



Cañada College

2023-2024

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



powered by sdi innovations

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form without getting prior written permission of the publisher.

© 2023. SDI Innovations. All Rights Reserved.

2880 OLD US HIGHWAY 231 S, LAFAYETTE IN 47909-2414 • 765.471.8883
www.schooldatebooks.com • sdi@schooldatebooks.com



CAÑADA COLLEGE
4200 Farm Hill Boulevard - Redwood City, CA 94061
www.canadacollege.edu
650.306.3100

MISSION

Cañada College engages and empowers students in transforming their lives and communities through quality education.

VISION

Cañada College provides equitable education such that students from diverse backgrounds are able to achieve their educational goals and benefit the world.

WELCOME CENTER

Building 9, 1st floor – Room 9-120A – 650.306.3452 – canadawelcomecenter@smccd.edu

College Information Center, Class Registration Assistance, Orientation, and Academic Counseling Appointments

COUNSELING APPOINTMENTS and NO SHOW POLICY If you are unable to keep your counseling appointment, call by the night before to cancel. Counseling voicemail at 650-306-3452 is available 24 hours a day, 7 days a week. You will be marked as a NO SHOW if you miss your appointment or if you are 10 minutes late. After three (3) NO SHOWS, you will be required to meet with the Dean of Counseling before scheduling appointments.

650.306.3452 Phone – 24-hour Voicemail to cancel or reschedule appointments the night before appointment

650.306.3457 FAX

OFFICE HOURS:

Monday	8:00 a.m. to 4:30 p.m.
Tuesday	8:00 a.m. to 7:00 p.m.
Wednesday	8:00 a.m. to 7:00 p.m.
Thursday	8:00 a.m. to 4:30 p.m.
Friday	8:00 a.m. to 12 Noon

Regular Business Hours are extended at the beginning of each semester, and we are closed Fridays during the Summer Session. Drop by or call for office hours details.

- Application/Enrollment Assistance (New, Transfer and Returning Students)
- Athlete Counseling Appointments
- Course Placement for initial College Math, English, and English Second Language (ESL)
- Class registration assistance at the Welcome Center student computers
- Counseling Appointment Scheduling and Semester Student Education Plan (SEP) Schedule at least one week in advance, Check-In at the Welcome Center
- Financial Aid Appeal Appointments
- General Campus Resource Information
- International Student Appointments
- Orientation Presentation (learn about registration, student services support programs, tutoring services, important locations on campus, types of degrees, and more, helping you adjust to college)
- Parking Permit Ordering/Immediate Pick up Assistance
- Reinstatement Appointments
- STEM (Science, Technology, Engineering, Mathematics) Counseling Appointments
- Student Services Online Resources Assistance
- Veterans Counseling Appointments

STUDENT ACTION ITEMS AFTER ORIENTATION

- Set up a Counseling Appointment at Welcome Center for First Student Education Plan and Math and English Course Placement
- Apply for Financial Aid at FAFSA.GOV and CCPG on WebSMART--There are several kinds of financial aid available, including First-Time College Student Promise Grants, Pell Grants, Federal Work Study, Cal Grants, Chafee Grants (for former foster youth), and Federal Direct Student Loans. Complete information and applications and assistance are available at the Financial Aid Office.
- Attend Counseling Appointment for first Student Education Plan (SEP), get a signed copy from the counselor and schedule a return appointment for a long-term, comprehensive SEP
- Use WebSCHEDULE to look up Class CRN #'s for class start date, days, times, locations
- Register for classes on WebSMART Ask for help from Welcome Center Staff in person or by phone
- Pay Tuition and Fees
- Order Parking Permit on WebSMART—Citations will be given out, if no valid parking permit
- Locate your class buildings, room and student parking lots
- Attend the first class meeting or you may be dropped

IMPORTANT DATES TO REMEMBER

SUMMER SESSION 2023	
June 12 to July 22	Six Week Summer Session
June 12 to July 29	Seven Week Summer Session
June 12 to August 5	Eight Week Summer Session
June 19	Juneteenth National Independence Day HOLIDAY NO CLASSES
July 4 Independence Day Recess	HOLIDAY NO CLASSES
FALL SEMESTER 2023	
August 16	Day and Evening Classes Begin
August 29	Last Day to Drop Semester Length with Eligibility for Partial Refund
August 29	Last Day to Add Semester Length Classes
September 2,3	Declared Recess NO CLASSES
September 4	Labor Day HOLIDAY NO CLASSES
September 4	Last Day to Drop Semester Classes Without Appearing on Record
October 6	Last Day to Apply for Degree – Certificate
October 11	Flex Day NO CLASSES
November 10	Veterans Day – NO CLASSES
November 14	Last Day to Withdraw from Semester Length Classes
November 23	Thanksgiving Day HOLIDAY NO CLASSES
November 24	Day after Thanksgiving HOLIDAY NO CLASSES
November 25 to 26	Declared Recess NO CLASSES
December 10 to 16	Final Examinations (Day and Evening Classes)
December 16	Day and Evening Classes End
December 22 to January 1	Winter Recess NO CLASSES
SPRING SEMESTER 2024	
January 11,12	Flex Days NO CLASSES
January 13,14	Declared Recess NO CLASSES
January 16	Day and Evening Classes Begin
January 29	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
January 29	Last Day to Add Semester Length Classes
February 4	Last Day to Drop Semester Length Classes Without Appearing on Record
February 16	Lincoln's Birthday Observed HOLIDAY NO CLASSES
February 17, 18	Declared Recess NO CLASSES
February 19	Presidents' Day HOLIDAY NO CLASSES
March 1	Last Day to Apply for Degree - Certificate
March 24 to March 30	Spring Recess NO CLASSES
March 29	Cesar Chavez Day HOLIDAY NO CLASSES
April 18	Flex Day NO CLASSES
April 25	Last Day to Withdraw from Semester Length Classes
May 18 to 24	Final Examinations (Day and Evening Classes)
May 24	Day and Evening Classes End
May 25, 26	Declared Recess NO CLASSES
May 27	Memorial Day HOLIDAY NO CLASSES

