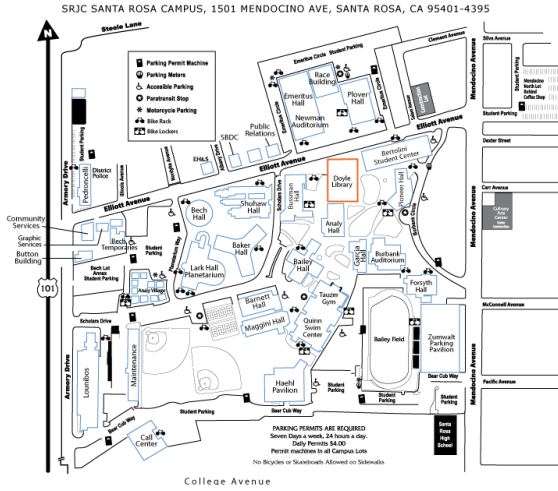
Petaluma Campus  
680 Sonoma Mountain Pkwy  
Petaluma, CA 95954  
(707) 778-3801  
[www.santarosa.edu/petaluma](http://www.santarosa.edu/petaluma)

The benefits of attending Santa Rosa Junior College are numerous and varied and include:

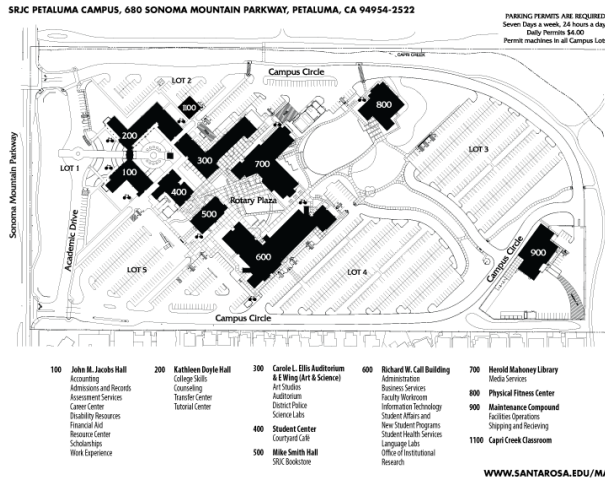
- Introduction to the main fields of knowledge: the Humanities, Natural Sciences, and Social Sciences
- Receive the guidance and help of counselors, advisors, and faculty in planning a program to meet your needs and challenge your abilities
- Prepare for transfer to the upper division of a four-year college or university
- Take advantage of the one and two year career training programs offered in a wide variety of fields
- Obtain guidance in determining aptitudes and vocations
- Participate in training, education, and activities for self enrichment
- Benefit from the extensive and diverse backgrounds of faculty who have an interest in your success and will strive to help you gain knowledge, skills, and understanding that enable you to meet your objectives
- Upgrade your position in career training fields through specific courses offered
- Take advantage of opportunities for student activities and leadership

Santa Rosa Junior College consists of a two campuses, in Santa Rosa and Petaluma.

Santa Rosa Campus  
 1501 Mendocino Ave.  
 Santa Rosa, CA 95401  
 (707) 527-4011  
[www.santarosa.edu](http://www.santarosa.edu)

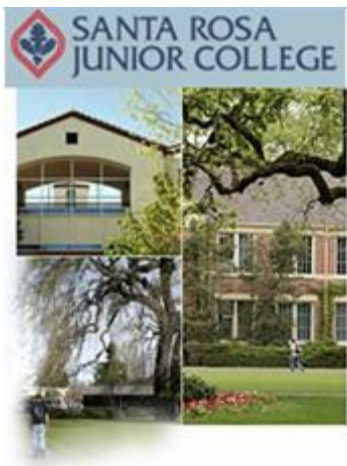


Petaluma Campus  
 680 Sonoma Mountain Pkwy  
 Petaluma, CA 95954  
 (707) 778-3801  
[www.santarosa.edu/petaluma](http://www.santarosa.edu/petaluma)



- |  |   |   |  |  |  |
|--|---|---|--|--|--|
| 100 John M. Jacobs Hall<br>Accounting<br>Admissions and Records<br>Assessment Services<br>Career Center<br>Disability Resources<br>Financial Aid<br>Resource Center<br>Scholarships<br>Work Experience | 200 Kathleen Doyle Hall<br>College Skills<br>Counseling<br>Transfer Center<br>Tutorial Center | 300 Carole L. Ellis Auditorium<br>& Wing (Art & Science)<br>Art Studio<br>Auditorium<br>Dance/Pilates<br>Science Labs | 400 Student Center<br>Counyard Cafe<br>500 Mike Smith Hall<br>SRJC Bookstore | 600 Richard W. Call Building<br>Administration<br>Business Services<br>Faculty Workroom<br>Information Technology<br>Student Affairs and<br>New Student Programs<br>Student Health Services<br>Office of Institutional<br>Research | 700 Harold Mahoney Library<br>Media Services<br>800 Physical Fitness Center<br>900 Maintenance Compound<br>Facilities Operations<br>Shipping and Receiving<br>1100 Capri Creek Classroom |
|--|---|---|--|--|--|

# Application & Admission



SRJC enrollment is open to all high school graduates, holders of certificates of proficiency, and any person 18 years of age or older who can profit from the college programs.

