

STUDENT SERVICES AND COLLEGE SERVICES

STUDENT SERVICES CENTER IN THE CESAR E. CHAVEZ STUDENT SERVICES BUILDING

The Student Services Center in the Cesar E. Chavez Student Services Building is designed to streamline operations, improve efficiency, and make it easier and more convenient for students to access critical services. At 48,000 square feet, the \$10.5 million Prop AA-funded facility houses all services associated with the matriculation of students under one roof, including Admissions, Counseling, Financial Aid, and Disability Support Services. Departments also housed in the Center are: Outreach, Transfer Center, Career Center, Office of Student Services, Assessment Center, Student Employment Services (SES), Extended Opportunity Programs and Services (EOPS), Women's Resource Center, Center for Technical Education and Career Success (CTECS), Evaluations and Veterans, and Cashiers Office. The Office of the Vice President for Student Affairs is also located on the first floor of the building.

ADMISSIONS OFFICE

PHONE: (619) 482-6550

The Admissions Office provides information and assists students with admissions applications, residency, petitions, registration, and enrollment in classes to include adding and/or dropping. In addition, Admissions processes official transcripts, maintains academic records, processes grade changes, and enforces academic policies. Students can email Admissions with general questions at admissions@swccd.edu.

ASSESSMENT CENTER

PHONE: (619) 482-6385

Assessment services improve students' chances for success. The College Assessment Center provides a comprehensive and timely assessment of student skill levels in English, reading, and mathematics, and recommends appropriate course placement.

Highly qualified and trained staff ensures a secure yet relaxed testing environment aimed at minimizing student anxiety. Computerized assessment is available in the center's Assessment Lab. Individualized accommodations are provided to meet the needs of students with disabilities. Assessments are available in alternate media upon request from Disability Support Services.

All students receive a comprehensive report summarizing their assessment results.

Assessment Center staff will also review assessment results from other colleges to determine if appropriate course placements can be made without taking Southwestern College's placement tests.

CALWORKS

PHONE: (619) 482-6510

CalWORKS stands for California Work Opportunities and Responsibility to Kids. The CalWORKS Program at Southwestern College provides assistance to TANF (Temporary Assistance to Needy Families) participants which include academic, career, and personal counseling to students.

The Southwestern College CalWORKS participants are those who need to meet county Welfare-to-Work requirements. Students fall in one of the two categories:

- Current students enrolled in a certificate, AA/AS, or transfer degree program prior to "cash aid"—Self Initiated Participants (SIPs)
- New students who are referred by a case management agency—County Referrals

CAREER CENTER

PHONE: (619) 421-6700, EXT. 5247

Experienced career and academic counselors are available for individual career planning and exploration. Access to computerized workstations to assess student's interests, personality type, skill sets, and study skills are available. A variety of resources and services are available for student use, such as:

- Career Center tours
- Individualized career planning and exploration
- Computerized career assessments including interests, personality type skills, and values
- Monthly workshops focusing on various career and job preparation topics
- Major day and annual career fairs
- Job shadowing opportunities
- Extensive video library, software programs, hardback resources, and Internet resource directories

CASHIER'S OFFICE

PHONE: (619) 482-6307

The Cashier's Office assists students with student account balance inquiries. The office receives student payments for processing billed fee charges, disburses financial aid grant and student loan checks to students, and processes student reimbursement checks as applicable.

CENTER FOR TECHNICAL EDUCATION AND CAREER SUCCESS (CTECS)

PHONE: (619) 421-6700, EXT. 5805

CTECS is a Perkins-funded program designed to assist Career Technical students with counseling support and guidance.

CTECS sponsors special Showcase workshops that provide students with specific information about employment opportunities, job preparation, and job outlook for various Career Technical fields of study.

CTECS counselors provide personal, academic, and career counseling and focus upon assisting students nearing completion of a Career Technical training program with a job search plan. Career placement in the student's field of study is a high priority of the program.

COUNSELING AND PERSONAL DEVELOPMENT

PHONE: (619) 421-6700 EXT. 5240

The Counseling Center, part of the School of Counseling and Personal Development, offers academic advisement and individual counseling to all students. Professional counselors are prepared to answer inquiries or talk with students about their academic performance, choice of career, personal goals, and transfer opportunities to other colleges and/or universities. Counselors assist students with the development of the comprehensive Student Educational Plan during a counseling appointment or online.