ACADEMIC VOCABULARY/ACRONYMS

The following terms, acronyms, abbreviations defined for you:

A & R	Admissions and Records
Add Code	4-Digit late registration code from the class instructor used after entering the 5-Digit CRN
CRN	5-Digit unique Course Reference Number for class registration, location, meeting dates and times, instructor, textbooks
DegreeWorks	Web-based tool on WebSMART to monitor progress toward certificate and/or degree completion
SEP	Student Education Plan
No Show Policy	10 minutes late to an appointment or failure to cancel appointment by the night before by calling the Welcome Center at 650.306.3452 and leaving a voicemail (available 24-hours a day, 7 days a week). After three no shows student required to meet with the Dean of Counseling before scheduling future appointments.
Prerequisite	A course a student must pass before enrolling in the more advanced course. An assessment test with qualifying scores may also meet a prerequisite.
Corequisite	A course that a student must enroll in at the same time as enrolling in the courses linked to the corequisite. Register for both classes at the same time (enter both course reference numbers) in WebSMART boxes and then submit.
Hybrid Class	A course that meets in the classroom for face-to-face instruction with some online work
IGETC	Intersegmental General Education Transfer Curriculum – Ask a Counselor how it relates to your education goals
CSU	California State University System
UC	University of California System
Catalog Rights	Graduation requirements for the academic year (Fall, Spring, Summer) you start at Cañada College with continuous attendance (See the College Catalog for complete details)
CBOT	Computer Business Office Technology
Learning Community	Students take two or more classes together and the classes are linked with related assignments; teachers organize around common themes or questions and work closely with all students.
Pass/No Pass	Class is not letter graded, only Pass/No Pass with no influence on grade point average. Students still required to complete all assignments, exams, and/or class projects. Select in WebSMART at registration and note deadline to make class Pass/No Pass.
Student in Good Standing	Student maintains a grade point average of 2.0 or higher and completes 50% or more of attempted units
Probation Status	Based on low grade point average (below 1.75) and lack of satisfactory class completion (less than 50% of classes). Student required to attend STOP (Students Transitioning Off Probation) Workshop and see a Counselor for release to register for classes
Dismissal Status	After 2 consecutive semesters of Probation Status, student required to attend Student Success Workshop, see counselor, and submit a Petition for Reinstatement that is approved by Dean of Counseling
Prerequisite Equivalency Petition	Petition to fulfill a class prerequisite requirement with equivalency documentation of unofficial transcript of previous college classes completed
Prerequisite Challenge Petition	Petition to challenge a class prerequisite requirement based on knowledge and explanation of the ability to succeed in the class
Recommended	A course that faculty recommend be completed in advance to enhance or improve a student's ability to succeed in a specific course
Web Assisted classes	Classes designed to include a certain number of instructional contact hours (but less than 51%) through distance education, including To Be Arranged hours.

STUDENT SUPPORT SERVICES AND PROGRAMS

ADMISSIONS & RECORDS OFFICE (A&R)

Building 9, 1st Floor – 650.306.3226 – canadaadmissions@smccd.edu

Serves, current, and former students in college admittance through graduation, maintaining accurate academic records. We strive to be prospective professional, responsive, respectful and friendly to our diverse college community.

ALERTU

A short messaging service or SMS (text) messages, alerting to subscribers' mobile devices about class waitlist clearance to register and critical campus updates in real-time—closures, emergencies. Students can sign up for AlertU in WebSMART.

ATHLETICS

Building 1, Kinesiology, Athletics, Dance Division- 650.306.3341

Cañada College Athletics is a member of the Coast Conference and has the following Sports: Men's Baseball, Basketball, and Soccer and Women's Golf, Soccer, Tennis, and Volleyball. Contact the Athletic Director Kathleen Sullivan-Torrez at (650)381-2236 regarding intercollegiate sports.