## Admission Requirements

- Application (available online at [www.santarosa.edu](http://www.santarosa.edu))
- Official Transcripts from previous schools  
These should be sent directly to the Records & Admissions office. In-person submittals must be currently issued in the last year and received in a sealed envelope from the issuing college.
- English Placement Test score required for placement in an English Class
- The Chemistry, Math, College Skills, and English as a Second Language departments also have required placement tests

SRJC uses a Student Identification Number (SID) instead of a Social Security Number as the primary identifier for students. The SID, along with a selected Personal Identification Number (PIN), is required to use myCubby, Web Link or in-person enrollment services. These numbers should remain private and kept in a secure place.

You will receive your SID after applying to SRJC online.

You are required to establish a PIN upon initial logon to their student myCubby portal.

## myCubby

myCubby, also known as the Student Portal, is a Web tool used to add/drop/ register for classes, view grades, pay fees, receive announcements from instructors, and more. It is accessible at [www.santarosa.edu/portal](http://www.santarosa.edu/portal).

## How to apply online

Download the Quick Start Guide available at [www.santarosa.edu/app/admissions](http://www.santarosa.edu/app/admissions).

You must file the Application online at [www.santarosa.edu/apply](http://www.santarosa.edu/apply) or in person at the Admissions & Records office in Plover Hall on the Santa Rosa campus and Jacobs Hall on the Petaluma campus.

A helpful quick start guide to apply and register online can be found at:

[http://docs.google.com/viewer?a=v&q=cache:q3EQvGp2gt8J:https://www.santarosa.edu/app/admissions/quick-start-guide.pdf+online+quick+start+guide&hl=en&gl=us&pid=bl&srcid=ADGEESilieG6QX1uhv2gyKjopkPHBxzJY8naXz7BuFrY0x\\_3ntSInqlCo87aZ0VuiDZPsFe25JZkClpoSdXQMmjPHGNeoqOcmVxVBV1\\_450Pzd4AAP99vxnxyr68xidyOiNP2bMTA3aF&sig=AHIEtbRkz3SOFFLnw1ZtMtYEo60aYjm2fQ](http://docs.google.com/viewer?a=v&q=cache:q3EQvGp2gt8J:https://www.santarosa.edu/app/admissions/quick-start-guide.pdf+online+quick+start+guide&hl=en&gl=us&pid=bl&srcid=ADGEESilieG6QX1uhv2gyKjopkPHBxzJY8naXz7BuFrY0x_3ntSInqlCo87aZ0VuiDZPsFe25JZkClpoSdXQMmjPHGNeoqOcmVxVBV1_450Pzd4AAP99vxnxyr68xidyOiNP2bMTA3aF&sig=AHIEtbRkz3SOFFLnw1ZtMtYEo60aYjm2fQ)

## Fees

Fees associated with application and admission are subject to change. The current fee schedule can be found at:

[www.santarosa.edu/app/fees-payments-deadlines/fees-schedule/](http://www.santarosa.edu/app/fees-payments-deadlines/fees-schedule/).

Many fees are waived for foster youth. As soon as possible, meet with Margaret Mann in the Financial Aid Office at SRJC who will help you apply for financial aid. She has worked with many foster youth and is very helpful. She is also available at VOICES one day a week.

Margaret Mann, Financial Aid & Outreach  
mmann@santarosa.edu  
(707) 524-1545

## Testing Services

Assessment & GED Services Centers offer a variety of testing services. Please call one of the test centers to make an appointment and for more detailed information.

Santa Rosa Campus  
Plover Hall, Room 531  
(707) 527-4661



Petaluma Campus  
Jacobs Hall, Room 109  
(707) 778-3908



## Placement Tests

Placement tests are designed to assess your current reading, writing, math, and chemistry skills and are required to enroll in an English, Math and/or Chemistry class. They determine eligibility to enroll in courses appropriately matched to your skill level. Tests can be taken by appointment or drop-in as space allows. There are no grades assigned for tests.

You can waive the English and Math tests if you scored as “ready” for CSU college level English and math through the EAP (STAR) testing at your high school. You will need to complete and submit a Prerequisite Equivalency/ Challenge Form to do so.

Assessment is a central part of the college orientation program. By taking these tests early in your college career, you will know whether you need preparatory work in English, Math or Chemistry. All new college students are encouraged to take the placement tests before seeing a counselor. The results will be helpful in determining the appropriate level classes in many disciplines. Students planning to transfer to a university or four year college to earn a bachelor's degree will have to complete higher level English and math classes.

You will need the following to take the tests.

- Application to SRJC

- Your Photo I.D.
- Your SRJC Student I.D. number

The English Placement Test comprises a 45 minute writing sample and a 50 minute multiple choice questions test. There is a Reading Comprehension and a Sentence Structure and Grammar component.

The Math Placement Test is a computerized adaptive, multiple-choice questions test that will take approximately 1½ hours to complete. The four math subsets are Pre-Algebra, Algebra, College Algebra and Trigonometry. You will be asked to choose the test that best matches your current math skill level.

The Chemistry Placement Test is 45 minutes.

There will be a 15 minute orientation before the tests begin.

