Student Activities and Affairs Handbook
Hanford and Tulare Campuses
(ID Card Processing, Transit and Activity Benefits Stickers, Services.)
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**Activity Benefits Fee**

**Sticker is $15 per semester**

**What are the benefits?**

- Local Merchant Discounts
- Free entrance to COS Athletic events
- Discounts - COS Music events
- Discounts - COS Theater events
- Eligible for Student Senate Scholarships
- Lockers - Kern bldg.
- Prize Drawings
- Fee promotional items and give-aways sponsored by the COS Student Senate
- Eligible to receive financial support for participation in clubs and athletic teams
- And more!

**First ID card is free / Replacements $5**

**Why get a COS student ID card?**

- COS Student ID
- Secondary form of ID
- Transit / Bus pass *(with valid sticker)*
- COS To-Go Print *(labs, classes, library)*
- COS Library Card
- Lab/Class Positive Attendance
- COS Bookstore - Book Buy-Back
- And more!
Information for Student & Seasonal Workers

Never leave equipment unattended! Camera and printer are very expensive and have been stolen in the past. Make sure drawers and cabinets are kept locked if you leave the kiosk even for a second.

Student must have a zero balance on their account. - or - Student Schedule Bill (see example on back side) - initialed by cashier and indicating paid fees for transit/bus sticker and/or ASB sticker.

Options to pay fees:
1) cashiers office
2) credit card over the phone 730-3956 - cashiers/Acct Receivable
3) online - log into their Banner Web

Must be verified as enrolled in the current semester classes and fees being charged to receive an ID card [see example]. Make sure you check this!

Students may receive an ID card (verify they are enrolled in current semester classes - Even if Activity Benefits & Transit Fees are not paid).

No charge for first ID card - Replacement cards are $5 payable at the Cashiers (use referral slip).

They need to remove hat and sunglasses for photos. They may not make funny faces or gestures in the photos.

We do not advertise the “Fee Waiver” for the Activity Benefits Fee sticker; however, if they say they want to waive this fee please give them the waiver form to complete (they cannot take the form with them, they must complete and you will verify that they understand what they are giving up with the waiver. You will date and initial that you received the form from the student., then scan to reneec@cos.edu (Waivers are only accepted during the first two weeks of the semester).

If anyone is hostile, disrespectful, or argumentative, call District Police at ext. 3999
Information - Continued

Lockers – Only available on the Visalia Campus, at this time. *(Students must have the Activity Benefits Fee sticker to use this benefit).*

Lost/Found - turn in to District Police.

Emergencies - Call 9911

Non Emergencies - call District Police ext. 3999

Do not keep printing an ID card if you send it to print and it doesn’t! check the printer then clear the print queue on the computer! it wastes cards, ribbon, $$ *(cards and ribbons are costly!)*

*If card doesn’t print, it is usually an issue with the printer, not the computer sending to print.* Check the cards to make sure they are loaded correctly; look at the indicator lights on the system to see if it’s indicating an issue. *(please note: each time you open the printer where the ribbon is, it will push ribbon through—which wastes)*

We do not answer questions about Transit routes... [cos.edu/transit](http://cos.edu/transit)

If students have questions about specific programs or benefits, please refer them to the appropriate department/office. *(ie: financial aid, admissions, counseling, DRC, Library, etc.)*
Activity Benefits & Transit Fees—Stickers

- Students must have fees paid to receive stickers
- If fees are not paid, please refer them to the cashier or to pay online.
- Transit Sticker goes here
- Activity Benefit Sticker goes here
ID Cards

- Students must be enrolled in the “current” semester
  - You can verify this by having the student log into Banner and pull up their financial status
- It is very important to have appropriate state/government ID for verification of identity.
- Imperative that you make sure you have the correct record in Banner and in the ID system, so there are no errors.
  Make sure the student confirms their name and banner number on the card.
- We do not change names in the system to print on the ID cards. We can only use the name already in the system.
- 1st ID card – no charge -- replacement cards are $5
  - You can verify this in the ID system screen
  - If the card is damaged, it is a $5 fee to replace
  - Complete the referral sheet for cashier’s office & give to student
- ID card is good for their entire time at COS
  - We do not give an ID card out every semester
- If ID card strip is active within 24 hours
  If the ID card strip doesn’t work after that, we verify in the machine in the hallway by the bookstore and student center. If it isn’t working, do a replacement card at no charge.