BOOKSTORE

Building 2 – 650.306.3313

Course materials, textbook rental, academic pricing on laptops, computers, Cañada clothing, and refreshments. Call for business hours. Set up your book and materials account for purchases.

Inclusive access and reduced-cost textbook choices are offered. Fingerprinting services by appointment. For additional information, visit bookstore.canadacollege.edu

CANVAS SUPPORT

Canvas is Cañada's Learning Management System which houses online and hybrid coursework, as well as some materials for face-to-face courses. Students can contact Canvas Support for help with anything related to Canvas. Students can find instructions for getting help logging into Canvas in the Student Login Guide: https://www.canadacollege.edu/canvas/docs/StudentLoginGuide_Summer2019.pdf

Online: <https://smccdhelp.zendesk.com/hc/en-us> Call or Text: 1-844-505-4565 (weekdays) and 1-833-715-2285 (nights and weekends)

Students can also find answers to Canvas questions in the Canvas Student Guides: <https://guides.instructure.com/m/4212>

Translated Student Guides are available on the Cañada Canvas Resources website: www.canadacollege.edu/canvas/studentcanvasresources.php

CAREER CENTER

Building 5, Room 332 at the Grove (Cafeteria) – 650.306.3401 or 306.3178

Assists students in developing and carrying out employment and career goals. Services provided include: Advising, workshops, career fairs, job search, labor market trends for different career areas, and several computer-based career information systems that provide extensive research information on careers. For more information visit us at: www.canadacollege.edu/careercenter

CARES – CAÑADA ASSESSMENT, RESPONSE AND EVALUATION OF STUDENTS

Online Report Form: <http://canadacollege.edu/cares/form.php>

If you are concerned about a fellow student's mental health, their overall wellness, or if you've noticed a pattern of disruptive or disturbing behavior, please make a report to our CARES campus behavioral intervention team. We are a team of faculty, staff, and managers who respond to urgent health and wellness concerns for our students.

COLLEGE FOR WORKING ADULTS (CWA)

Building 9, Room 209 – 650.306.3304

The College for Working Adults makes it possible for working adults to complete multiple degrees while continuing to work full time. CWA classes are held on Thursday evening beginning at 5:30pm and 8:00pm, and on two Saturdays per month each semester from 9:00am to 12:00pm. By completing 60 units of the fixed curriculum, you can earn up to three Associate Degrees for Transfer and/or Associate Degrees and fulfill all GE and CSU transfer requirements. All 60 units earned are fully transferable to the CSU or UC college systems and you can earn full credit for courses you have already taken at any accredited college or university. Enrollment in all CWA courses is guaranteed! No wait lists!

Degrees Offered: (1) AA-T Degree: Psychology, (2) AA-T Sociology, (3) AA-T Social Work and Human Services (4) AA Degree: Economics, (5) AA Degree: Interdisciplinary Studies: Social & Behavioral Sciences, (6) AA Degree: Interdisciplinary Studies: Arts & Humanities

COLTS – COMMUNITY OF LEARNING THROUGH SPORTS

Building 1, Kinesiology, Athletics, Dance Department - 650.306.3341

Designed for Intercollegiate Student Athletes on a sports team, supporting achievement in the classroom and in the student's sport. Helps students take advantage of academic resources on campus and helps build strong study skills, communication skills, and writing abilities with the goal of improving overall educational performance.

COLTS-CON – A COMMUNITY FOR SUPPORT AND SUCCESS

Building 9, 2nd Floor Front Desk – 650.306.3348

COLTS-CON is a free program for all new, returning and continuing students with the aim of preparing students for their academic year by identifying and putting into practice their own Academic Cultural Wealth. Topics covered include introducing students to Cañada College, identifying resources for support, connecting students with resources and faculty, building community and clarifying pathways to their future.

COLTS-U TRANSFER CENTER

Building 9, Room 106 – 650.306.3493 and 650.306.3507

COLTS-U Transfer Center helps students explore their transfer options and find a pathway to a four-year university. We provide resources, services, and programs, both virtual and in-person. Resources include a computer lab for online transfer tools and updated university information. Services include transfer counseling and drop-in support, university representatives, and transfer peer mentorship. We offer transfer workshops and activities, as well as partnerships with university programs including:

Notre Dame de Namur University

- Bachelor of Science Degree Completion in Business Administration
- Bachelor of Art Degree Completion in Psychology

San Francisco State University (SFSU) - transfer pathway program

- ARC (Access, Relevance and Community) Project

Touro University College of Pharmacy

Our mission is to cultivate a strong transfer culture for our Cañada College community. For information and updates, contact Gonzalo Arrizon at arrizon@smccd.edu or Mary Ho at hom@smccd.edu

COOPERATIVE EDUCATION

650.306.3293

Cooperative Education is a working partnership between the student-employee, the college, and the employer which enables students to earn college credit for learning on the job.