You should arrive early as latecomers will not be admitted after the test begins and seating is limited. All testing materials will be provided. Check the Placement Testing Schedule for dates, times, room locations and scheduling options.

Test results are available in approximately two business days and can be accessed at [www.santarosa.edu](http://www.santarosa.edu) after clicking Student Portal and then Placement Test. It is recommended that you meet with a counselor to review your test results.

The testing schedule is available at [www.santarosa.edu/assessment/](http://www.santarosa.edu/assessment/) or at the Assessment Services Office.

The English and Chemistry Study Guides are available at [www.santarosa.edu/app/placement/Study-Guides](http://www.santarosa.edu/app/placement/Study-Guides).

The Math Study Guide is available at [www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html).

## GED (General Education Development) Test

See Preparation for SRJC / GED Preparation classes & labs above.

### Reservation

All GED tests are reserved on a first come, first served basis. Testing sessions typically fill up about two months in advance of test dates.

To reserve a seat in the SRJC GED Examination, apply in person at either the Santa Rosa or Petaluma campus. At the time you submit your application, you will be required to provide:

- Your GED Exam Application
- A Valid Photo I.D.
- Your fee receipt (see above)



You will receive a letter in the mail confirming your testing session.

SRJC's Application for the GED Examination can be found at:  
[www.santarosa.edu/app/placement/GED-Tests/pdf/GED-app-verification.pdf](http://www.santarosa.edu/app/placement/GED-Tests/pdf/GED-app-verification.pdf)

## Testing

Only those applicants who have successfully pre-registered will be admitted to a testing session.

SRJC's Official GED Testing Center is at Plover Hall, Room 531.

The GED Test battery consists of five tests (subjects) given over two days and completing the entire test battery takes just over 7 hours. You must attend both days to complete all tests.

1. Language Arts, Reading
2. Language Arts, Writing
3. Mathematics
4. Science
5. Social Studies

<u>Subject</u>	<u>Time Limit</u>	<u>Day</u>
Science	80 minutes	1
Social Studies	70 minutes	1
Language Arts, Reading	65 minutes	1
Language Arts, Writing	120 minutes	2
Mathematics	90 minutes	2

SRJC provides all the testing materials needed. Examinees are not permitted to bring cell phones, pagers, hand-held electronic games, food items, textbooks (including dictionaries), notebooks, supplies, hats, or other nonessential items to their seats in the testing room.

If you are unable to make your scheduled testing session, please call the GED office at (707) 527-4802 at least two business days in advance of your test date to reschedule.

Test results scores will be mailed to you at the address listed on your application about three weeks following the last day of testing. The GED/Assessment Services Center cannot give out test results over the phone, nor can we give your test results to another individual or agency unless we have written permission from you on record.

Once you pass the GED tests, you will receive your High School Equivalency Certificate from the California State GED Office in about one month.

## Identification

You must bring a current valid form of photo identification on both days of the exam that includes your name, birth date, a current photograph, and your signature on a

single document. The name and signature you list on your GED application must match exactly the information shown on your ID. You will not be allowed to test without the required ID.

Acceptable ID:

- CA driver's license
- CA Department of Motor Vehicles ID card
- passport
- U.S. military ID card
- government ID card
- work visa
- green card
- tribal ID card

Unacceptable ID:

- school ID card
- check-cashing card
- birth certificate
- social security card
- temporary, expired, or damaged IDs

## Retesting

You may test up to three times per test subject per calendar year and according to available testing sessions.

To schedule your retake test(s), you will need to call the GED/Assessment Services Center to inquire about available retesting dates, times, and locations.

If you do not schedule and pay for your retest(s) for a date within the calendar year of available testing sessions, you will have to wait until the following year to do so.

## Ability to Benefit (ABT) Test

Students, who are interested in receiving financial aid, must take the ATB/Wonderlic test if they do not have a high school diploma or GED. This is a federally approved examination that assesses whether students who are not high school graduates can benefit from the instruction provided at the college.

To make an appointment to take the test or for more information contact one of the Assessment & GED Services Centers. On the day of the test you will be required to show photo identification.

To make an appointment or for more information contact Assessment & GED Services at (707) 527-4661.

Two practice basic skills tests are available at the Assessment & GED Services Centers: Quantitative Skills (Form QS-A) and Verbal Skills (Form VS-A).

## Orientation

Orientation is an excellent introduction to what you can expect as an SRJC student. It is important to learn both your rights and your responsibilities as a student.

All of the orientation formats include:

- Information that helps you navigate the admissions and registration process
- An introduction to college resources
- Ideas that help you be a successful student
- An overview of college regulations as well as your rights and responsibilities
- A spot in the priority registration system (up until Open Registration)
- Assistance in creating an educational plan to match your goals

As you consider the following Orientation options keep in mind that the more time you invest in the orientation process, the higher your return in success at SRJC. You may attend one, two or all.

## Introduction to College [COUN 270] Class

This is the most complete orientation for first time students. It is an 8 hour course offered only in the spring and summer for which you'll receive .5 unit credit when you complete the class as well as Priority 4\* for registration.

Because this is a credit class, you must complete an application for admission and register for it. You should complete the English and math placement tests before attending.