Transit Sticker

- The sticker is:
  $9 for students with 5 units or less
  $10 for students with 6 units or more
- The student is responsible for paying this fee.
  It is not paid by the BOG fee waiver (this only covers enrollment/units)
  They must elect to have the fees paid from their financial aid
  If the Cashier’s office identifies the student as a FACT payment plan, they may receive their transit sticker
- The transit sticker is valid for the current semester (or summer session).
  Fall: August 1st to December 1st
  Spring: January 1st to May 31st
  Summer: June 1st – July 31st
Activity Benefits Fee Sticker

The sticker is $15 per semester.

Students may ask to waive the fee (see current fee waiver form) during the first two weeks of the semester. (it is listed in the catalog, so if a student requests we have them fill out the form—they do not take the form with them.)

Reference:

Board Policy 5030 - Fees

Brochure - Student Activities and Affairs / Student Senate Brochure details the benefits of their card and stickers.
Enrollment Verification for IDs - Log-in

- Have student log-in to their Banner Web
  (type in the @ symbol, then have them type in their student ID number. If they don’t know their student ID number, they may use their SSN, although we discourage this.)

- Remind student to NOT press enter after keying their ID number.
  You will click the box for the PIN on your screen, the student will key in their PIN (six numbers only) then select enter.

- Verify the:
  1. student’s name and banner ID
     (this will be at the top, right side)
  2. semester (must be current semester)
  3. ABF and Transit fee charged
  4. balance on account
     This should be zero for the semester and summary

  - if there are any balances/fees owed,
    call the Cashier office to verify if ABF and Transit fee have been paid or use the referral slip and send student to Cashier’s office to verify and get a “Student Schedule Bill”.
    The cashier will verify that the ABF and Transit fees have been paid. (or if there is financial aid/3rd party guarantee.

- if a student is self-pay, they may contact the Cashier’s office to set up a FACT payment plan. This way the student is contacted to make payment and receive the stickers.
Verification of Fees Paid

Account Summary by Term

This is your account summary by term. Anticipated third party contractor payments, financial aid, and memos are NOT included in the summary.

If you arrived at this page after making a Credit Card Payment, confirm that the payment is displayed under correct term below.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Benefits Fee</strong></td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Transit</strong></td>
<td>$9.00 or $10</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- If students are cash-pay, they must pay the entire balance owed.
- If they have financial aid or a third-party payment pending, they may pay for transit and/or ABF if they have a FACT agreement with the college, they may have their stickers.

### Fall 2014

<table>
<thead>
<tr>
<th>Detail Code Description</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT6 Activity/Benefits Fee</td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>ENRL Enrollment Fee</td>
<td>$352.50</td>
<td>$32.50</td>
</tr>
<tr>
<td>HLTH Health Fee</td>
<td>$19.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCFE Student Center Fee</td>
<td>$5.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SEFP Student Representative Fee</td>
<td>$1.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TCAG Student Transit Fee</td>
<td>$10.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>BOGC BOG Waiver C Enrollment Fee</td>
<td>$552.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Term Charges:** $594.50

**Term Credits and Payments:** $552.00

**Term Balance:** $42.50

### Summer 2014

<table>
<thead>
<tr>
<th>Detail Code Description</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENRL Enrollment Fee</td>
<td>$134.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>HLTH Health Fee</td>
<td>$16.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TCAG Student Transit Fee</td>
<td>$14.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>BOGC BOG Waiver C Enrollment Fee</td>
<td>$184.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Term Charges:** $204.00

**Term Credits and Payments:** $184.00

**Term Balance:** $0.00

### Spring 2014

<table>
<thead>
<tr>
<th>Detail Code Description</th>
<th>Charge</th>
<th>Payment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT6 Activity/Benefits Fee</td>
<td>$7.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>ENRL Enrollment Fee</td>
<td>$31.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>HLTH Health Fee</td>
<td>$19.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCFE Student Center Fee</td>
<td>$5.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SEFP Student Representative Fee</td>
<td>$1.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SRFD Student Refunds</td>
<td>$2,784.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>TCAG Student Transit Fee</td>
<td>$5.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>BOGC BOG Waiver C Enrollment Fee</td>
<td>$621.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>PELL Pell Financial Aid</td>
<td>$2,822.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Term Charges:** $3,443.00