COUNSELING SERVICES

Building 9, 1st Floor, 120A – Welcome Center – 650.306.3452 – canadawelcomecenter@smccd.edu

Academic Counselors are available Monday through Friday by appointment for academic, transfer, career, and personal counseling. Counselors assist students in exploring majors and provide guidance through the process of setting education and career goals. Set Major/Education/Career goals and create a Comprehensive, Long-Term Student Education Plan (SEP) to select appropriate courses to achieve their goals. Schedule 30- to 45-minute appointments at least one week in advance.

No Show Policy: Call the Welcome Center by the night before the appointment and leave a cancellation voicemail at 650.306.3452, available 7 days a week 24 hours a day. Being on time is required—if you are 10 minutes late or fail to cancel by the night before, you are marked as a No Show. After three No Shows, students are required to meet with the Dean of Counseling before scheduling future appointments.

DISABILITY RESOURCE CENTER (DRC)

Building 5, Room 303 – 650.306.3259

The DRC provides students with documented disabilities academic support and reasonable accommodations as defined by the Americans with Disabilities Act (ADA). To register with the DRC please call or stop by the DRC office or complete the online **Disability Resource Center Interest Form** on the DRC website at:

<https://canadacollege.edu/disabilityresourcecenter/index.php> and the DRC office will contact you. Services are provided to students with a wide range of disabilities and are determined on the basis of supporting medical, psychological or learning disability documentation. Academic accommodations may include extended time to complete and exam, reading or library services, alternate format textbooks, sign language interpreters or other supportive services. Adaptive equipment aids and Alternate Media assistance are also available for disabled students on a case-by-case basis.

ESL – ENGLISH SECOND LANGUAGE

Building 3, Room 147 – 650.306.3388

ESL offers English as a Second Language (ESL) classes to students and community members. ESL testing is available for class level placement.

EOPS: EXTENDED OPPORTUNITY PROGRAMS & SERVICES

Building 9, Room 133 – 650.306.3300

Extended Opportunity Programs and Services (EOPS) is a state funded program that aims to help low-income and educationally disadvantaged students succeed in college. EOPS provides academic counseling and other financial support services to assist students while they attend Cañada College. To be eligible for EOPS, students must be enrolled in at least 12 units (unless enrolled in DRC), qualify for the California College Promise Grant (CCPG), have not completed 70 degree-applicable units and have an educational disadvantage.

CARE: Cooperative Agencies Resources for Education Program

CARE is a subset program of EOPS that helps single parents, receiving cash-aid assistance through the County's CalWORKs Program succeed in college. We provide counseling, meal vouchers, and other educationally related support services.

Foster Youth Success Initiative (FYSI)

We recognize the significant challenges former foster youth encounter during their pursuit for higher education. Therefore, under the umbrella of EOPS, FYSI's purpose is to increase the number of former foster youth graduating from a community college with an associate's degree, vocational training, and/or transferring to a four-year university.

CalWORKs: California Work Opportunity and Responsibility for Kids

The CalWORKs program at Cañada College offers CalWORKs recipients with additional support services to assist in their quest for a college education or employment. We provide counseling, priority registration, on-campus work study, personal & professional development workshops (ex: parenting, nutritional and financial workshops), laptop loans, financial assistance as budget permits.

FINANCIAL AID OFFICE

Building 9, 1st Floor – 650.306.3307

Several kinds of financial aid available to help eligible students cover their educational costs, including the California College Promise Grant (formerly Board of Governors Fee Waiver), Pell Grants, Federal Work Study, Cal Grants, Chafee Grants (for former foster youth), Federal Direct Student Loans, and scholarships. Scholarships are available to graduating high school seniors, continuing and transferring students. The annual Cañada College Scholarship application process starting with the FAFSA application runs from November-February each year. External scholarship information is posted as available on the website and on the Scholarship Bulletin Board near the Financial Aid Office.

FOOD PANTRY (PROVIDED BY SPARKPOINT – FREE FOOD FOR COMMUNITY)

Building 5, Room 202 – 650.381.3550 – By Appointment Only – Call for Hours

Food Pantry Appointments and Info: <https://canadacollege.edu/sparkpoint/services/foodpantry.php>

Food assistance is now available for students and non-student members of our community in need. SparkPoint at Cañada College is partnering with the Second Harvest Food Bank to provide a Food Pantry on the Cañada College campus for people who need food.

FOOD SERVICE

The Grove (Cafeteria) Building 5 - 650.306.3374

The centerpiece of Building 5, the Grove is much more than a cafeteria. It brings together the Career Center and Student Lounge with the dining area to create a hub of activity and a true Student Center that Cañada has always lacked.

Business Hours:

8:00am to 1:30pm Monday through Thursday

Closed Friday, Saturdays and Sundays

Pony Espresso – CLOSED DUE TO CONSTRUCTION

Vending Machines - various locations on campus

Building 9, 17, 22, and Building 3 on the lower level.

HEALTH CENTER AND PERSONAL COUNSELING CENTER

Building 5, Room 303 – 650.306.3309 –

Includes the Health Center, the Disability Resource Center (DRC), and the Personal Counseling Center. Available for all students and provides healthcare services—first aid, over-the-counter medications, blood pressure screening, strep tests, pregnancy tests, referral services and educational information related to health issues. Students can visit the College Nurse or call and make a convenient appointment.