## Online Orientation

This is an internet-based orientation that can be completed in about 30 minutes. It was designed for students planning to enroll in six or fewer units, or who have prior successful college experience. It can be accessed at [www.santarosa.edu/orientation](http://www.santarosa.edu/orientation). Completion of the online orientation will provide a Priority 5\* for registration.

## New Student Drop-In Orientations

These are for students returning to school or attending college for the first time. These 2 hour orientation as are help Wednesdays at 10 AM and 5:30 PM on the Santa Rosa Campus. Attending this orientation will provide Priority 5\* for registration. The schedule can be found online at [www.santarosa.edu/app/orientation](http://www.santarosa.edu/app/orientation) or by calling (707) 778-3914.

\*Priority registration allows you to register before Open Registration (when all students are allowed to register for classes). Priority 1 is the first registration period, Priority 5 is the last priority time before Open Registration begins.  
See Registration / Priority Registration below.

## Counseling

Counselors are available to assist you with attaining your educational, career training, and personal/life goals. They can help you find the right level of classes and assist you in designing an educational plan to help you meet your educational goal.

Counselors are available by appointment and on a drop-in basis.

As a new student, meeting with a counselor by appointment is probably the most important thing you can do.

For counseling course options visit: [www.santarosa.edu/app/counseling/counseling-courses/](http://www.santarosa.edu/app/counseling/counseling-courses/)

## By Appointment

During the months of June, July and August, after completing assessment tests and an orientation, go to the Welcome Center to speak with a counselor.

An appointment should be made for:

- Long-term academic planning
- Determining progress toward or eligibility for transfer and/or graduation
- Dealing with probation or dismissal issues
- Assistance in completing a financial aid or other petition

New students are strongly encouraged to meet with a counselor to create a MAP (My Academic Plan).

Appointments can be scheduled in advance either in person or by phone, are 30 minutes, and can be made with a specific counselor.

To schedule a ½ hour appointment or for more information call:

Santa Rosa Campus	Petaluma Campus
(707) 527-4451	(707) 778-3914

During the summer months, counselors are available at the Welcome Center.

Santa Rosa Campus	Petaluma Campus
Plover Hall	Jacobs Hall

## Drop-In

Drop-in counseling is best for short term academic planning, quick questions, referral to college and community services, or emergency problem solving. Drop-in counseling is usually available in July, August, December and January. Drop-in appointments are typically 10-15 minute meetings.

Drop-in locations are at:

Santa Rosa Campus	Petaluma Campus
Bertolini Student Center	Student Services

## Registration

Registering for classes is the final step to becoming a student at SRJC.

Registering can be very frustrating. It can be very difficult to get the classes you need and want so you should register at the earliest possible time.

The best way to register is online using myCubby (student portal). The registration site is [www.santarosa.edu/portal/](http://www.santarosa.edu/portal/). You will need a Student Identification number (SID) and your PIN. You should have your class schedule planned out in advance.

In-Person Registration is available on a limited basis at the Admissions & Records office in Plover Hall on the Santa Rosa Campus and Jacobs Hall on the Petaluma Campus. In person registration is especially discouraged since it is not available until 1 week before the term begins.

## Priority Registration

Priority registration allows you to register before Open Registration. The advantage of registering as early as possible is to increase your chances of getting classes at the time and location that are your first choice. Priority registration is primarily for students who are currently enrolled at SRJC but new student who have attended an orientation can qualify too.

Priority 1 students register first, then Priority 2 through 5, before Open Registration. New students can qualify for Priority 4 or Priority 5 registration:

Priority 4 – by completing Introduction to College (COUN 270) class

Priority 5 – by attending a Drop-In Orientation or completing the online orientation

See Orientation section above.

## Fees and Refunds

Most fees for current and former foster youth will be waived (see Financial Assistance below).

Fees change periodically and can be found at [www.santarosa.edu/app/fees-payments-deadlines/fees-schedule/](http://www.santarosa.edu/app/fees-payments-deadlines/fees-schedule/).

You should work with your CASA to understand what fees are waived for foster youth and what fees you will be responsible for.

## Financial Assistance

“College or a postsecondary training program may seem beyond the financial reach of many youth in foster care who face emancipation from the foster care system with limited prospects for economic independence. However, with proper planning and support, students from foster care can combine financial aid awards from a number of sources to pay the full cost of attendance for most programs. It has been reported that half of all undergraduates who may have been eligible for federal money didn’t receive any for one reason - they didn’t apply.

The financial aid process is complex and confusing. Educating students from foster care about their financial aid opportunities is critical, as is timely planning and continuous guidance every step of the way.

Students from foster care will usually receive a financial aid package reflecting a range of sources. Some of their aid package will draw on resources available to the general population of postsecondary students and part will come from funds designated expressly for student who have been in foster care. Students might also be eligible for a variety of scholarships – scholarships for academic merit, athletic scholarships, or scholarships for student from a particular ethnic background. – From Casey family programs *It’s My Life: Financial Aid Postsecondary Education and Training*.

Foster youth are considered “independent students.” Therefore they are eligible for maximum federal and state grants.

SRJC offers one of the largest financial aid and scholarship packages in the nation to help you pay for college.