**Term Credits and Payments:** $3,443.00

**Term Balance:** $0.00
<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE TITLE</th>
<th>CRDS</th>
<th>ST DAYS</th>
<th>START/STOP</th>
<th>BUILD</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>10093</td>
<td>ACCT 282</td>
<td>Individual Income Tax</td>
<td>5.00</td>
<td>RW KW</td>
<td>0345-0600pm KERN 717</td>
<td>Skaff, N.</td>
<td></td>
</tr>
<tr>
<td>10142</td>
<td>BUS 108</td>
<td>Human Relations in Business</td>
<td>3.00</td>
<td>RW MW</td>
<td>1010-1225am KERN 715A</td>
<td>Betancourt, B.</td>
<td></td>
</tr>
<tr>
<td>14265</td>
<td>PHAC 021</td>
<td>Beginning Basketball</td>
<td>1.00</td>
<td>RW TR</td>
<td>0210-0300pm PHAC 111</td>
<td>Smith, R.</td>
<td></td>
</tr>
<tr>
<td>14103</td>
<td>COMP 130</td>
<td>Spreadsheet for Business</td>
<td>3.00</td>
<td>RW TBA</td>
<td>TBA ONLINE</td>
<td>TBA</td>
<td>Manuzo, E.</td>
</tr>
</tbody>
</table>

Course Credits: 12.00

Check for current semester
Verify this student with their student ID or state issued ID
Verify fees paid—zero balance

Class meeting days are defined as: M=Monday; T=Tuesday; W=Wednesday;
R=Thursday; F=Friday; S=Saturday; U=Sunday
(Combination of class meeting days) MWF=Monday, Wednesday, Friday

<table>
<thead>
<tr>
<th>Activity/Benefits</th>
<th>Fee</th>
<th>Enrollment Fee</th>
<th>Health Fee</th>
<th>Student Center Fee</th>
<th>Student Representative Fee</th>
<th>Student Transit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARGES</td>
<td></td>
<td>552.00</td>
<td>19.00</td>
<td>5.00</td>
<td>1.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

BOO Waiver: 0 Enrollment Fee: 552.00

All Bills due upon receipt

Important Notice:
Please pay full semester charges before July 1st or within 2 weeks of registration; spring and summer charges must be paid within 2 weeks of registration (unless financial aid or another agency will be paying your fees).

If another agency pays your fees, please let us know by calling 739-3858 to insure we have the correct billing information on file.

You MUST meet with a counselor before you can register for your 2nd semester.
Parking spaces on campus fill up quickly PLEASE allow extra time.
Activate your GIANT student email account before classes begin.

Return Bottom Portion with Payment - Make checks payable to COS - Include Student ID on check

<table>
<thead>
<tr>
<th>ID:</th>
<th>Semester: 2014-15</th>
<th>Statement Date: 07/15/2014</th>
<th>Total Due: 62.50</th>
</tr>
</thead>
</table>

Send payment to:
Accounts Receivable
College of the Sequoias
915 S Mooney Blvd
Visalia, CA 93277
Inside of the Student Activities and Affairs Brochure

**We handle or can help you with:**

- **Student Senate/COS student ID card**
  - Student Activities and Affairs processes student ID cards.

- **Clubs**
  - All clubs are chartered through Student Senate and an active list is available.

- **Lockers in the Kern Building**
  - The Kern lockers downstairs are available free to students with valid activity benefits stickers.

- **Posting of printed materials**
  - Student Activities and Affairs must approve all printed material for postings or distribution on district property.

- **Housing information board**
  - Student Activities and Affairs maintains housing information in a glass case located in the breezeway of the Sequoia Building.
  - COS does not screen applicants or those posting rental advertisements.

- **Activity date requests**
  - Any organization wanting to distribute information or hold an event must submit a request form to Student Activities and Affairs two weeks prior to the event date. The request form must be signed by a club advisor, instructor or other COS staff member.

- **Sales and fundraising**
  - Only COS chartered clubs or groups authorized by Student Activities and Affairs may sell goods or services and/or conduct fund-raising activities on campus.

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**Student Senate Executive Board and Leadership Class**

The Student Senate executive board meets 11 a.m. Tuesday and Thursday in the COS boardroom. The Tuesday meeting is an open public meeting and is made available via video feed at the COS Hanford and Tulare centers. The Thursday meeting is closed time and not open to the public.