Students may request assistance in improving their study skills, understanding their interests, assessing their abilities, and/or exploring short-term and long-range goals. Students encountering personal problems that affect their ability to study may schedule appointments to meet with marriage and family therapist interns or the college psychologist for personal counseling. All communication between student and counselor is considered confidential.

The counseling faculty will assist each student in developing a Student Educational Plan. Appointments should be scheduled with a counselor to discuss the student's goals and develop the plan after admission to the College.

Also, online Student Educational Planning Services are provided on the College's website.

DISABILITY SUPPORT SERVICES

PHONE: (619) 482-6512

Southwestern College provides programs and services that promote access for students with disabilities to all campus, academic, and vocational activities. The goal of the program is to support the student's educational goals.

Disability Support Services offers special counseling, specialized assessment for learning disabilities, sign language interpreters, note-taking, test proctoring, liaison with campus personnel, and other disability services based on students' needs.

Once a disability is verified, students with disabilities who are authorized for academic accommodations by Disability Support Services should discuss options with their instructors during the first two weeks of classes. Assistance with accommodations can also be obtained from the 504 Compliance Officer/Dean of Student Services.

Disability Support Services also offers classes in adaptive computers and basic academic skills for students with verified disabilities. Adaptive Exercise Science classes, including individualized fitness, sports activities, and aquatics, are offered through the Exercise Science department (ES/L).

Disability Support Services operates a High Tech Center which includes computer instruction, training with assistive technology, specialized hardware and software, and open laboratory hours.

Interested students can obtain more information about these programs and services and start their application process by contacting the Disability Support Services Office located in the Cesar E. Chavez Student Services Building, by telephone 619-482-6512 or TTY 619-482-6470 or email dss@swccd.edu for an appointment, or visit the DSS website at <http://swccd.edu/DSS>.

EVALUATIONS OFFICE

PHONE: (619) 482-6326

The Evaluations Office provides support and services to help students achieve their degree, certificate and transfer goals. The office evaluates academic records for associate degrees, associate degrees for transfer (ADTs), CSU and UC general education certification, certificates of achievement and certificates of proficiency. In addition, the office evaluates students' transcripts from other educational institutions to determine course equivalencies and distributes diplomas and certificates.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

PHONE: (619) 482-6456

EOPS is a state-funded retention program that provides support services to students who are economically disadvantaged and educationally underprepared to obtain a degree or certificate. Some of the services EOPS provides include: book service; academic, career, and personal counseling; transfer assistance; tutoring; job placement; career assistance; emergency loans; and priority registration.

Eligibility for EOPS

Information in this section is subject to change as new state or institutional policies are implemented. Currently, EOPS services are offered to students who meet all of the following selection criteria:

- Are residents of California
- Are enrolled full-time (12 or more units) when accepted into the EOPS program
- Have not completed more than 58 units of degree-applicable coursework (including coursework completed at all colleges previously attended)
- Are qualified to receive a Board of Governors Fee Waiver (BOGFW) A or B
- Are judged to be educationally disadvantaged

Students are deemed "educationally disadvantaged" if they meet one or more of the following criteria:

- Are not qualified for enrollment into the college-level English or mathematics courses
- Have not graduated from high school or obtained the General Education Diploma (G.E.D.)
- Have graduated from high school with a grade point average below 2.5 on a 4.0 scale
- Have been previously enrolled in developmental education courses
- Meet other educational disadvantage criteria as defined by the state

How to Apply for EOPS

Students interested in applying for the EOPS program at Southwestern College must complete an EOPS application. Applications are available in the EOPS Office. Students are encouraged to apply early to ensure consideration. For further information, contact the EOPS Office located in the Cesar E. Chavez Student Services Building, by telephone 619-482-6456, or email eops@swccd.edu.

FINANCIAL AID

PHONE: (619) 482-6357

The Southwestern Community College District offers a full array of financial aid programs in the form of grants, fee waivers, employment, loans and scholarships. These funds are intended to assist students with the cost of education, which includes fees, books, supplies, food, housing, transportation and personal expenses. Students who need financial assistance to attend Southwestern College are urged to contact the Financial Aid Office located in the Cesar E. Chavez Student Services Building for information and application forms. Additional information regarding Financial Aid programs and services can be found at www.swccd.edu/financialaid.