The Financial Aid Office at SRJC offers a variety of programs to assist students with meeting the costs of higher education. Some awards consist of two or three types of aid put together as a financial aid package. You must complete and file a FAFSA (Free Application for Student Aid) to apply for any of these programs. Margaret Mann, in the Financial Aid office, is a tremendous resource. She considers foster youth a pet project. She will help applicants complete the FAFSA application (see below).

It is important to meet all the priority deadlines to ensure that you receive as much financial support as possible.

Applying for financial aid should be a high-priority project for both you and your CASA. Detailed information about grants and scholarships can be found in *SRJC Bound for CASAs* which your CASA has. It is also available to you by contacting the CASA office.

### Requirements for most grants/scholarships:



You must:

- demonstrate financial need,
- be a U.S. citizen or an eligible non-citizen,
- have a valid Social Security number,
- register (if you haven't already) with Selective Service if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress, and
- show you're qualified to attend postsecondary education by:
  - having a high school diploma or General Educational Development (GED) certificate;
  - passing an approved ability-to-benefit test (ABT) if you don't have a diploma or GED;
  - completing six credit hours or equivalent course work toward a degree or certificate; or
  - meeting other federally approved standards you state publishes

## Key Financial Assistance Programs

### Federal

- FAFSA (see above)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Academic Competitiveness Grant (ACG)
- Federal Work Study

### State

- Board of Governors (BOG) Fee Waiver
- Cal Grants
- Extended Opportunity Programs & Services (EOPS)

### Foster Youth

- CA Chafee Grant
- Foster Care to Success
- Casey Family Scholars Program/Scholarship
- Sponsored Scholarship Program
- Valley of the Moon Children's Foundation Scholarship Fund
- John Burton Scholars Backpack to School Program

### SRJC Scholarships

- Doyle Scholarship

- SRJC Foundation & Endowed Scholarship Funds
- SRJC Business & Community Outside Scholarship Funds

**Financial Aid Tips** (Adapted from Alameda County CASA's *Guide to Independent Living for Transitional-Age and Emancipated Foster Youth*, copyright 2010):

- Apply for FAFSA first. This is the gateway for all other financial aid, grants and many scholarships.
- File electronically. It saves postage and it's quicker. File for both your FAFSA and Chafee grant applications electronically.
- Obtain a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov).
- Gather documentation to prove you were a foster child. A statement from the courts or a letter from your child welfare worker on County letterhead will be sufficient.
- Ask for assistance. ILSP offers financial aid workshops and will help foster youth complete the application if needed.
- Complete the GPA Verification Form. You can access the form from [www.csac.ca.gov/pubs/forms/grnt\\_frm/march2\\_11-12\\_gpaform\(fillable\).pdf](http://www.csac.ca.gov/pubs/forms/grnt_frm/march2_11-12_gpaform(fillable).pdf).
- Turn in Board of Governors Waiver to the Financial Aid Office. These waivers are available at the Financial Aid Office and waive all or almost all of your tuition.
- Check the "Ward of the Court" box. **You must list you status as "independent" and check the box for foster youth, orphan or ward of the court.**
- Write N/A (non-applicable) for the parental income information in the financial aid section.
- Answer all questions.
- Be honest.
- Proofread your application.
- Note any deadlines.
- Submit your application early.

## About Scholarships (from Latino Scholarship Dollars website)

### **What Are Scholarships?**

Scholarships are free money that is available to off-set the cost of school. Students have to apply for scholarships, which are awarded on a case-by-case basis, often based on merit. If a student receives a scholarship, it does not have to be paid back.

### **What Do You Need to Have to Qualify for a Scholarship?**

Every scholarship has varying requirements – including its own application, which you will need to get and complete – but it is a good idea to pull together a folder of the following information (or as much of it as you can), as almost all scholarships will ask for some combination of these things:

- One or two essays
- Letter(s) of reference
- Writing sample
- Resume
- Transcripts
- Copy of Student Aid Report (SAR- see below)
- Parent and Student Tax Returns and W-2 Forms
- GPA Certification Form
- Enrollment Verification Form
- Copy of Financial Aid Award Letter

### **Beware of Scholarship Scams**

Be wary of scholarship applications that require an “application fee.” Also proceed with caution with scholarship matching services that guarantee results and sales pitches that describe themselves as financial aid workshops or seminars.

### **Do You Need to Be a Citizen or Legal Permanent Resident to Qualify for a Scholarship?**

Some scholarships require proof of citizenship in order to qualify for a scholarship, but others do not. Lists of both types of scholarships are in [the Latino Scholarship Dollars] directory.

### **Where Can You Get More Printed Information About Paying for College?**

Call the federal government for a free guide, in English or in Spanish, to student financial aid: 1-800-4-FED-AID (1-800-433-3243). This guide is an excellent comprehensive “how to” resource.

### **Are You Entering College Next Year? Complete the FAFSA as Soon as Possible**

If you do nothing else, complete the Free Application for Federal Student Aid (FAFSA), immediately after January 1 of your senior year. It is a form that most schools use to determine financial aid, and money is awarded on a first-come, first-serve basis.

After you submit your FAFSA, you will be sent a Student Aid Report (SAR), which tells how much money your family is expected to contribute to your college education for one year. This helps schools and scholarship organizations know how much money you will need in financial aid.



