

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs, should contact the College Health Center.

## Transportation

### **Public Transportation**

SamTrans Route 274 provides frequent weekday service to Cañada College, with extended hours Monday through Thursday evenings. Route 274 originates in East Palo Alto and serves parts of Menlo Park, Atherton, and Redwood City. The route is guaranteed wheelchair accessible. Monthly passes may be purchased at the College Business Office. For more information, call the SamTrans Telephone Information Center at 1-800-660-4BUS.

### **Redi-Wheels Subscription Rides**

Once a student's schedule has been determined, Redi-Wheels will try to arrange a subscription transportation schedule for the entire semester or length of the course. For more information, call (650) 508-7940.

### **Field Trip/Excursion Guidelines**

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If students choose to participate, they are advised that pursuant to California Code of Regulations, subchapter 5, section 55450, students have agreed to hold the District, its Officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with student participation in the activity.

### **Non-District Sponsored Transportation**

Some classes may be conducted off campus. Unless specifically advised otherwise, students are responsible for arranging for their own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, students are advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

## Student Services and Special Programs

### **Adaptive Physical Education**

The Adaptive Physical Education Program through the Physical Education/Athletics Department offers an individualized approach to Adaptive P.E. through a variety of classes. The focus of the Adaptive P.E. Program is the promotion of optimum physical fitness; this program provides the students with appropriate knowledge and skills for their lifelong fitness pursuits. Based upon a physician's recommendation, each student is given an individualized exercise program tailored to his/her specific physical abilities and limitations. Improvement in muscular strength, flexibility, balance, coordination, and cardiovascular endurance is the primary goal of all Adaptive P.E. classes. Emphasis is placed also upon providing enjoyable, positive experiences in order to enhance self-image and social interaction, with independence and mainstreaming (where possible) as a long-range goal. Students should call Barbara McCarthy at 306-3473 for more information.

### **Air Force ROTC**

Military Affairs is offered to qualified full-time students at Cañada College. Courses are conducted at the UC Berkeley campus. Cañada students may complete two one unit courses at UCB while enrolled at Cañada. Credit for UCB accredited courses and grades will appear on Cañada College transcripts. Not all orientation, training, and education carries academic credit.

Interested students should call (510) 642-3572; e-mail [airforce@uclink.berkeley.edu](mailto:airforce@uclink.berkeley.edu); or write or visit:

Department of Aerospace Studies  
164 Hearst Gymnasium  
University of California  
Berkeley, CA 94720-3610

### **Army ROTC**

Army ROTC is an elective course that may be taken concurrently with college classes—regardless of major—that results in an officer's commission in the US Army upon graduation. Students should have at least two years of college remaining—there is no military obligation incurred by enrolling in the program. UC Berkeley is the location of these activities and has a cross-enrollment agreement with Cañada College. The units taken at UC Berkeley will count as general elective credits towards a degree. Inquire about the enrollment process at (510) 642-7682 or at [army.berkeley.edu](http://army.berkeley.edu).

### **Athletics Programs**

Cañada College participates as a member of the Coast Conference in the following sports:

Men's Baseball  
Men's Basketball  
Women's Golf  
Men's Golf  
Men's Soccer  
Women's Soccer  
Women's Volleyball

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport including non-conference, conference and post conference competition.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units of which 18 are academic units with a 2.0 grade point average. These units must be completed prior to the beginning of the semester of the second season of competition.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 grade point average in accredited post secondary coursework computed since the start of the semester of first competition.
5. The 12-unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with the athletic academic advisor and verify status for transfer based on past work and test scores from high school.

Questions regarding eligibility should be addressed to the Physical Education/Athletics Department, Athletic Director, Building 1, Room 204, 306-3341.

### Bookstore

Textbooks and supplies may be purchased from the Cañada College Bookstore. The telephone number is 306-3313. Store hours are posted and are published in the Schedule of Classes for each term. For general and/or book information, contact Jai Kumar in the bookstore.

### (CalWORKs) The California Work Opportunities and Responsibility to Kids

CalWORKs is designed to assist and support CalWORKs students to stay in school and meet welfare requirements of work and training. Cañada has made great strides in developing support services that will assist CalWORKs students in obtaining the training needed to find skillful employment in high demand areas. The CalWORKs Program will also assist students in meeting the required hours of work and school related activities. The CalWORKs Program provides the following services:

- Child care payments
- Campus Work Study
- Academic Support Services
- Counseling Services
- Liaison with County Welfare Office

For more information, call 306-3452.

### (C.A.R.E.) Cooperative Agencies Resources for Education Program

C.A.R.E. is a unique educational program designed to assist the welfare recipient who desires job-relevant education. The C.A.R.E. Program is a cooperative effort involving Cañada College and the County Social Services and Employment Development Departments. C.A.R.E. Support Services include child care, transportation allowances, books, tutoring, counseling, and other related services.