HONORS TRANSFER PROGRAM

Building 23, Room 234 – 650.306.3297

<https://www.canadacollege.edu/honorsprogram>

HTP is designed to support curious, highly motivated, high achieving students, and is meant to better prepare them for university work. Additionally, students who complete the program may be eligible for priority transfer opportunities and scholarships. Students must apply online and meet the GPA and English requirements. To graduate from the program, students must complete 15 units of Honors-level course work and achieve a GPA of 3.3 in their transfer courses.

INTERNATIONAL STUDENT CENTER

Building 9, Room 163 – 650.381.3544 or 650.381.3546

ISC provides individualized services to international students, so they can achieve their personal, educational, and professional goals and promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange.

LEARNING CENTER

<https://www.canadacollege.edu/learningcenter/tutoring.php>

Building 9, 2nd Floor – 650.306.3348

All Cañada College students can receive FREE tutoring through the **Learning Center's** Tutoring Services. At the **Writing Center** students can get assistance for any writing assignment - Biology or English, History or Speech. We are here to assist you in planning, researching, organizing and writing your paper. From the initial brainstorming through the final draft, we can support you in the entire writing process. The **STEM Center** provides drop-in tutoring for both individual students and groups. Students can receive free assistance in science and for all math: pre-calculus, multiple levels of calculus, as well as statistics. Tutoring assistance is provided by both Instructional Aides and student (peer) tutors.

JAMS:

<https://canadacollege.edu/jam/>

Learning Center – Building 9, 2nd Floor

MATH JAM / PHYSICS JAM / WORD JAM

The JAMS Program at Cañada College offers students the opportunity to better prepare for their upcoming math, or writing courses. It is an engaging, interactive experience guided by instructors and tutors. The goal of JAMS is to provide students the tools they need to complete the math and English requirements for an Associate's Degree or transfer to a 4-year university.

LIBRARY

Building 9, 3rd Floor –650.306.3485 (Circulation) 650.306.3480 (Reference)

Provides help with research projects, individualized research, and citations 63 hours a week, laptops for in-library use, 2,000 textbooks to borrow, over 200,000 eBooks, 38 academic databases, 25,000 print books, 5 group study rooms, 71 desktop computers with no time limits or log-in required, and use of your public library card.

MENLO PARK CENTER - JOBTRAIN

Building 1200 O'Brien Drive, Room 54 – Menlo Park phone: 650.325.0164

The Cañada College Menlo Park Center offers courses in Multimedia, Computer Applications, Early Childhood Education, Health, and Human Services. Small, self-paced study groups with admissions and financial aid assistance, assessment testing, counseling, and computer labs.

NOT ANYMORE VIDEOS IN WEBSMART

SEXUAL MISCONDUCT, HARASSMENT, ASSAULT AND TITLE IX

Not Anymore is an interactive online program designed for community college students to prevent sexual assault, dating & domestic violence, and stalking. To learn more about these issues and how you can help prevent them, we are asking all of our students and staff to view the Not Anymore videos.

OUTREACH

Building 18, Room 115 and 107 – 650.306.3444 or 306.3209

Supports the Cañada College mission by encouraging high school students and community members—especially those from underserved populations—to pursue a college education increase aware of Cañada College programs and services, as an avenue to reach their career and life goals. Call 650.306.3166 to schedule tours.

PEER MENTORSHIP PROGRAM

canmentors@my.smccd.edu

Building 9, Room 220, Learning Center –

Provides support to students throughout their college experience beginning with their transition into their first year in college until their successful transfer into a 4-year university. The goal of the program is to foster academic excellence through peer-to-peer support. Peer mentors support their student Mentees by encouraging them to embrace college life and increase their knowledge about resources that will help them succeed.

PERSONAL COUNSELING CENTER

Building 5, Room 303 – 650.306.3152

At the Personal Counseling Center at Cañada College, we believe that a successful college experience requires, as its foundation, a sense of emotional well-being. To this end, we offer a safe and trusting environment to facilitate mental health care by providing the following type of supportive psychotherapy for registered students at no charge:

How to make an appointment to speak with a personal counselor:

1. Call or walk in to the Health Center and request an appointment. You will be asked for contact information as well as your availability. The PCC is located in building 5 on the 3rd floor room 303 (right around the corner from The Grove). The phone number is: 650-306-3152.
2. Send an email to Bettina Lee, Ph.D., Director, at leeb@smccd.edu.
3. Complete the online Personal Counseling Interest Form.

After you have requested an appointment through one of these three ways, you will be contacted by a personal counselor to schedule an appointment. We make every effort to respond within the week. If we do not have a time open that works for your schedule, you will be informed and put on a waiting list.

PROMISE SCHOLARS PROGRAM

Building 6 – Room 112 – 650.306.3384 – canpromise@smccd.edu

The Promise Scholars Program provides incoming full-time students financial and academic support for two to three years. The program includes text book assistance, food or transportation vouchers, dedicated counseling and career support. The program is open to first-time college students who can commit to attending Cañada College full-time (12 units minimum per semester, with 15 units highly encouraged).