**Student Senators:**

- Develop leadership skills.
- Learn to work with others.
- Develop critical thinking skills.
- Organize many of the activities on campus.
- Represent students' interests on district committees developing college policies.

**Positions:**

- President
- Vice president
- Commissioner
- Student body ambassador
- Student trustee
- Officers are elected in the spring of the following year. Student senators are appointed from the Student Government and Leadership Class.
- Students interested in enrolling for the class should contact Student Activities and Affairs.

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**Student Senate Clubs at COS**

- Enrich your college experience by joining a club.
  - A current list of active clubs is available at the Student Activities and Affairs Office and online at cos.edu/StudentActivities.
  - Any group wanting to be organized as a club at COS must be chartered through the Student Senate.

**Activity Benefits Fee and COS Student ID cards**

- **Cost:** $15.00 per semester for activity benefits sticker. No charge for initial card. Replacement card costs $5.00.
- **Payment:** Cashiers office during registration or any time thereafter.
- **Get ID card:** Student Center/lounge.
- **Must have:** Photo ID (driver's license, high school ID card, passport, military ID, etc.).
- **What is required:** Social Security card and birth certificate are required. (Must be original or certified copy)

**What Benefits and Services Are Available with the COS Student ID Card?**

- Students pay $15.00 for the Activity/Benefits Fee (if carrying 6 units or more):
  - Serves as a COS library card.
  - Serves as a printing card for on-campus printing and copying.
Outside of the Student Activities and Affairs Brochure

Transit Pass

The student transit pass is a sticker placed on your COS ID card. This pass provides unlimited rideship. The fee is charged for each fall, spring and summer semesters.

- $5 per semester if taking 6 or more units
- $4 per semester if taking 5 units or less

Good for Visalia Transit, Visalia Downtown Trolley, Tulare Intermodal Express, Dinuba Area Regional Transit, Dinuba Connection,omeware Transit, Tulare County Area Transit and Kings Area Rural Transit.

The Student Center/Lounge

The Student Center/Lounge is open to all COS students. It’s located in the Giant Forest Building adjacent to the COS Bookstore.

- Study
- Use computer lab and printer
- Meet with a study group
- Get your COS ID, ASB sticker, and transit pass
- Relax
- Socialize
- It’s cool when it’s hot and warm when it’s cold

Why should you get involved in ASB and/or student clubs?

"Joining clubs and ASB gives you the chance to network and develop relationships."
- Jason Chau

"You learn more about yourself the more you learn about others."
- Efrain Magallan

"You learn responsibility and leadership skills."
- Larissa Clem

http://cos.edu/student_services/student_activities_affairs
FAQ

- What are the Activity Benefits sticker and Transit sticker for?
  
  - The transit sticker serves as a transit pass with unlimited rides on most transit services in Tulare County and Kings County, and city transit, Visalia, Tulare, Dinuba, Porterville (visit web site for all cities and routes.)
  
  - The Activity Benefits sticker: gets you discounts with some local and national merchants and businesses, qualifies you for Student Senate freebees and prize drawings, gets you free admission to COS athletic events, discounted tickets to music and theater events, and qualifies you to apply for Student Senate Scholarships.

- What do I need, to get an I.D. card?

  - To get an I.D. card you need to have a photo I.D. [state drivers license or ID, passport, high school ID] (or you can bring social security card and birth certificate), know how to log into your Banner ID, or have the Student Schedule bill.
  
  - We need you to log on to Banner to make sure you are enrolled in C.O.S. if you do not have a COS Student Schedule Bill.

- Where can I go to get the parking permit?

  - The parking permit is available online at sequoias.thepermitstore.com for $25 plus the shipping cost

- Where can I find out about Transit Routes?

  - Routes are available online at www.gotularecounty.com or you can call 1-887-404-6473 for information about the transit
ID Card - Pebble Printer

Cleaning your Pebble Printer:

http://www.youtube.com/watch?v=zr1kIGyMzH0&list=PL0F0CFD971F248094&index=2
(note: do not adjust card thickness)

Link – you can always get to the videos via the website www.cardintegrators.com then select customer service, YouTube videos and that will take you straight to their channel.