Eligible Applicants:

- Single, head of household
- TANF recipient (for a minimum of one continuous year)
- At least 18 years old
- Must pursue vocational training
- Have at least one child under the age of 14 years

For additional information, call 306-3300.

### (CBET) Community Based English Tutoring

The CBET program provides preparatory level English as a Second Language (ESL) courses at various sites throughout Redwood City, East Palo Alto, and Menlo Park. The program targets parents and community members of the Redwood City School District (RCSD) and the Sequoia Union High School District (SUHSD) because CBET is funded through both districts by the State of California (proposition 227). All participants in the CBET program must pledge to tutor a child in their community once their English is more proficient.

For more information, please contact Linda Haley, Instructor/Coordinator, at 306-3495, or Carmina Chavez, Program Services Coordinator, at 306-3388.

El programa CBET ofrece cursos de inglés como segundo idioma al nivel preparatorio en varios sitios en Redwood City, East Palo Alto, y Menlo Park. El programa se dedica a servir a los padres y personas de la comunidad de los Distritos Escolares de Sequoia Union (SUHSD) y Redwood City Elementary (RCSD) porque CBET es pagado por ambos distritos por el Estado de California (proposición 227). Todos los participantes en el programa tienen que firmar un contrato en el que prometen que cuando sepan más inglés, trabajarán con un niño como tutores voluntarios.

Para más información, llame: Linda Haley, Directora y Instructora, 306-3495, o Carmina Chavez, Coordinador, 306-3388

### Continuing Education for Health Professionals-CEU's

Cañada College offers courses, lectures, conferences, and workshops which comply with the continuing education regulations of California's Board of Registered Nursing. Enrollment is open to all registered and licensed vocational nurses. A certificate of verified units/hours is issued to each participant upon completion of the offering. Provider approved by the California Board of Registered Nursing, Provider Number CEP3180, for one semester unit equal to 15 contact hours. (Lab courses may be more.)

### Cooperative Education - Work Experience

Through Cooperative Education/Work Experience, students earn college credit by improving their skills and knowledge on a paid or volun-

teer assignment. Students work with instructors and job supervisors to establish measurable learning objectives appropriate for their jobs. Credit is earned toward an associate degree or certificate when these objectives are successfully accomplished. Spring and Fall semesters, students must be enrolled in seven (7) units including Cooperative Education/Work Experience. Summer session, students must be enrolled in any half-unit (0.5) course plus Cooperative Education/Work Experience. Call 306-3367 for additional information.

Students who have jobs related to their occupational goals may earn one unit of credit for each 75 hours of paid work with a maximum of four units per semester for a total not to exceed 16 units while enrolled in a community college. Students in volunteer jobs with non-profit organizations may earn one unit of credit for each 60 hours of work.

### Counseling Center

The Counseling Department at Cañada College is designed to assist students in all aspects of their development as students. The Department's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which is their guide to achieving their goals. All students are required to have an SEP on file once they have completed 15 units at Cañada College. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the Counseling Center, Building 9, Room 120, or by calling (650) 306-3452. Drop-in counseling is also available for brief informational questions. Check the Class Schedule for drop-in times.

### Disabled Student Program and Services

The Disabled Student Program offers a range of services to students with various documented disabilities. These may include physical, psychological, and learning disabilities. The program encourages the active participation of disabled students by serving as an information, counseling and academic resource center. Through supportive services, an individual can meet his/her academic, social and personal goals while attending Cañada College. Interested students should contact the Disabled Student Office for more information, 306-3259. TDD/TTY (650) 306-3161. (Bldg. 5, Room 207), or visit the website: [www.canadacollege.edu/student/disabled.html](http://www.canadacollege.edu/student/disabled.html). The website is available in English and Spanish.

The Learning Achievement Program is designed to evaluate the needs of students who may have learning disabilities. After assessment, an Educational Plan is developed for each student. Tutorial assistance in reading, writing, and numerous academic and vocational subject areas is provided through the Cañada College Learning Center and DSKL courses. Adults with possible learning disabilities or diagnosed learning disabilities should contact the DSPTS office at 306-3259.

Supportive Services may include:

- Individualized counseling, vocational and academic referral and information;

- Temporary authorization for handicapped parking permits;
- Coordination of services with high schools, agencies and the California Department of Rehabilitation;
- Referral to community resources for psychological counseling or support services;
- Readers and Note-Takers;
- Audio-visual equipment including tape recorders, tapes and E-text, adapted voice-actuated computer equipment and other alternate media equipment;
- Special equipment for the visually impaired student including Braille text materials;
- Developmental Skills classes;
- Extended time Placement Test and academic exams;
- Interpreters for the deaf and hard of hearing; and
- Tutoring on a one-to-one basis for students in need of special assistance in academic classes.