The intention of the Promise Scholars Program is to accelerate your path toward achieving your educational goals, whether you hope to earn a certificate, an associate degree, or complete general education requirements to successfully transfer to a four-year institution. The Program is more than a scholarship. All Promise Scholars are welcomed into a supportive, engaged, and inclusive community – a home on campus. We expect all students in the program to regularly participate in counseling, career development, and utilize the program's academic resources.

Some of the services the Promise Scholar's Program provides students are:

- Waived Enrollment and Student Fees for 2-3 years at Cañada College
- Individualized Academic Support and Counseling
- Priority Registration
- Monthly Incentives of \$50 gift cards that can be used towards gas or a campus meal plan
- Textbook stipend each semester

PUBLIC SAFETY/LOST AND FOUND

Building 22, Room 100 Cell 650-738.7000

Campus Public Safety Officers are here to help you. Your safety is their first priority. Please help them by being alert, security conscious and involved. Contact campus Public Safety Department immediately if you have a problem, concern or would like to report an emergency, violation of school policy, or criminal action—the electronic Anonymous Crime Reporting Form is available on the Public Safety Website.

PUENTE PROJECT

Building 9, Room 138 – 650.306.3118

Contacts: Sandra Mendez, Puente Counselor 650.381.3564, mendezs@smccd.edu and Yolanda Valenzuela, English Professor 650.306.3206, valenzuelay@smccd.edu

National award-winning program helping educationally disadvantaged students enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. The program combines accelerated instruction, intensive academic counseling, and mentoring by members of the community to prepare students for transfer. The Puente Project's curriculum focuses on the Chicano/Latino experience and is open to all students.

SMCCD STUDY ABROAD

Canada Building 9, Room 163 – 650.306.3487 studyabroad@smccd.edu

Study Abroad aims to provide affordable study abroad opportunities and build a robust study abroad scholarship program to subsidize the costs associated with studying abroad for community college students. Study Abroad Program students have studied in Florence, Italy; London, England; Barcelona, Spain.

SPARKPOINT

Building 9, Room 131 – 650.306.3550

Services that build the financial knowledge of students, increase their access to savings and wealth-retaining financial products and encourage the meeting of both short and long-term financial goals. The SparkPoint Center at Cañada College will provide support services to give students the tools they need to remain in college with the goals of student job placement and retention, increased family income, improved credit score, and increased completion rates for college degrees and training programs. On-site Food Pantry for individuals and families who need food and referral assistance to those seeking shelter.

STEM CENTER

Building 9, 2nd Floor – 650.306.3156

One-stop shop for all things STEM. Academic support—free course specific and drop-in tutoring for all Cañada students taking courses in Science, Technology, Engineering, and Math. Opportunities to explore STEM majors including MESA, STEM Speaker Series, STEM Counseling, Internships, Workshops, Scholarships, Mentoring, STEM Clubs, Study Groups, STEM Events, EPIC (Embedded Peer Instruction Cohort), Field Trips, and Conferences.

STUDENT LIFE AND LEADERSHIP DEVELOPMENT – STUDENT ID OFFICE

Building 5, Room 354 – 650.306.3364

Visit Student Life to get involved on campus: join Student Senate (ASCC) or a campus club, attend campus-wide events, get your Student Body Card, receive housing and transportation assistance information, print and copy for free, rent game room materials, and gain leadership skills.

TRANSFER CENTER

Building 9, Room 106 – 650.306.3493

Transfer Center assists students explore their transfer options and find a pathway to a four-year college/university. Students have the option of transferring with or without obtaining a degree from Cañada College. Student Transfer Education Pathway (STEP) assists students in reaching their transfer goal by providing academic support and interventions through different stages of their education with the intent of guiding students to become proactive and competitive candidates for transfer.

TRIO STUDENT SUPPORT SERVICES PROGRAM

Building 9, Room 213 – 650.306.3111

TRIO Student Support Services is a federally funded program that assists students who identify as first generation, low income, or who have a learning or physical disability in earning their AA/AS degree and transferring to a four-year college/university. The program offers personalized support to succeed with academic and career counseling, cultural and social activities, workshops, speakers, and field trips to four-year colleges and universities.

UMOJA COMMUNITY

Location: Umoja Village (9-307) Contacts: Lezlee Ware (warel@smccd.edu) 650.306.3441 and Mahitha Rao (raum@smccd.edu) 650.381.3584

The Cañada College Umoja Community is a learning and transfer support program designed to enhance the educational experiences of Black students by implanting pedagogical principles and practices that benefit all students. The concept of Umoja, a Kiswahili word meaning “unity”, is central to the program’s philosophy and organization.

