

**Vice President,
Student Services**

**Dean, Admissions and
Records**

Functions:
 Applications/Residency
 Enrollment Verification
 Evaluations
 (Degrees, Certificates,
 Certification)
 DSPS
 International Students
 (F-1 Visa)
 Petitions
 Registration
 Registrar (student records,
 rosters)
 Student Records
 Transcripts
 Veterans Affairs
 Chair, Petitions Committee

**Dean, Counseling,
Matriculation and Student
Development**

Functions:
 Academic, Personal,
 Career Counseling
 Articulation
 Career/Job Placement
 High School Outreach
 Matriculation
 Transfer Center
 Adult Re-Entry Services
 Assessment Services
 Personal Development
 Curriculum
 Chair, Student Success
 Committee
 Chair, Faculty & Staff
 Committees

Functions:

Chief Student Services Officer--state reporting and coordination with Academic Affairs and
 Administrative Services
 Athletics
 Student Discipline
 Student Activities
 Student Health Services
 Student Government (ASGC)
 Transfer Center
 Articulation
 Counseling
 Personal Development Curriculum (coordination with VPAA)
 Assessment Services
 Prerequisite Enforcement (coordination with VPAA)
 Career Center
 Job Placement Center
 Adult Re-Entry Services
 Admissions and Records
 Evaluations
 Veterans Affairs
 International Students (F-1 visa)
 Disabled Students Programs and Services (DSPS)
 Extended Opportunity Programs and Services (EOPS)
 Cooperative Agencies and Resources for Education (CARE)
 CalWorks
 Financial Aid
 Scholarships

 Committee Chair Responsibilities:
 Student Services Council
 International Programs Committee
 Student Center/Gateway Task Force
 GEAR UP

**Associate Dean, Extended Opportunity
Programs and Services (EOPS)**

Functions:
 CARE Coordination
 EOPS: Academic, Personal, Career
 Counseling; Outreach
 Recruitment; Grants/Book
 Accounts; Workshop Series
 CalWorks
 Chair, Students of Note

Assistant Dean, Student Affairs

Functions:
 Health Services
 Student/Campus Activities
 Student Government
 Student Grievance & Due Process
 Student Leadership Development
 Chair, Commencement, WACC, Awards

**Assistant Dean, Grants/Contracts
Program**

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Associate Dean, Intercollegiate Athletics

Functions:
 Athletic Teams (16)
 Academic Athletic Advising
 Athletic Training Services

Director, Financial Aid

Functions:
 Financial Aid
 Scholarships
 Student Loans and Grants
 Work Study
 Chair, Financial Aid Petitions Committee