The DSPTS Alternate Media Lab is located within the Learning Center. Students with visual, print or other specific documented disability can access use of JAWS, Dragon Dictate, Kurzweil and Zoom-Text software in this lab. An Alternate Media Specialist is available to assist students and faculty with use of this specialized technology. This type of alternate media software has also been installed on other computers located throughout campus and the list of locations is available in both the DSPTS Office and Alternate Media Lab. Students who need text books or other printed materials converted to CD-Rom, Braille, audio cassette or other type of alternate format should request this service through the DSPTS office.

Additional services are available through The Learning Center.

### Distance Learning

Distance learning courses are Cañada College credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own time, usually at home. However, attendance at one or more on-campus meetings is usually required. These courses are offered as telecourses through KCSM TV, or as on-line internet courses. Telecourses and on-line courses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities. See the Schedule of Classes, or visit our website—[www.canadacollege.edu](http://www.canadacollege.edu)—for information on specific course offerings.

### (EOPS) Extended Opportunity Programs & Services

EOPS is a program for economically disadvantaged students designed to help students work towards a certificate or an AA/AS degree, train for a career, or transfer to a four-year university. It also aims to provide students with a sense of identification and to prepare them for assuming responsible positions within their communities and within a larger society. EOPS provides the following:

- Financial assistance in the form of book grants and bus passes
- Help in applying for financial aid
- Academic support
- Counseling
- Guidance Classes

- Orientation to College
- Transfer assistance

Students qualify for EOPS if they are high school graduates or at least 18 years old and if they meet the State's definition for low income.

## Financial Aid

### **Financial aid falls into three categories:**

**Grants/Fee Waivers**-Aid which does not have to be repaid and in most cases is awarded primarily or solely based on financial need. The major programs of this type include the BOGW (Board of Governor Fee Waiver) which waives the enrollment fee for California residents; the Federal Pell Grant which is a direct grant payment to the student to meet college and educationally related living costs; Federal SEOG (Supplemental Education Opportunity Grant) which is a direct grant payment drawn on a limited college allocation for students demonstrating the greatest need and meet the priority deadline; Academic Competitiveness Grant (ACG) which is a direct grant payment to students who are US citizens, completed a rigorous high school curriculum and are Pell eligible; CAL Grant which is a direct grant payment for California residents requiring grade point average (GPA) verification and meeting established income and asset ceilings. Eligibility determined after submission of GPA and Free Application for Federal Student Aid (FAFSA) by state deadlines (March 2nd and September 2nd award cycles). The College also administers the SVCF Emergency Grant program which is a one time grant for non-educational emergency situations funded by the Silicon Valley Community Foundation.

**Federal Work-Study (FWS)**-Aid which allows the student to work, generally on campus, to earn funds to meet the costs while attending college. These funds do not have to be repaid and are allocated to eligible students on a first-come first-serve basis until fully expended each aid-year.

**Loans**-Borrowed funds which must be repaid. **Cañada College does not certify federal student loans (FFELP, DL, or PLUS).** If you are considering an alternative loan (a private educational loan), please discuss this with the Director before borrowing funds. Limited funds are available for short term loans through the Dean's Emergency Loan program and EOPS Emergency Loan program. These loans are generally paid back within the semester the funds were released.

**Textbook Loans**-The Library maintains an extensive collection of textbooks for students to borrow on a short-term loan basis (hourly and overnight), in particular, to help financially needy students have FREE access to textbooks. Students are also encouraged to check with the College Bookstore as they rent many titles for a fraction of the price of a new or used book.

### **Eligibility**

Eligibility depends upon the program of application. For example, the BOGFW program is available to students who have been classified as residents of California by the Admissions and Records Office and meet specific program eligibility, such as receiving TANF, SSI/SSP or General Assistance for method A, annual income standards for method B, or can demonstrate at least one dollar of unmet need for method C by filing a FAFSA. This program serves over 3,600 Cañada students as of the 2006-07 year. The Federal Pell and SEOG Grants require financial need be demonstrated by the Free Application for

Federal Student Aid (FAFSA). Student must either be a U.S. citizen or in one of a group of categories known as eligible non-citizen (including permanent resident, resident alien, refugee, or asylee). The ACG also requires FAFSA filing but only U.S. citizens are eligible. As the criteria to qualify can vary widely, all students who have a financial need are strongly encouraged to apply. The Financial Aid staff provides guidance on what programs for which a student can apply. In a number of cases, a student may qualify for more than one program to assist them with their college costs.