# SRJC Programs of Study

Students can earn an Associate Degree or a Certificate in less than two years of full time classes. Community college vocational training programs include nursing, computer programming, mechanics and electronics.

## Associate Degree (AA/AS) Programs

The Associate in Arts and Associate in Science Degrees can be earned at Santa Rosa Junior College. Requirements for graduation with an Associate Degree are prescribed by the California Community College System and the Board of Trustees of Santa Rosa Junior College.

It is the student's responsibility to file a Petition to Graduate by the deadline date during the semester in which he/she plans to complete the requirements. Official transcripts from all colleges previously attended should be submitted as part of the graduation evaluation process. Applicants are notified by mail of their eligibility for the degree.

## Associate Degree Requirements

A student must fulfill all of the following requirements in order to receive an Associate in Arts or an Associate in Science degree:

- A General Education Pattern  
Students may choose one of three options for meeting the General Education requirements toward earning an Associate in Arts or an Associate in Sciences Degree at Santa Rosa Junior College:
  - Option A: Complete the 23 units of the Associate Degree General Education course requirements and the math competency requirement. **OR**
  - Option B: Complete the California State University (CSU) General Education course requirements (eligibility for full certification of 39 units). **OR**
  - Option C: Complete the Intersegmental General Education Transfer Curriculum (IGETC) (eligibility for full certification).
- A Major  
To receive an Associate Degree a student must complete a major course of study of at least 18 college units from the SRJC list of approved majors. A major provides coherence, focus, depth, sequencing, and synthesis of learning. A course may be used to satisfy both a General Education requirement and a major requirement (Title 5, 55806). Within the major, a course may not be used more than one time to meet a major requirement.
- A Minimum Number of Degree Units  
A student must complete a minimum of 60 units in courses numbered 1-299. (Courses numbered 300-899 are designed to meet a variety of student needs and

are not applicable toward Associate Degree requirements. Students should plan their course of study carefully with the assistance of a college counselor.)

- A Minimum Number of Units Taken in Residence  
A student must be enrolled during the semester in which the degree is granted. A minimum of 12 units must be completed at Santa Rosa Junior College.
- A Minimum Standard of Scholarship  
A student must have a minimum grade point average (GPA) of 2.00 ("C") or better in all Santa Rosa Junior College and transferred course work submitted toward the Degree. For all students admitted for the Fall 2009 term or any term thereafter, a grade of "C" or better, or "P" if the course is taken on a pass/no pass basis, is required for each course applied toward the major.

## Certificate Programs

SRJC offers a broad array of occupational certificate programs that provide a course of study preparing students directly for employment or self-employment upon completion of the program. Most certificate programs are developed through the collaboration of SRJC faculty and industry leaders and employers who sit on Advisory Committees for the occupational disciplines. There are two types of certificates recognized by the College: Certificates of Achievement and Skills Certificates.

Santa Rosa Junior College is committed to maintaining the academic rigor and relevance of its occupational curriculum. Each occupational program has an employer advisory committee to provide occupational outlook information and give input to the curriculum, ensuring that students are learning the skills needed by industry. Whether the student is exploring career choices following high school, considering a major career move, or seeking new skills for advancement, a wide variety of training options are available through these certificate programs.

### Certificate Categories

- Agriculture
- Applied Technology
- Art
- Dance
- Theatre Arts
- Business Administration
- Child Development
- Earth & Space Science
- Counseling
- Computer Studies
- Consumer & Family Studies
- Culinary Arts
- Health Sciences
- Industrial & Trade Technology
- Public Safety

## Certificates of Achievement

Certificates of Achievement are programs of study consisting of 18 units or more that provide extensive preparation in the designated field. They are intended to certify that

students who have successfully completed the program are prepared to enter the careers associated with their chosen certificate. They usually take at least one to two years to complete. In addition to local approval, these programs must also be endorsed by the Bay Area Occupational Planning Committee and receive approval from the California Community College Chancellor's Office.

## Skills Certificates

SRJC also offers many programs resulting in the award of Skills Certificates. These certificates are under 18 units, and, while the local development and approval process is rigorous, they do not require approval by the state Chancellor's Office. These certificates are designed to provide the student with a brief but intense course of study in a particular area, so that he or she may develop specific skills or prepare for an entry-level position in the field. Successful completion of these programs also may certify that students are prepared with a particular set of skills, such as the job entry skills leading to a full Certificate of Achievement program, or skills to upgrade or advance in an existing career. These programs often provide advancement on a "career ladder," and are therefore of shorter duration and narrower in scope than the Certificate of Achievement programs to which they may lead.

## Resources

### CA College Pathways



Sadly, statistics indicate that only 50% of foster youth graduate from high school and that an even lower percentage (2-3%) further their education in pursuing a college degree.

There are many reasons why only a small group of former foster youth can continue their education but funding and a stable housing environment are major factors that are considered when a foster youth ages out of the foster care system.

That is why the Foundation has entered into a partnership with the CSU Office of the Chancellor to create an initiative to increase the number of foster youth in California who enter higher education. Currently, this program is primarily funded by the Stuart Foundation and the Walter S. Johnson Foundation.