If you have issues, you may contact the Student Activities and Affairs office (reneec@cos.edu 737-4886 730-3736)

Scott Brogdon is our IT contact for the ID card system and printers: scottb@cos.edu 737-4872 (or contact helpdesk if you cannot reach him)

If you cannot reach anyone at COS, call the number on the printer. Their techs will assist you.

Student ID System

- The ID systems were purchased from Card Integrators.
- ID system – review the videos
- Here is the link – you can always get to the videos via Card Integrators’ website www.cardintegrators.com then select customer service, YouTube videos and that will take you straight to our channel J
- Cleaning your Pebble Printer:
  http://www.youtube.com/watch?v=zr1kIGyMzH0&list=PL0F0CFD971F248094&index=2
ID Card System

1. Type in the student’s ID number in the “ID Number” box as indicated by the arrow. Push enter or click the search icon.

2. The student’s information will now be displayed.

3. On the right hand side of the screen, the “Take Picture” icon will be ready to use. Right below it, there are card layout options and how many IDs the student has printed.

   • If this is the student’s first time getting an ID card, the “Printed” box will have the number “0”. If the

   • If this is not the student’s first time, they will have a picture and a number in the box as indicated by the arrow. If they wish to get an ID, they will have to pay a $5 replacement fee at the Cashiers office.

   • Note: Sometimes the student will have a picture, but the box will read “0”. If this is the case, give them the ID card. This means that the student has not received an ID card since 2008.
4. After the previous steps have been completed, Click the “Take Picture” icon and this screen will come up.
   - The black screen will be where the live image of the person is displayed.
   - Click the “Take Picture” button.

5. Make adjustments to the picture using the editing options shown by the arrows.
   - Click the “Select” button.
   - Make sure that the picture is not too dark and that the face of the person can be seen clearly.
   - If the student’s image is not clear enough, then click the “Live Video” button and repeat the process.

6. After all adjustments have been made, click the “Save Picture” button and this will return you back to the main screen.

7. The student’s picture will now be displayed. You may now click the print button.
Refer students to the appropriate department (ie: DRC [Disability Resource], Financial Aid, Admissions, Library, etc. - give them a map if needed.)

You may refer students to the website to get information about the Tulare campus.
Transit Information

- We must say not say they are “Free”
- The cost for the sticker (current semester students only)
  - $9 students enrolled in 5 or less units
  - $10 students enrolled in 6 or more units

Transit Questions

- The sticker is:
  - $9 per semester - if enrolled in five units or less
  - $10 per semester - if enrolled in six units or more

Want to track the locations of the Visalia City buses? Do you want to know when a bus will arrive?

http://visalia.otiva.com

Visit the Transit Web Site for more information and links! Call 1-877-404-6473
Or go online to: www.tularecog.org
Customer Service - Student Workers

- Smile and greet students/staff immediately when they enter the building.

- After serving a student, ask if there is anything else you may help them with. Thank them for coming.

- When they approach your kiosk, immediately leave what you’re doing and walk to the counter *(or stand up from your desk chair)* to greet them.

- To the best of your ability, assist them with the COS map, look up locations/phone numbers in the directory, write down a message for office staff, etc.

- If you do not know the answer to a question regarding Student Activities and Affairs or Student Senate – contact or refer to:
  - Student Senate/SAA questions - Debbie (730-3736) or Renée (737-4886)
  - Orientation questions - Jason Garza (737-4849)
  - Welcome Center - Catherine McGuire (737-5410)
Student Workers

Orientation Questions

- Refer students to the Counseling/Orientation Technician.
  Jason Garza: jasong@cos.edu  737-4849
  He is located on the Visalia campus, Sequoia Bldg. Rm. 104 (Welcome Center). He responds very quickly to calls and emails!

Unacceptable

- Friends, family, etc. hanging out in the office or center while you work.
- Getting on the computer to view social media sites, pornography, or other unacceptable sites.
- Using office phones for personal use or your electronic devices, unless work related (ie: phone calls or texting a message to staff.)
Club Chartering & Information

- The Club Chartering form is in the forms files in the work area (by reception desk)
- Individuals requesting to form a new club must:
  Complete the Club Charter form
  Have COS employee/faculty as the club advisor
  Have at least 12 members
  Submit a Club Constitution
- The form is taken to Student Senate meeting for approval
- If approved the club is chartered/Certificate created
- The new club is added to the database and club list
Club Information Sheet

- This form is sent out to COS club advisors at the beginning of each semester.
- This form is to be completed and returned to the Student Activities and Affairs office.
- Information is entered into a database.
- A directory is then printed and made available to students.
- The directory is also posted online on the SAA web page.
- The sheet is then filed in the clubs file cabinet.
Student Driver Forms

Complete the attached forms:

1. Student Driver Vehicle and Liability Form
2. DMV Authorization for Release of Driver Record Information
3. Defensive Driving for Students
   (Online – see attached instructions.)
   (You must create an account with your name and banner id.)
   At the end of the online training you will receive a prompt
to print out a proof of completion form.