Students are recommended to apply for financial aid as early as possible so eligibility can be determined and notification provided before the start of enrollment. While the Cal Grant has a firm deadline and priority is given in awarding limited campus-based funds (Federal SEOG and FWS), the Federal Pell, ACG and the BOGFW programs can be applied for after a semester has begun and throughout the aid-year. Please review the extensive material available (in English or Spanish) in the Financial Aid Office or on the College website-<http://canadacollege.edu/admissions/financial.html> and at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

It is also recognized that there may be unusual circumstances that the financial aid application material does not capture which impacts the ability to attend college. Students may submit an Unusual Circumstance form or Dependency Override Request form to explain those situations to be considered in reviewing financial aid eligibility. Additional documentation is required.

For detailed information regarding specific assistance programs, students should contact the Financial Aid Office, Bldg. 9, Room 109.

### **Federal Regulation: Return of Title IV Funds**

A student who receives Federal Pell Grant and withdraws from all classes prior to completing more than 60% of the semester, will be required to pay a portion of the grant funds back to the federal government. (Federal SEOG and ACG grants are also subject to Return of Title IV). Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

### **Ability to Benefit**

Any person applying for Financial Aid who is 18 years of age or older, who has not earned a high school diploma, or who has not received a satisfactory GED score, or a passing score on the high school proficiency test should be prepared to show evidence of ability to benefit from community college courses. Such evidence may include, but is not limited to, ability to read, write, compute, and converse at an acceptable level as determined by assessment tests administered by the College. This assessment is referred to as an Ability to Benefit test.

Those who apply for financial aid and for admission to Cañada College and who are not high school graduates as defined in the above paragraph, must complete assessment testing and participate in orientation. (Federal Ability to Benefit reference 34CFR600.11)

For GED testing information, interested persons should call the unified school district in their areas. In the local area the GED test is offered through the Sequoia Union High School District Adult School, (650) 306-8866.

## First-Year Experience Program

The First-Year Experience Program is an innovative approach to traditional course offerings, created by linking a course with specific curriculum content and a course to give the student strategies to be successful in college.

Instructors in the linked courses work as a team, coordinating assignments, exams, and other class activities in their specified courses. Students, too, become a team by joining together in a “cohort” or group, to take the linked classes. Students in this environment are better able to connect and apply information and learning from one course to another. Participation in such a program contributes to improved student success, and retention.

## Health Services

A variety of services is available: information and consultation on health problems, evaluation of symptoms, over-the-counter medications, personal health counseling, first aid, pregnancy testing, HIV testing and counseling, vision screening, blood pressure screening, health oriented programs, assistance with referrals for medical and dental care and psychological services, and arrangements for emergency care and student insurance.

All Health Services are free and confidential. They are available to both day and evening students on either a drop-in or appointment basis. For further information, the Health Center is located in Bldg. 5, Room 204 or call 306-3309.

Quality health insurance is available to all students enrolled in a minimum of 4 units of credit. All students are covered by District accident insurance. Dental insurance plans at reasonable cost are available to all students.

## Housing

The Office of Student Life maintains a housing board for use by Cañada students. Most of these listing are rooms in private homes; a few are available on the basis of work in exchange for room and board. All arrangements are made between the owner and the student. Students should contact Student Life, 306-3373, if they have a room or apartment to rent, or need housing. International students may call (650) 306-3494 for housing information.

## Learning Centers

The Learning Center is designed to provide a positive learning environment that integrates technological resources and learning assistance services to support student learning across the curriculum. The Learning Center provides a wide range of individualized college credit programs and self-paced courses in essential skill areas of reading, vocabulary, study skills, writing, English as a Second Language, and mathematics. Learning Center courses are designated with the course prefix LCTR. Both non-degree and degree credit courses are available. Degree credit courses articulated with the CSU system are transferable.

The Learning Center programs and self-paced courses incorporate the content and language of college subject areas. Students are assessed and provided program plans focusing on areas of need. Students complete assigned programs using computer, internet, audio, audio-

visual, and print material. As they proceed through the programs and self-paced courses with the assistance of instructors, aides, tutors and/or student assistants, their performance is evaluated periodically before they proceed to higher level objectives.

Also incorporated within the Center are the Computer, Tutorial, Math, Writing, and MESA Centers. The TRiO Student Support Services (SSS) program is also located in the Center. The programs are coordinated with both related classroom offerings and the individualized LCTR programs and self-paced courses.

The Computer Center, which is internet-accessible, is used by students completing individualized LCTR programs and self-paced courses and by students taking a course with supplementary assignments requiring computer use. Students completing supplementary assignments for a course must enroll in the appropriate course. Information about enrollment is available through the front desk.

The Tutorial Center provides individual and small group tutorial assistance in Cañada courses. Peer tutors, recruited from a wide range of academic and vocational areas, must enroll in LCTR 100 for tutor training unless they have previous experience tutoring in college subject areas. All participating tutees must enroll in LCTR 698 (no fee, no credit) and must remain enrolled in the course in which they receive assistance.