VETERANS RESOURCE AND OPPORTUNITY CENTER

Building 9, Room 151 – 650.306.3250

The Veterans Resource and Opportunity Center is a dedicated space for student veterans, active duty service members, reservists, and other Military connected individuals. VROC is an ideal space to meet other veteran students, meet with staff, study, conduct study groups, and to learn about additional resources. The office provides computers, free printing, a silent study room, TV, and weekly refreshments. Workshops and activities with Cañada’s Vet Services Team and veteran community partners to assist student veterans in understanding and accessing their benefits and other resources.

VETERANS SERVICES AND CERTIFICATION – ADMISSIONS & RECORDS

Building 9, 1st Floor – 650.306-3123

Cañada College is approved to certify veteran students under the G.I. Bill who are pursuing: an AA/A degree, an approved transfer program, or a certification of completion. Those interested in attending Cañada under any chapter should contact the Veterans Administration Office to determine eligibility for benefits. The VA Regional Office maintains a toll-free number 1.800.827.1000 from 0800 to 1600, Monday – Friday.

CAÑADA COLLEGE ADMINISTRATION OFFICES

President’s Office

Building 8, Room 206
650.306.3238

Administrative Services Office

Building 8, Room 116
650.306.3274

Vice President of Instruction Office

Building 8, Room 203
650.306.3298

Vice President of Student Services Office

Building 8, Room 209
650.306.3236

Public Information Office

Building 8, Room 112
650.306.3418

CAÑADA COLLEGE DIVISIONS

Academic Support and Learning Technologies (ASLT)

Building 9, 3rd Floor, Room 345 - 650.306.3366

Academic Support & Learning Technologies (ASLT) Division houses a variety of academic support and educational pathway programs that provide student with essential resources, professional support, and skill acquisition for a lifetime of learning, supporting efforts within the San Mateo Community College District to advance the scope and capabilities of our information technology and learning technology infrastructure as it impacts teaching and learning at colleges.

Departments & Services: Academic Committee for Equity & Success (ACES), Adult Education College and Career Educational Leadership (ACCEL), Distance Education, Learning Center, Library, Middle College, Professional Learning

Athletics, Kinesiology and Dance

Building 1 - 650.306.3341

COURSES AND PROGRAMS:

Athletics, Dance, Fitness, Individual Sports, Kinesiology, Team Sports, Varsity Athletic Teams

Business, Design & Workforce

Building 22, 650.306.3201

COURSES AND PROGRAMS:

Accounting, Architecture, Business Administration, Business Management, Center for Entrepreneurial Opportunities, Computer Business Office Technology, Cooperative Education, Early Childhood Education/Child Development, Economics, Fashion Design and Merchandising, Human Services, Interior Design, Medical Assisting, Multimedia Art and Technology & 3D Animation and Video Game, Paralegal, Recycling & Resource Management, Small Business, TRIO Upward Bound, Workforce Development

Counseling Services

Building 9, First Floor Main Entrance - 650.306.3452

PROGRAMS:

Course Placement for English, English Second Language, and Math, Career Services, CalWORKS, CARE (Cooperative Agencies Resources for Education), Counseling, EOPS (Extended Opportunity Programs & Services), Orientation, SparkPoint, Transfer, Welcome Center

Humanities and Social Sciences

Building 3, Room 205 - 650.306.3336

COURSES AND PROGRAMS:

Anthropology, Art, CBET (Community-Based English Tutoring), College for Working Adults, Communication Studies, English, English as a Second Language, History, Music, Philosophy, Political Science, Psychology, Social Science, Sociology, Theatre Arts

Science and Technology

Building 23, Room 137C - 650.306.3322

COURSES AND PROGRAMS:

Astronomy, Biological Sciences, Chemistry, Computer Information Science, Earth Sciences, Engineering, Geography, Health Science, Mathematics, Physics, Radiologic Technology

CAÑADA COLLEGE – COMMITTED TO EQUALITY

Title IX

Cañada College is committed to providing an environment free from gender-based discrimination and harassment. As such, Cañada College does not tolerate any kind of gender-based sexual assault or sexual harassment. Consistent with its commitment to addressing gender-based discrimination and harassment, Cañada complies with Title IX, the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Anyone who believes they have been subjected to gender-based discrimination or harassment is encouraged to report these incidents. Upon receiving a report, the college will respond promptly, equitably, and thoroughly, and will take the necessary steps to prevent the recurrence of discrimination or harassment and correct its effects, where appropriate.

Title IX Coordinator: Dean of Counseling, Building 9, Room 135, 650.306.3132

DISABILITY DISCRIMINATION AND SECTION 504/ADA

In implementing education reform initiatives, Cañada abides by Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Section 504 prohibits recipients of federal funds from discriminating on the basis of disability. Title II of the ADA prohibits discrimination on the basis of disability, in state and local government services by state and local governmental entities, whether or not they receive federal funds. This includes Cañada College of the San Mateo Community College District. Cañada College is dedicated to implementing education reform initiatives and providing students with disabilities required services comparable to those given their nondisabled peers-- equitable opportunities

ADA/504 Coordinator: Vice President of Student Services - 650.306.3236

STUDENT GRIEVANCE PROCESS SUMMARY

See the 2023-24 Cañada College Catalog for complete details

The SMCCCD colleges are committed to the concept that students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, students feel subject to unjust actions or denied rights, the student may file a grievance or an appeal of the decision/action taken in response to a grievance, using the process summarized here.