APPLICATION PROCEDURE

STEP 1—APPLY

- Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. AB540 students without a valid social security number should submit the California Dream Act Application at <https://dream.csac.ca.gov/>
- The Federal School Code for Southwestern College is **001294**

STEP 2—SUBMIT FORMS

- Read Document Request email or check WebAdvisor for list of required documents to complete student file
- Download required forms from www.swccd.edu/financialaid
- Submit all required forms and supporting documentation to the Financial Aid Office

STEP 3—APPLICATION PROCESSING

- Meet Satisfactory Academic Progress (SAP) standards to be eligible for award
- Have file reviewed for completeness, eligibility, and compliance
- Respond to requests for any additional documentation or information

STEP 4—FINANCIAL AID AWARDING

- Review award letter email or view awards on WebAdvisor
- Receive and activate Southwestern College Access Card and register desired method of disbursement. Monitor disbursement amounts on WebAdvisor and dates at www.swccd.edu/financialaid

ELIGIBILITY

Student eligibility for financial aid is dictated by federal and state regulations. Please see www.swccd.edu/financialaid for a complete list.

Concurrent Enrollment

Students are only eligible to receive financial aid at one college and/or university each enrollment period, with the exception of scholarships and Board of Governors Fee Waivers. Students attending more than one college and/or university at the same time should check with each institution regarding its rules about scholarship eligibility. If a student receives financial aid from more than one college or university during the same enrollment period, they may be ineligible to receive funds and may be required to pay back the money to at least one of the institutions, and may be assigned to the Department of Education for collections.

FINANCIAL AID PROGRAMS

FEDERAL PROGRAMS

- **Federal Pell Grants** are awarded to eligible undergraduate students. The amount of money awarded is based upon a student's Expected Family Contribution (EFC), the number of units enrolled, and the cost of attendance.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** is awarded to eligible undergraduate students with exceptional financial need. It is awarded on a "first-come, first-served" basis and is dependent upon funds available. Students must have a zero EFC and be enrolled in at least six units to receive funds, with Pell-eligible students receiving priority.
- **Federal Work-Study (FWS)** is a program with limited funding which provides employment to help pay for part of a student's educational costs. This program is based on financial need and, if awarded, is part of a student's award package. Students on FWS may work approximately 15 hours per week on or off campus. Students must submit a separate FWS application in addition to the FAFSA to apply for FWS.
- **William D. Ford Federal Direct Subsidized and Unsubsidized Loans** are funds that must be repaid. Students must first complete a FAFSA and, after a student has received a financial aid award letter, the student may apply for a student loan by completing a loan packet and submitting it to the Financial

Aid Office. Loan amounts follow federal guidelines and will be determined at the time the Financial Aid Office certifies a loan application. Both entrance and exit counseling are requirements and students must maintain at least half-time enrollment status to receive a loan. Once a student receives loan funds, the student must maintain reasonable progress toward their declared, eligible educational program. In reviewing a request for any loan, the Financial Aid Office may use "professional judgment" to deny a student a loan on a case-by-case basis.

STATE PROGRAMS

- **Board of Governors Fee Waiver (BOGFW)** is a program that provides assistance to cover community college enrollment fees. To be eligible, a student must be a California resident or verified AB540 student and must meet the requirements one of the following categories:
 - **BOGFW A:** Student or parent must currently be receiving Temporary Assistance for Needy Families (TANF), CalWORKs, Supplemental Security Income (SSI), State Supplemental Program (SSP), or General Assistance (GA). Documentation is required.
 - **BOGFW-B:** Student must meet income standards based on family size. Documentation may be required.
 - **BOGFW-C:** Student must have applied for FAFSA and demonstrate required level of financial need.
- **Cal Grants A, B & C** are state-funded, need-based, grants given to California college students and do not have to be repaid. Students must be California residents or verified AB540 student, enrolled at least half-time (6 units), have a high school diploma and meet federal aid requirements. Cal Grants B & C are the only CalGrant awards offered at SWC.

The deadline date for high school students to apply for entitlement grants and for university transfer students to apply for competitive grants is March 2. To apply, students must file a FAFSA and submit a GPA verification to CSAC by the deadline (SWC students who have completed 16 degree applicable units will have their GPA automatically calculated and submitted to CSAC). Community college students wishing to apply for a competitive grant also have a second filing deadline of September 2 each year.