The Math Lab is an area in the Center where students who are currently enrolled in Cañada math courses can receive drop-in assistance.

The Writing Center offers students enrolled in writing courses and other courses requiring writing skills, additional instruction and skill reinforcement.

The MESA Center (Math Engineering Science Achievement) provides academic excellence workshops, mentoring, field trips and counseling to students who are considering math, science, engineering majors.

The TRiO Student Support Services (SSS) program provides students with academic and career counseling, mentors, and graduate tutors. Program participants receive additional services and support such as workshops and speakers, cultural and social activities, and field trips to four-year colleges and universities.

The Alternate Media Center produces instructional materials (text-books, course materials, schedules) in alternate formats for students with disabilities.

Contact the Learning Center in Bldg. 9, Room 210 or call 306-3348 for specific hours.

The Learning Center at the Menlo Park Center (OICW Building) is open from 7 am to 3 pm, Monday through Thursday, and from 7 am to 11:30 am on Friday. The Center offers self-paced instruction in many levels of English, reading, writing, and English as a Second Language. These courses prepare students for college-level work or provide students the skills they need for success in job training programs and at work. Students starting at the Center are provided an assessment of their skill level so as to place them appropriately. Students may use the Center whenever it is open and at times convenient to them.

For more information, call Martha Chavez at (650) 325-0164. Para más información pueden llamar a Martha Chavez al teléfono (650)

325-0164 de lunes a jueves de 7 am a 3 pm, o los viernes de 7 am a 11:30 am.

### Library

The Library is the information center of the campus and strives to support the educational mission of the College. It includes a collection of books, periodicals, newspapers, microfilm, microfiche, video tapes and CD-ROM databases. Students may also access the Internet in the Library.

The Library offers a one-unit course which teaches students how to conduct research.

There are three service areas. The Circulation/Reserve desk issues library cards and contains restricted loan material as well as college catalogs. The Reference/Periodical area services the research needs of students. Shelves there are periodical and newspaper indexes, the microfilm collection, as well as a large variety of reference source material. A general collection of some 46,000 volumes is arranged on open shelves for easy access in the Reading Room. Table and carrel seating for students is provided in this room, which affords a panoramic view of the wooded slopes of Skyline Ridge, and is an inviting place for quiet study.

The libraries of Cañada, CSM, and Skyline are members of the Peninsula Library System, a consortium of San Mateo County's public libraries. The combined collections of these member libraries total more than 2.5 million volumes and are accessible by means of the on-line public catalog. Intra-systems loans can be delivered to the campus or picked up at one of the member libraries.

Students may borrow college library materials with their Peninsula Library System (PLS) card, issued by any public or community college library in San Mateo County. Students who live in San Mateo County and do not have a PLS card, as well as students who do not live in San Mateo County, may obtain a library card from the Cañada Library Circulation Desk. Proof of enrollment is all that is required.

### Lost and Found

Items found in any of the campus buildings are held for 30 days in the Bookstore in Building 2. Call 306-3313 to inquire about lost or found articles.

### MESA Program

The Math, Engineering, and Science Achievement/Community College Program (MESA/CCCP) at Cañada College provides economically disadvantaged and underrepresented students, especially Latino and African American students, with maximum opportunity to pursue successful careers in mathematics, engineering, science, and computer science. The program, housed in the Learning Center, includes a MESA Orientation course, Academic Excellence Workshops, specialized academic counseling, tutoring and stipends for eligible students.

For more information contact the MESA Program at 306-3316.

### Middle College High School

The Cañada Middle College High School Program is a joint partnership between the Sequoia Union High School District and Cañada College. Middle College High School is designed to reach high potential,

underachieving high school students who want a head start on college. Students complete requirements for their high school diploma and earn college units towards an AA degree at the same time. All classes are taught on the Cañada College Campus. Approximately 60 juniors and seniors from the Sequoia Union High School District attendance area are accepted into the program each Fall. Three high school courses are required per semester. Juniors take United States History and English III. Seniors take English IV and one semester each of Economics and American Government. All students take Life Communications, which is a study skills/college success and personal development course. The remaining courses are offered through Cañada College and are taught by Cañada College professors. These courses are selected to fulfill the credits and requirements for high school graduation. Students must satisfy the graduation requirements of the Sequoia Union High School District and will earn a diploma from their home high school. Students must be enrolled in at least three Cañada College courses, totaling a minimum of seven units. These courses give high school credit and college units simultaneously. If the course is designated transferable, the units may apply towards a four-year college or university degree. The Middle College program pays for tuition and textbooks which could save families thousands of dollars. Students receive guidance in every aspect of high school and college life; they find they are better prepared for the college atmosphere and life after high school. Through this unique program, students have the opportunity to explore new challenges that they cannot attain in a traditional high school.