The goal of the California College Pathways is to not only increase the number of foster youth in California who enter higher education but to also achieve an academic outcome by expanding access to campus support programs, such as the Guardian Scholars Program, the Renaissance Scholars Program and other successful approaches to supporting former foster youth on campus.

To achieve this goal, California College Pathways pursues four strategies:

- **Information-Sharing** This includes collecting and disseminating information about available campus support programs in California and nationally, together with information about the latest research, legislation and policy developments.
- **Technical Assistance & Training** This includes providing hands-on technical assistance and training for both developing and established campus support programs through the development of publications and regional trainings.
- **Policy Analysis & Development** This includes analyzing the barriers that prevent foster youth from entering higher education and developing practical, politically feasible policy solutions to remove those barriers.
- **Coalition Building & Advocacy** This includes building a well-organized coalition of students, campus administrators, nonprofit professionals and public officials to advocate for policy changes that will promote academic achievement among former foster youth.

The Community College Pathways Program at SRJC aims to:

1. Increase the academic performance of former foster youth in community college courses leading to certificate completion, graduation and/or transfer.
2. Provide a case management team, supporting student success and helping access and utilize all available college resources.



3. Provide enhanced counseling and academic assessment services to former foster youth.
4. Works with students to create individualized educational and career pathway plans.

The program office is located in Maggini Hall, Room 2822.

The program coordinator is Maurice Travis.

To make an appointment, call 321-3151.

For more information on the California College Pathways project, please visit their website at [www.cacollegepathways.org](http://www.cacollegepathways.org).

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## V.O.I.C.E.S.

[www.voicesyouthcenter.org/news/voices-carry-new-center-opens-santa-rosa](http://www.voicesyouthcenter.org/news/voices-carry-new-center-opens-santa-rosa)

(707) 579-4327

VOICES, located at 335 College Avenue in Santa Rosa, is an invaluable resource for both current and former foster youth.

The center is open Monday through Friday from 10:00am to 6:00pm.



### Program Overview

To serve transition-aged youth in Sonoma County emancipating from systems of care, V.O.I.C.E.S. provides internal programs and co-located services with a team of partner agencies. V.O.I.C.E.S. has received a wealth of interest from agencies wishing to collaborate and co-locate within the program, and began with ten initial partners. Additionally, since opening in April 2008, V.O.I.C.E.S. has developed four main internal programs to meet the needs of our youth.

#### Internal Programs

##### Jolt (Job Opportunities Leadership Team)

Jolt is a pilot V.O.I.C.E.S. program built through a partnership with Social Advocates for Youth, True to Life Children's Services and the Sonoma County Independent Living Program to address the critical need for employment of youth members who are most at risk of homelessness.

##### SNAP (Supplemental Nutrition Assistance Program)

SNAP is V.O.I.C.E.S.' youth-friendly take on assisting young people through the process of obtaining food stamp benefits. Through information, outreach, development of new youth-friendly materials and step-by-step assistance through the entire application process and beyond, V.O.I.C.E.S and SNAP are increasing youth's access to much needed food and nutrition.

### YESS (Youth Empowerment Strategies for success)

YESS is V.O.I.C.E.S.' mentoring program providing peer support, in-person connection and outreach to youth attending the Independent Living Program classes at Santa Rosa Junior College. Peer mentors assist youth's development in education, employment, housing, financial and wellness skills, with the goal of bridging youth into the wide assortment of other V.O.I.C.E.S' services.

## Co-Located Services

### Housing Services

True to Life Children's Services (TLC) partners with Sonoma County to provide housing services through THP+ contracts.

### Employment and Education Services

Social Advocates for Youth (SAY) operates a youth employment center and provides transitional and emergency housing.

Sonoma County Adult & Youth Development promotes youth employment for V.O.I.C.E.S. youth members in the Sonoma area.

West County Community Services provides job coaching for V.O.I.C.E.S. youth members.

Youth Build helps youth gain skills and education in order to access and develop careers.

### Health and Wellness Services

The National Alliance on Mental Illness (NAMI) provides support groups and advocacy for young people experiencing mental illness.

Petaluma People provides targeted case management for V.O.I.C.E.S. youth members.

### Independent Living Program – ILP

The Independent Living Program assists young people who are leaving foster care to live independently. ILP coordinators with Sonoma County provide training and coaching to help youth members develop the skills needed for independence.

### Other Partners and Services

New Ways to Work engages youth in policy and advocacy with government officials. The Junior League has been invaluable in supporting V.O.I.C.E.S. Sonoma. They provide over 30 volunteers per month to support all aspects of programming.

## Social Advocates for Youth (SAY)

[www.socialadvocatesforyouth.org](http://www.socialadvocatesforyouth.org)

All SAY programs are based on Positive Youth Development (PYD). Developed by the Search Institute, a national leader in youth development, resiliency, and prevention, PYD believes that in order to be successful, every youth needs opportunities, positive encouragement and guidance from adults – especially during adolescence. The counselors and clinicians skillfully challenge youth to engage in activities and relationships that encourage them to discover and develop their unique talents, strengths, and abilities.

## Opportunities Now

G.E.D. preparation, education assistance, and job/life skills training are provided for qualified youth ages 14-21. Services include tutoring, leadership opportunities, job readiness skills workshops, counseling, referral services, and adult mentoring.