Bring the following to the Student Activities and Affairs Office.
(Giant Forest Bldg. Rm. 123 - Visalia Campus)

- Forms # 1 & # 2 listed above
  Print out form for #3
- California Driver’s License
- DMV Driver Report
  (S at DMV, S2 DMV online)
  (If you do not wish to provide this printout, there will be a 3-6 week wait
for our office to receive the form from DMV.)

Note: Students are required to complete and submit the packet every academic year.

AP: COS Administrative Procedure 6531
   Transportation Procedure – Student or Volunteer
STUDENT DRIVER VEHICLE AND LIABILITY FORM

FORM MUST BE SUBMITTED THREE (3) WEEKS PRIOR TO THE EVENT

Note: For processing, you must complete the DMV Authorization for Release of Driver Record Information form, the Defensive Driving Course and submit a copy of your driver’s license. Students must be at least 20 years old and have had a valid license for at least two (2) years (AP 6535).

Directions:

This form must be completed, submitted to the COS Student Activities and Affairs office and approved BEFORE any college student may drive a college owned vehicle traveling to a college activity and/or when transporting other students. This is required by College of the Sequoias Administration and the College’s insurance company.

Under no circumstances are students or volunteers allowed to drive a college owned vehicle or transport other students in their own vehicle without this form and their driving record cleared. Driver clearance is good for the remainder of the academic year ending June 30. To drive a college-owned vehicle or transport other students in your own vehicle, you must complete the first page of this form and even number page (2) on the second page, initial the top left and initial on your own, complete the first page of this form and form 2 on the second page; to do both, complete the entire form.

Student Name: ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) ___________________________ (First) ___________________________ (Middle Initial) ___________________________ (Last) 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Date: ___________________________ (Home/Work)

Signature: ___________________________ (Name)

Student Driver Signature: ___________________________ (Name)

Staff of Faculty Member Signature: ___________________________ (Name)

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Rev. 6/2014

Trip Requirements:

A list of student names and driver names must be provided to the area dean prior to the activity. Participant changes can be confirmed with the area dean by telephone 10 days prior to the activity. Checks must be submitted for any students who are a Student Affairs/Student Center.

(1) Affiliates - Driving a privately-owned vehicle:

This section only applies when a person drives a privately-owned vehicle.

_ Student driving their own vehicle

Personal Vehicle Information: Year: ___________ Make: ___________ Model: ___________

(Driver must provide proof of insurance and must have $50,000 combined Liability FD & L or single limit of $250,000 per person, or $100,000 per property damage)

(2) Leaving the trip of excursions:

I plan to reimburse trip participants at ___________________________ (Check one):

_ I agree to reimburse trip participants in full and bear all financial responsibility for any accidents, illnesses, death or other claims that occur during such a field trip or excursion

Signature: ___________________________ (Parent/Guardian or Student if over 18)

Date: ___________________________ (Parent/Guardian or Student if over 18)

Signature: ___________________________ (Student Driver Signature of parent/guardian sign above)

Staff of Faculty Member Signature: ___________________________ (Staff member requesting student driver must be familiar with the student’s past driving experience)

_ Approved: ___________________________ (Signature)