AB540 Students:

Under AB131, students who are registered as AB540 are entitled to receive CalGrants. Students with valid SSNs should complete the FAFSA application and students without SSNs should complete the California Dream Application.

CalGrant eligibility requirements are as follows:

- Be a California resident or verified AB540 student;
- Be a U.S. citizen, eligible non-citizen or verified AB540 student;
- Meet U.S. Selective Service requirements;
- Attend a qualifying California postsecondary institution;
- Be enrolled at least half time;
- Maintain Satisfactory Academic Progress as defined at the school of attendance;
- Have family income and assets below the established ceilings;
- Not be in default on any student loans;
- Not owe any federal or state grant refund; and
- Not have a Bachelor's or professional degree before receiving a CalGrant (except for extended CalGrant A or B awards for a teaching credential program).
- **Chafee Grants** are administered by the California Student Aid Commission (CSAC). The program is for foster or former foster youth to help pay for college, career or technical training. You must be a current or former foster youth, not have reached your 22 birthday as of July 1 of the award year and have financial need. To qualify students must meet the Chafee Grant Program requirements and be enrolled in a program at least one academic year in length. Chafee Grants are federally and state funded and is subject to the availability of funds each year.
- **Child Development Grants** are administered by the California Student Aid Commission (CSAC). The program is for students who are pursuing a Child Development permit to teach or supervise in a licensed California Child Care Center. Prior to receiving an award payment the recipient must sign a Service Commitment Agreement to provide one full year of service in a licensed child care center for every year the grant is received. To qualify students must meet the Child Development Program requirements.

SCHOLARSHIPS

A scholarship is aid that does not have to be repaid. The Financial Aid Office oversees the scholarship program and is the steward of a number of scholarships that may or may not require that the student demonstrate financial need. The online application, as well as additional information on scholarships and scholarship eligibility, can be found at www.swccd.edu/scholarships.

DISBURSEMENTS

Financial aid disbursements are made on a monthly basis by the Finance Office. Students awarded financial aid will receive a SWC Access Card, which will enable them to register their refund preference from the following options:

- ACH, in which a direct electronic deposit is made to a student's existing bank account;
- Paper check, which is mailed directly to the student; or
- Refund directly to the SWC Access Card

There are no charges to students for the disbursement of financial aid and students may change their refund preference at any time and as many times as they wish.

Financial Aid funds will first reduce any debts owed to SWC and the remaining balance will go to students by the disbursement method chosen by the student. The first disbursement of Pell grant each semester will be 30% of that term's eligibility and the balance (70%) will be disbursed in the third payment of the semester. Students awarded after the third disbursement will receive 100% of that term's eligibility.

WITHDRAWAL FROM COURSES AND RETURN OF TITLE IV FUNDS

Federal Financial Aid funds are awarded under the assumption that students will attend school for the entire payment period or period of enrollment for which the aid was awarded and will complete all the units on which their award was calculated. Students who withdraw from all classes will have the amount of Title IV Federal Financial Aid that was earned and are entitled to keep determined by a mandated federal formula.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Federal and state financial aid regulations require Southwestern College to establish, define, and apply Satisfactory Academic Progress standards for all financial aid applicants. The regulations require that SAP be evaluated every academic year, and measure both the qualitative standard (cumulative GPA) and quantitative standards (completion rate, Pace) and (Maximum Time Frame). Students enrolled in a program of less than two years (Certificate of Achievement) are reviewed for SAP after the end of every semester. All periods of enrollment at Southwestern College and applicable transferable units from other colleges will be included as part of the SAP review.

- **Grade Point Average (GPA) Requirement (Qualitative)**

Students are required to maintain a minimum cumulative GPA of 2.0 or better.

- **Unit Completion Rate – Pace of Progress (Quantitative)**

Students are required to complete a minimum of 67% of the units in which they have enrolled. The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress. All units are considered in this calculation. Units for which a grade of W, I, NP and/or F was received are considered as units attempted but not completed.