For more information, contact the Middle College High School Office at 306-3120; stop by the Middle College High School Office located at Cañada College in Building 13, Room 106, or visit the website at: [www.canadacollege.edu/middlecollege](http://www.canadacollege.edu/middlecollege)

### Outreach

The Outreach Office develops and coordinates outreach services for the high schools. The primary goal of the office is to inform the community about educational, vocational and transfer programs, and to facilitate the application process at Cañada College. Cañada College's outreach and recruitment efforts utilize faculty and staff, current students, and alumni to increase the College's accessibility to potential students.

The outreach staff provides, but is not limited to, the following services:

- Presentations to high school students, parents, and community groups on admissions procedures, academic programs and student services
- Application and financial aid workshops
- Schedule placement testing at the high schools
- Schedule visits at the high schools to meet with students
- Attend College/Educational Fairs at the high schools and businesses
- Give campus tours: individual, as well as, large groups

For more information, contact the College Representative at 306-3427.

## Psychological Services Program

The Psychological Services Program is a student support service that offers free personal counseling to students enrolled at Cañada College. The Program offers on-site individual, couples, and/or group counseling to students. The Program also provides crisis intervention and triaging referrals to community services when needed. The maximum number of sessions is eight which can be extended on a student-need and/or counselor availability basis.

The goal of the Program is to support all students in removing any personal obstacles to academic success, assisting students with psychological disabilities, and providing a safe and confidential space for students to learn more about themselves. Issues can range from lack of knowledge about how to succeed in college to relationship, single parent, acculturation, or chronic mental illness concerns. All issues and students are welcome.

The Program is supervised by an on-site licensed Marriage & Family Therapist and includes interns enrolled in accredited Master's and Doctoral programs in the Bay Area. It also includes post-Master's interns registered with the Board of Behavioral Sciences who are accruing hours toward licensure. Students interested in making an appointment can contact the Psychological Services Office located in Bldg. 5-207 or by calling 306-3259 for an appointment.

## Scholarships

Cañada College provides a general scholarship program to recognize and honor outstanding achievement and to provide students financial assistance when furthering their academic pursuits. Several scholarships are available to new, continuing or transferring Cañada students. All applicants who submit a completed application packet and meet the minimum criteria will be considered for the general scholarship program. Awards are based on stated criteria of the donor(s), which usually include demonstrated academic achievement and promise, involvement in extra-curricular activities, and financial need. Cañada's Scholarship Committee meets each spring to review applications and select recipients for the following academic year. Information and applications are available each January for the general scholarship program. The application deadline is March 2 each year.

Additionally, Cañada College receives application materials for a number of privately awarded scholarships. Deadlines vary throughout the year with many occurring in the fall. Requests for applications and information should be directed to the Financial Aid Office, Building 9, Room 109.

## Student Activities

To gain the most from college life, students are encouraged to participate in Cañada clubs, activities and events, which offer many opportunities for making both social and educational contacts. Anyone interested in joining or starting a club or organization should contact the Student Activities Office in Bldg. 5, Room 211C, (306-3364). Among many of the clubs active at Cañada College are the following: The Young Latino Leaders, Latin American Friendship Club, United African Student Union, Pre Med club, Science and Engineering Club, The Rainbow Alliance and the Political Awareness Club.

## Student ID's

Student ID's are handled through the Student Activities Office. In order to receive a Student ID and become eligible for the many benefits it has, students must pay the \$8.00 activity fee during the fall and spring semester. This is an optional fee. Choosing not to pay this fee will automatically disqualify any student from receiving a Student ID card. Request for refunds must be made by the Final Fee payment due date of each semester.

## Student Government

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The following elected student officers represent the official voice of students on campus: President, Vice President and ten Senators. The officers inform students about campus issues, administer student association monies, and represent student interests on Cañada's governing committees. Student government provides a unique educational opportunity to learn by doing in the world of college governance. Participation is demanding and time consuming, but students have testified that their involvement was the most valuable learning experience they had at college, both educationally and socially.

The student government operates under the provisions of the State Education Code and the regulations of the Board of Trustees and Cañada College. It serves as a vehicle through which students can recommend and help effect changes at their college. Any student who is interested in becoming a senator or participating in student government should contact the Student Activities Office, Building 5, Room 211.

## Student Publications

The Student Handbook contains information about student organizations, college services, college rules, student rights, student disciplinary due process procedures, and Cañada's staff and governance structure. The handbook is available in the Student Activities Office or on line at [www.canadacollege.edu](http://www.canadacollege.edu).

## Student Clubs

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found in the Student Activities Office or on the College website.

