



**Cañada College**  
Office of the President  
**Memorandum**

DATE: January 17, 2011  
TO: All Faculty & Staff  
FROM: James Keller, Interim President  
SUBJECT: Spring 2012 Cañada College Guide to Services

Welcome to spring 2012! We look forward to a very productive and rewarding semester together. If you are a new member of our campus, we are excited that you have agreed to join our quality team of educators. The administrative team for the spring session is as follows:

James Keller – Interim President  
Sarah Perkins – Vice President of Instruction  
Robin Richards - Vice President of Student Services  
Kim Lopez – Dean of Enrollment Services  
Linda Hayes - Dean, Business, Workforce & Athletics  
David Johnson - Dean, Humanities & Social Sciences  
Janet Stringer - Dean of Science & Technology

Attached you will find the “Cañada College Guide to Services.” This bulletin includes information regarding available services and other pertinent information about College services and hours of operation for various offices. We ask that you read it carefully and keep it for reference throughout the spring session. This information is for your use as a faculty or staff member and is not intended to be posted in the classroom.

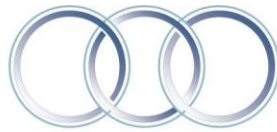
During the first two weeks of spring session, Division Administrators are on-campus and are a valuable resource if you have questions, concerns and referrals. Please see Division Office information on the next page.

If you find you are unable to report for duty and/or to teach your scheduled course, please telephone your Division Dean. If you teach an evening class, please telephone your Division Office before 4:30 P.M. Division Office telephone numbers are listed on page 1 of the Cañada College Guide to Services. After 4:30 p.m., call 306-3492 (Evening Admissions & Records Office). Please discuss procedures for having teaching materials duplicated with your Division Dean or Division Assistant.

We are here to make your spring session a successful one, please let us know how we may assist you.

**CAÑADA COLLEGE ADMINISTRATION**

	<b>LOCATION</b>	<b>PHONE NUMBR</b>
James Keller, Interim President	8-206	(650) 306-3238
Sarah Perkins, Vice President of Instruction	8-203	(650) 306-3353
Robin Richards, Vice President of Student Services	8-210	(650) 306-3234
Kim Lopez, Dean of Enrollment Services	9-135	(650) 306-3236
Linda Hayes, Dean of Business & Workforce & P.E.	13-105	(650) 306-3201
David Johnson, Dean of Humanities & Social Sciences	3-205	(650) 306-3336
Janet Stringer, Dean of Science & Technology	18-109	(650) 306-3291



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

**SPRING SEMESTER 2012** (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	12, 13	..... Flex Days (No Classes)
January	14, 15	..... Declared Recess
January	16	..... Martin Luther King Jr. Day (Holiday)
<b>January</b>	<b>17</b>	<b>..... Day and Evening Classes Begin</b>
January	30	..... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	30	..... Last Day to <b>Add</b> Semester Length Classes
February	6	..... Census Day
February	10	..... Last Day to Drop Semester Length Classes Without Appearing on Record
February	17	..... Lincoln's Birthday Observed (Holiday)
February	18, 19	..... Declared Recess
February	20	..... Presidents' Day (Holiday)
March	2	..... Last Day to Apply for Degree – Certificate
March	9	..... Flex Day (No Classes)
April	2 – 8	..... Spring Recess
April	26	..... Last Day to <b>Withdraw</b> From Semester Length Classes
May	19 – 25	..... Final Examinations (Day and Evening Classes)
May	25	..... Day and Evening Classes End
May	26, 27	..... Declared Recess
May	28	..... Memorial Day (Holiday)

**CAÑADA COLLEGE GUIDE TO SERVICES**  
**EMERGENCY INFORMATION & PHONE NUMBERS FOR EASY ACCESS**

**PUBLIC SAFETY OFFICE (Campus Security)** is located in Building 9, Room 151. The Public Safety Office should be contacted in case of any emergency or situation requiring assistance. To reach the Public Safety Office, call:

- extension 3420 from an on-campus phone or
- (650) 306-3420 from an off campus phone
- (650) 642-7001 cell phone

In an emergency, dial 9-9-1-1 from an on-campus phone or a Cañada Courtesy Phone or 9-1-1 from the pay phone located outside the Bookstore.

**NURSE**

Hours:           Mondays     8:30 a.m. to 4:00 p.m.  
                      Tuesdays   8:30 a.m. to 6:00 p.m.  
                      Wednesdays 8:30 a.m. to 4:00 p.m.  
                      Thursdays  8:30 a.m. to 4:00 p.m.