INFORMAL RESOLUTION

Initial College Review: As a first step, try to resolve the matter on an informal basis directly with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal Student Grievance Procedure		
Area	First Level of Action	Second Level of Action
Academic Matters: Grades, Testing, Class Content, Assignments	Instructor	Division Dean
Admissions/Late Withdrawal	Dean of Counseling Services	Vice President of Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Vice President of Student Services, Chancellor
Fee Payments or Refunds	Cashier	Vice President of Administration
Financial Aid	Director of Financial Aid	Dean of Counseling Services
Academic or Progress Dismissal	Dean of Counseling Services	Vice President of Student Services
Registration	Registrar	Dean of Counseling Services
Residency Determination	Registrar	Dean of Counseling Services
Security and Parking	Supervisor, Campus Safety	Director, District Safety
Sexual Harassment	Vice Chancellor, Human Resources	Dean of Counseling Services
Student Records	Registrar	Dean of Counseling Services
Time, Place and Manner	Coordinator of Student Activities	Dean of Counseling Services
Waiver of Academic Requirements	Disability Resources Director	Dean of Counseling Services

STUDENT CONDUCT SUMMARY

See the Cañada College Website and 2023-24

Cañada College Catalog for Complete Details <https://catalog.canadacollege.edu/current/>

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. A list of actions which are prohibited and may lead to appropriate disciplinary action is contained in the College Catalog, which is available for review in College offices, in the catalog website, and for a small fee in the Cañada Bookstore. For further information concerning any aspect of student conduct, students should contact the Office of the Vice President of Student Services (Building 8, Room 209, 650.306.3234).

STUDENT CODE OF CONDUCT

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus or in class are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

Cañada College is a non-smoking campus – Smoking is prohibited on campus, and is limited to parking lots only, with the exception of Parking Lot 4. This policy also applies to e-cigarettes

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Disruptive behavior, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or to District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self-defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Disorderly conduct or engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.

19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/District. This includes e-cigarettes and other vapor products.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior-based on race, sex, (i.e. gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Failure to adhere to safety rules and regulations as directed.
32. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
33. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

Course Type Descriptions

Course Type	Description
 Day Course	Courses scheduled Monday through Friday during daytime hours (prior to 4:30 p.m.)
 Evening Course	Courses scheduled during evening hours (4:30 p.m. or thereafter) or on weekends.
 Honors Course	Courses designed primarily for students in the Honors Transfer Program, but that are open to all eligible students. Students enrolling in an Honors section are required to do Honors-level work.
 Hybrid Course	Courses that substitute a portion of face-to-face instructional hours with online work. The course may have some regularly scheduled on-campus meetings without alternative distance education means of student participation.
 Online Course	Courses where the instructor and student are separated by distance for the entire course and can interact exclusively (100%) through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online, via proctoring arrangements, or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor must also provide for alternative distance education means of student participation.
 XLOnline Course	Courses that are fully online, which accept up to 100 registered students, offer free semester-length online tutoring, and allow guest access, so students can survey a class they may want or need to take. Instructor and student are separated by distance for the entire course and can interact exclusively (100%) through the assistance of communication technology. The course is conducted through a class website, which includes multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication, and assignments (which may include group work). Testing may be done online, via proctoring arrangements, or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor must also provide for alternative distance education means of student participation.
 Spanish Course	Courses taught in the Spanish language.
 Learning Community Course	Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on themes from more than one perspective. Some Learning Community sections must be taken together. In these instances enrollment in one CRN will require enrollment in one or more additional CRN's. When you see the Learning Community icon, check the section description for additional details.
 Course at an offsite campus	Courses offered in off-campus locations.
 Supplemental instruction	This is a Supplemental Instruction section, which includes regularly scheduled study sessions 2 – 3 times per week facilitated by trained student leaders.
 Zero Textbook Cost (ZTC)	This is a Zero Textbook Cost (ZTC) course. The total cost of required instructional materials for this course is 50.
 Low Textbook Cost (LTC)	This is a Low Textbook Cost (LTC) course. The total cost of required instructional materials for this course is less than 540.
 Inclusive Access Class	The Inclusive Access program is a new textbook model in collaboration with top publishers that converts books into digital content. All students in a class buy into the content, lowering the cost for everyone. All students in that class also get access to the content on the first day. The digital content also includes Interactive Learning Platforms.
 Weekend Class	Courses scheduled on weekends.
 Embedded Support Class	This course section may include additional support services such as tutors, supplemental instruction leaders, counselors, or other holistic support included in the class.
 Fully or Partially Synchronous, Online Course	A course offered online, in which the student will need to login during the specified days/times indicated in the WebSchedule. Students should discuss any potential flexibility regarding the scheduled hours directly with the faculty member.
 Contextualized GE	General Education courses that are taught with a specific theme throughout the course content, i.e. contextualized.