Students interested in learning about existing clubs or how new clubs may be formed are invited to contact the Student Activities Coordinator, Bldg. 5, Room 211A, or call (650) 306-3364.

Sororities, fraternities and other secret organizations are banned under the Education Code of the State of California.

## Study Abroad Program

Cañada College students can earn college credit while studying abroad. Any student who has completed at least 12 units of college credit is eligible to participate. All courses are transferable to four-year institu-

tions. Transportation, housing and meals are offered at reasonable cost. For more information and brochures regarding the District's Study Abroad Program, students should contact the program's 24-hour hotline at 574-6595.

### Technical Preparation (Tech Prep)/School-to-Career

Tech Prep articulation agreements have been approved by local high schools, San Mateo County Regional Occupational Programs (ROP), OICW, and Cañada College in the following occupational areas: Accounting, Office Technology, Early Childhood Education, Fashion Design, Architectural Drawing, Multimedia, and Information Technology. Other approved articulation agreements exist at the College of San Mateo and Cañada College.

The articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students may be granted from one to six college units after enrolling in and successfully completing six units with a GPA of 2.0 or better at one of the three community colleges within the SMCCCD. For more information, call 306-3201, or visit our website at [www.smccd.net/techprep](http://www.smccd.net/techprep).



### TRIO Student Support Services Program

The TRIO Student Support Services Program assists students who are low-income, whose parents have not completed a Bachelor's degree, or students with disabilities in earning their AA/AS degree and/or transfer to four-year colleges/universities.

The TRIO Student Support Services (SSS) Program offers personalized support that facilitates student success. The federally-funded program provides students with academic and career counseling, mentors, and graduate tutors. Program participants receive additional services and support such as workshops and speakers, cultural and social activities, and field trips to four-year colleges and universities.

For additional information please visit the TRIO SSS office in the Learning Center, Bldg. 9 Rm. 212, or call (650) 306-3369.



### TRIO Upward Bound Program

Upward Bound is a federally funded pre-college program for high school students who are low-income and whose parents/guardians have not completed a Bachelor's degree. Upward Bound prepares its participants to successfully complete their high school education and enter college/university in order to complete a degree from a four-year college/university.

Cañada College partners with Sequoia Union High School to serve 50 eligible students who attend SUHS and/or who reside in the East Palo Alto and Fair Oaks areas by providing information and services about colleges/universities admission requirements and academic support to enhance learning and life skills needed for success in post-secondary education and in future careers.

The program provides students with intensive academic tutoring, workshops for personal and career development, Saturday College supplemental instruction, and a six-week summer program that includes academic courses and activities for college-bound students.

All services are provided in a caring and motivating environment that prepares students to become contributing members of society.

For further information about the Upward Bound program at Cañada College, please contact (650) 306-3332.

### Transfer and Career Center

The Transfer and Career Center (TCC) is located in Building 9, Room 120. The Center provides comprehensive transfer and career services, resources and activities to help students select and prepare for transfer to a wide variety of universities, including the California State University, University of California, and Independent Colleges. Transfer support services include transfer counseling, financial aid and application workshops, university tours, visits with university representatives, a yearly Transfer Day, and extensive transfer information and articulation resources. The Transfer Center also coordinates guaranteed transfer programs with selected universities, including UC Davis, SJSU, CSU East Bay, UC Merced, UC Santa Cruz, UC Riverside, UC Santa Barbara, Santa Clara University, and Notre Dame de Namur University.

The Career Center provides comprehensive career resources and activities for enrolled Cañada College students.

The Career Center Print and Video Resource Library provides information about job descriptions, salary studies, future career trends and emerging occupations. Web-based career assessment and interpretation services are provided along with individualized career counseling to enhance students' career search in planning their educational and occupational goals. The Career Center sponsors a variety of classes and career orientated workshops, as well as career panels and career expos to provide students the opportunity to establish career networks with local employers. Students may also explore computerized guidance systems such as EUREKA to become better informed about their career options.

The Center has both day and evening hours. Students are invited to visit the TCC to pick up calendars of transfer and career events, or call (650) 306-3452 for further information.

### University Center at Cañada College

The University Center at Cañada College was established in 2001 as a new model to provide four-year college degree programs, workplace certifications, and graduate-level programs that are accessible and convenient for area residents. Through partnerships with San Francisco Bay Area universities, more students can receive an affordable college education and remain close to their community, eliminating the barriers that discourage many from pursuing an education. The University Center programs will increase the number of college graduates in high demand transfer and employment areas, improve access to four-year and graduate programs for under-represented, economically disadvantaged and place-bound student populations, and provide career advancement opportunities for working students and Silicon Valley technical workers who need more accessible training.