_ Disapproved: ___________________________ (Reason)
<table>
<thead>
<tr>
<th>Name/Department</th>
<th>Location</th>
<th>Phone Number</th>
<th>Fax Number</th>
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<tr>
<td>General Information</td>
<td>Building A, Student Services Counter</td>
<td>559-688-3010</td>
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<tr>
<td>Provost, Louann Waldner</td>
<td>Building A, Room 109</td>
<td>559-688-3051</td>
<td>559-687-6280</td>
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<td>Student Services</td>
<td>Building A, Student Services Counter</td>
<td>559-688-3010</td>
<td>559-687-6294</td>
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<td>Admissions &amp; Records</td>
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<td>Financial Aid</td>
<td></td>
<td>559-688-3013</td>
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<tr>
<td>Priscilla McCright, Financial Aid Cle rical Assistant</td>
<td>Building A, Room 107</td>
<td>559-688-3047</td>
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<td>Livier Henry, Financial Aid Specialist</td>
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<td>559-688-3046</td>
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<td>Student ID Cards</td>
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<td>559-688-3010</td>
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<td>Bookstore</td>
<td>Building A, Room 113</td>
<td>559-688-3066</td>
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<td>Campus Police</td>
<td>Building A, Room 106</td>
<td>559-688-3299</td>
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<td>Building A, Room 113</td>
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<td>Building A, Room 110</td>
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<td>Building A, Room 207</td>
<td>559-688-3086</td>
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<td>Vacant, Dean</td>
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<td>559-688-3027</td>
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<td>Gurminder Sangha, Deputy Sector Navigator</td>
<td>Building A, Room 107</td>
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<tr>
<td>Lacey Henderson, Administrative Technician</td>
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<td>Emily Jahr, Case Manager</td>
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<td>559-688-3042</td>
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<td>Instructional Division</td>
<td>Building B, Room 101</td>
<td>559-688-3112</td>
<td>559-687-6295</td>
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<td>Training Resource Center</td>
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<td>Jorge Zegarra, Director</td>
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<tr>
<td>Debbie Castro, Program Developer/Manager</td>
<td>Building B, Room 201</td>
<td>559-688-3130</td>
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<td>Rose Lacey, Administrative Technician</td>
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<td>Laurel Garver, Senior Clerical Assistant</td>
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<td>Tutorial Center</td>
<td>Building A, Room 207C</td>
<td>559-688-3090</td>
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<td>Plant Nursery</td>
<td>Building 19 (see map)</td>
<td>559-688-3170</td>
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<td>Plant Sales</td>
<td>Building 20 (see map)</td>
<td>559-688-3171</td>
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Building A Student Services

Services Available in Building A

- Transcripts
- Financial Aid
- Associated Student Body Cards
- Photo Identification Cards
- Counseling Appointments
- Assessment Tests
- Parking Pass Info
- Transit & Bus Passes
- Bookstore
- Food Service
- Student Senate Activities Mall
- Library
- Assessments
- Library Orientation
- Cashiers Office
- Administrative Services

Building A Hours

Monday—Thursday
8:00am to 4:30pm

Building B Hours
Courses and Programs

1. Agriculture Division Programs
   - Agriculture Technology
   - Farm Equipment
   - Agriculture
   - Soils
   - Environmental Conservation
   - Animal Biology

2. Drafting Courses
   - CAD (Computer Aided Drafting) Applications
   - Intro to CAD
   - Advanced CAD

3. Graphic Design Programs
   - Adobe Illustrator
   - Graphic Design
   - Graphic Design Applications
   - Integrated Graphics
   - Digital Animation

4. Aeronautics Program
   - Private Pilot License Training
   - Basic Commercial Pilot Training
   - Basic Instrument Pilot
   - Advanced Instrument Training
   - Advanced Commercial Pilot Training
   - Flight Instructor Training

4. Welding Courses
   - Basic Metalcraft
   - Forging and Wrought Iron
   - Specialty Metals Welding
   - Gas Tungsten Arc Welding
   - Metal Working for Engineers
   - Blue Print Reading/Metallurgy
   - Welding Upgrade
   - Welding codes/Certification

5. General Education Classes
   - English
   - Math Sequence
   - Animal Biology
   - Administrative of Justice
   - History Sequence
   - Political Science
   - Psychology
   - Sociology
   - Human Development
Tulare Center Quick Facts

Phase I

- 100,000 square feet of administrative, student service and instructional facilities

Phase II

- Waiting for funding of the state. This Phase will completely move the Visalia COS farm to the new Tulare Center

Phase III

- Animal Science and Technology complex to house the college’s equine, beef, sheep, swine and dairy animals

Resolution for the center passed in 1998

The Center’s main focus is on Agriculture Science and Technology

- Measure J is a $60 million dollar local bond to fund Phase III

500 acres of land or 21,780,000 square feet

Master plan calls for accommodation of 20,000 students in the future