- **Maximum Time Frame (Quantitative)**

Students must complete their academic program within a maximum time frame of 150% of the published program's required units. For example, associate in arts, associate in science and transfer degrees generally require 60 units to complete, so 150% of these programs would be 90 units. However, not all academic programs are 60 units in length, such as Certificate of Achievements and specialized technical programs so the maximum time limit is calculated specifically for each individual academic program.

- Repeated courses will count toward the 150% maximum units allowed.
- The maximum time frame will not be extended for students who change academic programs or have prior degrees or certificates.
- Students who have a bachelor's degree or higher from a domestic or foreign school have exceeded the maximum time frame and

will not be eligible for additional financial aid.

- A maximum of 30 units of Basic Skills/Remedial courses and/or 30 units of ESL courses will be excluded from the maximum unit limit.

More information can be found at www.swccd.edu/financialaid.

FIRST YEAR EXPERIENCE (FYE)

PHONE: (619) 421-6700, EXT.5240

The FYE program is funded by a special Title V Grant with the intent of assisting students during their first year at the college. The program's intent is to help students to understand the demands of higher education and learn to navigate the college with academic and student success. Students are assisted with specialized educational opportunities and increased support services. For more information, contact the Counseling Center and ask about FYE.

FOSTER YOUTH SERVICES

PHONE: (619) 421-6700, EXT. 5252

The Counseling Center has designated a college counselor to provide focused support to current college students who were or are considered foster youth. Specialized information related to resources, financial assistance, and general college resources are provided.

HEALTH SERVICES

PHONE: (619) 421-6700, EXT. 5350

Health Services is located in Room 601F in the Student Center and is open Monday through Friday. The hours vary during the week at the Higher Education Centers at National City, Otay Mesa, and San Ysidro. A registered nurse is on duty to provide first aid, emergency treatment, health counseling, and referrals to appropriate agencies. Various immunizations and blood testing (cholesterol, glucose, and anemia) are available at cost. TB skin tests are also available at cost. All students (day and evening) who register on campus and pay the health fee are eligible for services and are also covered by an insurance policy which applies to accidents in college-sponsored and supervised activities. This does not apply to students enrolled in non-credit or fee-based courses.

OUTREACH

PHONE: (619) 482-6518

The Outreach Office serves as an initial source of information about Southwestern College programs, available services, enrollment procedures, and costs. It conducts an Early Admissions Program and other outreach activities for seniors at local high schools and coordinates support activities with Outreach peer advisors.

PERSONAL WELLNESS

PHONE: (619) 421-6700 EXT. 6689

Personal wellness services are offered at the College to enrolled students as part of their student health service fee. The main goals of the personal wellness services are to help support student emotional health, academic success, and retention at the College. These services include confidential individual and group personal counseling provided by Psychological as well as Marriage and Family Therapy Interns. All services are supervised directly by a licensed psychologist on campus.

SERVICE LEARNING

PHONE: (619) 482-6537

AmeriCorps/Service Learning programs enable students to participate in valuable volunteer opportunities to help the community, gain experience, earn an educational award, enhance classroom learning, and attain course credit.

STUDENT EMPLOYMENT SERVICES (SES)

PHONE: (619) 482-6356

SES assists students in the pursuit of part-time or full-time employment on- and off-campus. Employment openings, as well as internship opportunities, are posted daily. Workshops are given regularly to assist students in the preparation of resumes, which are required for many positions and internships. An annual career fair is sponsored by Student Employment Services, and on-campus recruitment days are frequently held. Interested students should come to the Cesar E. Chavez Student Services Building, telephone 619-482-6356, email ses@swccd.edu, or go online to www.swccd.edu/~ses/ for additional information, referral hours, and to complete an employment information form.

TRANSFER CENTER

PHONE: (619) 482-6472

The Transfer Center offers students the opportunity to plan for transfer to a four-year college or university through a variety of resources and services.

Resource materials include a library of college catalogs and campus videos, educational computer programs, articulation agreements, and other resource information available for student use.

Services include academic advising by transfer counselors, university advisors, and organized tours to various colleges and universities. Workshops on the application process, transfer information, scholarship information, transfer writing test preparation, and transfer admission guarantee programs are also offered.