The University Center currently offers

In partnership with San Francisco State University:

- Child and Adolescent Development - Bachelor of Arts
- Business Administration - Bachelor of Science

- Nursing - Bachelor of Science
- Teaching Reading at the Post-Secondary Level - Certificate
- Executive Master of Business Administration

In partnership with California State University – Monterey Bay:

- Liberal Studies – Bachelor of Arts

The University Center is pursuing other partnerships to provide additional opportunities to students. For further information, contact our main office at Cañada College, Building 22, Room 102; call us at (650) 306-3141 or visit <http://canadacollege.edu/university/overview.html>

## Veterans Affairs

Cañada College is approved to certify veterans as students who are enrolled in pursuit of an associate degree under Chapter 35 (veterans dependents), Chapter 31 (rehabilitation), Chapter 30, and VEAP. All students, except those eligible under Chapter 31, must buy their own books and supplies. Those interested in attending Cañada under any of these chapters 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 8:00 a.m. to 4:00 p.m., Monday-Friday.

After eligibility is determined, the veteran should bring a copy of his/her DD-214 (separation papers), the Certificate of Eligibility and Cañada registration receipt to the VA Assistant in the Admissions and Records Office (Building 9, Room 120) for processing. During the first semester, veterans must have a veteran counselor review all prior transcript(s) and have a Student Education Plan (S.E.P.) prepared. Eligible veterans have 10 years from the date of separation from active duty to use their educational benefits. Interested students can visit or call (650) 306-3492 between 3:15 and 8:00 p.m., Monday through Thursday.

Upon presentation of separation or discharge papers, veterans will be awarded six units of academic credit in recognition of military service. When possible, these units are to be used to satisfy the physical education and natural science requirements for the associate degree. Units which cannot be applied in this manner will be considered as elective units.

Veterans receiving educational benefits will be subject to the following academic standards for continuing eligibility:

- Must maintain a minimum of at least a 2.0 (C) overall grade point average in all course work attempted.
- Veterans whose overall grade point average falls below 2.0 (C) will be given a maximum of two semesters to correct the academic deficiency and bring the overall grade point average to at least the 2.0 (C) minimum requirement.
- Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goals but will not be certified for educational benefits until such time that the overall grade point average is at least 2.0 (C) or higher.

Veterans who wish to change their educational program, adjust their current academic unit loads, or withdraw from the College must notify the Veteran Assistant.

## Información en Español

Esta sección del Catálogo de Cañada College contiene información general para solicitantes y estudiantes cuya lengua principal es el Español. La sección en inglés del catálogo contiene información detallada. Para asistencia relacionada con el catálogo, favor de contactar la oficina de Humanidades localizada en el edificio 3, oficina 205, teléfono 650-306-3336, o llame a la Oficina de Admisiones y Registros al teléfono 650-306-3226 y seleccione "0" de las opciones del menú telefónico para pedir asistencia en español.

### Admisión a Cañada College

La Oficina de Admisiones y Registros es responsable de la admisión e inscripción de todo estudiante de nuevo ingreso al plantel, así como de los alumnos y ex-alumnos. La Oficina de Admisiones y Registros está a cargo de lo siguiente:

- Determinar la elegibilidad para admisión al Cañada College
- Determinar si el estudiante califica para exentar el proceso de matriculación
- Facilitar el proceso de inscripción a clases
- Verificar la inscripción
- Procesar los expedientes de los estudiantes
- Procesar las calificaciones
- Certificar la elegibilidad para los diplomas de Asociado en Artes o Ciencias y los certificados que se ofrecen en los diferentes programas de estudio
- Procesar créditos transferibles obtenidos en otros colegios

El Programa para Estudiantes Internacionales y la oficina de Asuntos para Veteranos Militares también se encuentran localizados en la oficina de Admisiones.

### Requisitos de Elegibilidad

#### **Determinación de Residencia**

Un residente de California, con el propósito de asistir a un colegio comunitario, es una persona que es elegible a establecer residencia y que haya permanecido físicamente en el estado por lo menos un año y un día antes del primer día de clases con la intención residir en California. El estudiante tiene la responsabilidad de proveer la información necesaria para poder establecer su residencia.

#### **Residentes de California**

Cualquier residente de California que solicite admisión a Cañada College debe cumplir con uno de los siguientes requisitos:

- Haber completado estudios a nivel secundaria, preparatoria o bachillerato.
- Ser un estudiante de 16 o 17 años que no se haya graduado de la preparatoria, pero que tenga en su posesión al momento de registrarse alguno de los siguientes documentos:
- Certificado oficial de la Oficina Estatal de Educación de California en el cual se indique que el estudiante ha aprobado el Examen de Aptitud para la Escuela Preparatoria (High School Proficiency Exam).
- Diploma de Educación General (G.E.D.), Certificado de Equivalencia de Escuela Preparatoria de California (California High