## Youth Employment Center

Workshops are given on job-readiness skills for youth seeking employment in Sonoma County. Topics include resume writing, job interviewing skills, job etiquette, proper grooming and work ethic.

SAY also offers anger management help, counseling, a Summer Youth Leadership program, and a Youth Diversion Program.

## Casey Family Programs

[www.casey.org](http://www.casey.org)

With a variety of programs focused on the child-welfare system, Casey Family Programs is a treasure trove of facts and guides.

Two downloadable guides are available at  
[www.casey.org/resources/publications/ItsMyLife/Education.htm](http://www.casey.org/resources/publications/ItsMyLife/Education.htm)

- *It's My Life* Postsecondary Education and Training: A Guide for Transition Services from Casey Family Programs
- *It's My Life* Financial Aid: Postsecondary Education and Training

## Community Action Partnership Vocational YouthBuild

[www.capsonoma.org/vocational\\_overview.cfm](http://www.capsonoma.org/vocational_overview.cfm)

YouthBuild Santa Rosa is an education, job skills training, and leadership development program for youth ages 16-24 who do not have a high school diploma. With our partner, John Muir Charter School, we are able to assist youth to earn a high school diploma.

There are 5 components to the YouthBuild Santa Rosa program: Education; Job Skills Training; Leadership Development; Case Management; and Alumni and Transitional Services. We are working to add a 6th component - Mentoring. It is the interplay and the support that these components provide the youth that are essential for their success.

All youth will graduate not only with their high school diploma, but also with at least 1 unit of transferrable university credit from the Santa Rosa Junior College. If a youth is interested in taking any class at the SRJC, the program is supportive of those efforts, assisting with form completion, registration, fee payment, and purchasing textbooks, as

well as working with the youth on issues such as speaking to an instructor or making and attending an advisor appointment.

We are a clean and sober program and work with the youth to help them be successful in their sobriety. We have an in-house 12 step meeting weekly, and once a month attend an off-site NA meeting. We do random drug tests, and youth must be "clean" to go to the job site. Because of grant requirements, 50% of program time must be in the classroom working on education, 40% on job skills training; if youth are dirty and cannot go to the job site for an extended period of time, the youth will not be able to participate in the program.

The YouthBuild Green Training Center is located at 2230 Lomas Avenue, Santa Rosa, CA 95404, the old Lewis School.

## Foster Care to Success

<http://fc2success.org/>

Foster Care to Success helps former foster children become successful adults. In most states, foster children leave the social services system when they turn 18. In the eyes of the court they're adults, but few 18 year olds are emotionally, mentally or financially able to support themselves. Without someone to guide them, too many end up homeless, unemployed, incarcerated or pregnant. But it doesn't have to be that way.

Thanks to the generosity of thousands of volunteers and donors, Foster Care to Success is changing the odds for former foster youth every day through:

**SCHOLARSHIPS AND GRANTS** FCS is the largest and oldest national nonprofit dedicated exclusively to promoting success through higher education for foster youth. We award about \$15 million private scholarships and government grants to more than 3,500 students each year.

**MENTORING AND MORAL SUPPORT** Our skilled staff and national network of trained volunteers provide one-on-one support to help students adapt, stay on track, overcome obstacles, and graduate.

**INTERNSHIPS** Every summer, FCS brings students to Washington DC to work with legislators, nongovernmental agencies, nonprofit organizations and major corporations and facilitates internships for students in other cities across the country.

**ADVOCACY** FCS advocates for legislation benefitting the 25,000 young people who age out of foster care each year, and provides opportunities for businesses and civic organizations to support foster youth in communities across the country.

The first day of college is a major milestone in anyone's life, but the day you graduate is even bigger. For a young person who grew up in foster care, both the first and last day of college require huge leaps of faith.

Foster Care to Success provides its students with the largest comprehensive support and enrichment network in the country specifically designed to address their needs as college students without family support. A skilled staff and trained volunteers help young people successfully progress towards graduation and prepare for the transition from college student to young professional. This program of one-on-one, family-like, consistent guidance has been strategically designed to help them develop into mature young adults.

## Office of Foster Care Ombudsman

[www.fosteryouthhelp.ca.gov/](http://www.fosteryouthhelp.ca.gov/)

The Office of Foster Care Ombudsman can give you information about services available to emancipated youth such as how to get stipends, financial aid for colleges, and housing.

The Office of Foster Care Ombudsman can provide you with information about what services are available to foster youth in your county such as transitional housing programs, employment programs, scholarships, or independent living programs.

## College Survival and Study Skills

[www.clemson.edu/collegeskills/intro.html](http://www.clemson.edu/collegeskills/intro.html)

## FosterClub

[www.fosterclub.com](http://www.fosterclub.com)

## Transition Toolkit

Designed to help you and your team of adult supporters take inventory of your current assets, identify your resources, and map out a plan for the challenges after foster care.

## AB 540 Students and the California Dream Act or 2011

If a student is undocumented or underdocumented, has attended at least three years of high school in California and graduated from a California high school or received its equivalent, they may qualify for in-state tuition rates at California's public colleges and may also be considered for an institutional, privately funded scholarship. To learn more, contact the SRJC admissions office.