- UniversityLink is a transfer admission guarantee program established between UC San Diego (UCSD), Southwestern College and other local partner community colleges. UniversityLink offers students guaranteed admission to UCSD. The program has very strict guidelines; for more details, schedule an appointment with a Transfer Center counselor. The program is open to first-time freshmen students that meet income criteria and have signed the UniversityLink contract within their first academic year in college. Students are not eligible if they have completed coursework at a non-partner college after graduation from high school or after completion of their GED.

Other students that are eligible for the UniversityLink program are student veterans, active duty service members, and current/former foster youth attending Southwestern College or any of the local partner community colleges, regardless of first-time college status. These students may participate in UniversityLink at any time.

After successful completion of the specified criteria, a student is guaranteed admission to one of UCSD's six colleges for a fall term. UniversityLink contains a student support service component. International students are not eligible for the UniversityLink Program.

- In addition, Southwestern College has Transfer Admission Guarantee (TAG) programs with the following University of California campuses: UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, and UC Santa Cruz. After successful completion of specified criteria, a student is guaranteed admission to these UC campuses. Please note that the TAG option is not available for certain majors. Please check with a counselor regarding any additional restrictions for UC TAG.

Visit the Transfer Center soon for more Information related to transferring on to a university.

VETERANS SERVICES

PHONE: (619) 421-6700, EXT. 5265

Southwestern College is an approved institution for the training of veterans under United States and California statutes. The Veterans Services Office provides information and services to support veteran students who qualify for education benefits. Students are provided assistance with filing for benefits, completing required forms and information, and communicating with the Department of Veterans Affairs. Upon applying for admission, veterans should immediately contact the Veterans Services Office to submit his/her DD214 and to begin the benefit process.

TRANSCRIPTS

Official transcripts of all prior college work and military schools, including SMART transcripts or DD214 covering all periods of military service, must be on file at the Admissions Office. Benefit certification will be delayed or withheld if transcripts are not received.

CREDIT FOR MILITARY COURSEWORK

Please see "Credit for Military Experience" under Nontraditional and Alternative Course Credit on page 48.

PRIORITY REGISTRATION

Veterans are eligible for priority registration. Please see "Enrollment Priorities" on page 22.

WITHDRAWAL/CHANGE OF CLASSES

Veterans are required to notify the Veterans Services Office when they stop attending class, withdraw from college or add or drop a class. Any change in enrollment must be reported immediately and failure to do so can be grounds for decertification of VA benefits.

LIABILITY

The veteran student assumes full liability for any overpayment of veterans benefits. All veteran students must declare course enrollment every semester in order to continue receiving benefits. In addition, a Student Education Plan (SEP) must be prepared by a counselor and on file by the end of the student's first semester, or verification of VA benefits will be delayed.

VETERANS' ACADEMIC PROGRESS

All veteran students must meet institutional standards of academic progress. The Veterans Services Office is required to notify the Department of Veterans' Affairs (DVA) if a veteran student fails to meet these standards and the DVA will terminate benefits unless

For more information on veterans benefits, certification and academic requirements, please visit our webpage at www.swccd.edu/veterans.

VETERANS' RESOURCE CENTER

PHONE: (619) 421-6700, EXT. 5458

The Veterans' Resource Center (VRC) is located in Room 345 and provides a centralized location for services for veterans and their families as they transition from military to academic life. Separate from the campus Veterans' Services Office, the VRC offers a variety of support services, including "Vet to Vet" academic tutoring, a dedicated computer lab, peer support and mentoring, referrals to on and off-campus services and agencies and a lounge and meeting area. For more information, please visit our webpage at www.swccd.edu/vrc.

WOMEN'S RESOURCE CENTER (WRC)

PHONE: (619) 421-6700, EXT. 5625

WRC provides community resource/referral to women with support needs. Special motivational programming is provided each spring to inspire women students to reach their full potential.

The primary goal of the Center is to serve as a referral service for students who are seeking information concerning community services, including crisis assistance for domestic violence, childcare, food, health, legal advising, housing, multicultural organizations, and employment.

WORKABILITY III

PHONE: (619) 216-6714

Workability III is a partnership between a college district and the California Department of Rehabilitation (DOR). The program provides comprehensive career counseling and job-related services to students with disabilities with the goal of obtaining and retaining employment. Workability services can include: vocational counseling; career exploration; vocational training support; work experience/internships; job search resources; job seeking skills training; employer education and transition services; worksite monitoring; and on-the-job accommodations.