Location:       Building 5, Room 303

Phone No.:     (650) 306-3309 Office or 642-7002 Cellular

***The Nurse should be contacted in all cases of medical emergency. If the emergency seems to be life threatening, or if the nurse cannot be reached, call 9-911 from an on-campus phone or 9-1-1 from the pay phone located outside the Bookstore and ask that "Cañada One" be notified.***

**IF YOU TEACH OR WORK IN THE EVENING OR ON SATURDAYS**

• **CAMPUS EVENING ASSISTANT**

Hours:           5:30 to 9:00 P.M. Monday, Tuesday, Wednesday, Thursday

Phone No.:     (650) 306-3191 or (650) 642-7743 cell

If you need to contact or locate the Evening Assistant, you will need to call either phone numbers listed above or use a Campus Phone. Campus phones are located in most campus buildings – Buildings 1, 3, 5, 6, 8, 9, 13, 16, 17, 18, and 22. If using a campus phone dial 3191.

• **CAMPUS WEEKEND ASSISTANT**

Hours:           9:00 a.m. to 2:00 p.m. Saturdays only

Location:       Building 8, Room 202

Phone:           (650) 306-3191 or (650) 642-7743 cell

If you need to contact or locate the Weekend Assistant, you will need to call either phone numbers listed above or use a Campus Phone. Campus phones are located in most campus buildings – Buildings 1, 3, 5, 6, 8, 9, 13, 16, 17, 18, and 22. If using a campus phone dial 3191.

## **ADMISSIONS & RECORDS**

Hours: **Extended Hours Week of January 17th**

8:00 a.m. to 7:00 p.m. Monday through Thursday

8:00 a.m. to 12:00 p.m. Friday

Closed Saturday and Sunday

**Extended Hours Week of January 23rd**

8:00 a.m. to 7:00 p.m. Monday through Thursday

8:00 a.m. to 12:00 p.m. Friday

Closed Saturday and Sunday

**Extended Hours Monday, January 30th<sup>t</sup>**

8:00 a.m. to 7:00 p.m.

**Regular Hours resume January 31st through the remainder of the Spring Semester**

8:00 a.m. to 4:30 p.m. Mondays and Thursdays

8:00 a.m. to 7:00 p.m. Tuesdays and Wednesdays

8:00 a.m. to noon Fridays

Closed Saturdays & Sundays

Location: Building 9, First Floor - Room 121

Phone No.: (650) 306-3226 daytime and (650) 306-3492 evenings

Student ID cards are available at the Reception Desk on the first floor of Building 9.

- **ASSESSMENT CENTER**

Hours: Placement Testing starts promptly at 1:00 p.m. Mondays, Tuesdays, Wednesdays, and Thursdays.  
Closed on Fridays

Location: Building 9, First Floor - Room 110

Placement tests are required for enrollment in English, English as a Second Language (ESL) and/or Mathematics courses, and any course that has an English, Reading, or Math prerequisite or recommendation level. Students may make an appointment for assessment by going Online to [websmart.smccd.edu](http://websmart.smccd.edu) or by phone at 650-306-3452.

- **BOOKSTORE:**

The Bookstore provides the following additional services: Special Orders and Billing on Accounts (Authorized person may set up a prepaid account for a student).

Location: Building 2

Phone No. 306-3313

Hours

Spring 2012 Back to School Hours Week of Jan 16		Spring 2012 Store Hours Week of Jan 23		Store Hours Beginning Jan 30, 2012 Through Spring 2012 Semester	
Monday	Closed	Monday	8:00am - 8:00pm	Monday	8:00am - 7:15pm
Tuesday	7:30am - 9:00pm	Tuesday	8:00am - 8:00pm	Tuesday	8:00am - 7:15pm
Wednesday	7:30am - 9:00pm	Wednesday	8:00am - 8:00pm	Wednesday	8:00am - 7:15pm
Thursday	7:30am - 9:00pm	Thursday	8:00am - 8:00pm	Thursday	8:00am - 7:15pm
Friday	8:00am - 5:00pm	Friday	8:00am - 3:00pm	Friday	8:00am - 3:00pm
Saturday	9:00am - 1:00pm	Saturday	Closed	Saturday	Closed
Sunday	Closed	Sunday	Closed	Sunday	Closed

The SMCCCD Bookstores are closed Saturdays, Sundays, SMCCCD Board granted holidays and when the college is not in session. Bookstore Hours, Course Books, Prices & Availability are subject to change at any time without notice. Please call (650) 738-4211 for Textbook Buy Back Date, Time and Information.

- **BUSINESS SKILLS CENTER**

The Business Skills Center, located on the top floor of Building 13, serves students enrolled in courses taught in 13-213, 214, & 217. The Center has varied hours from 8:00 a.m. to 10:00 p.m., Monday through Thursday, and Fridays from 8:00 a.m. to 1:30 p.m. Please check with the instructional aide/instructor for designated lab hours. **Appropriate Materials Fee Card is required – Fees are collected at the time of registration.** Students needing computer lab time for other college coursework may use the Learning Center located on the second floor of Building 9.

Location: Building 13-213, 13-214 and 13-217  
Phone No: (650) 306-3380

- **CASHIER (BUSINESS OFFICE)**

Hours: **Extended Hours Week of January 17th**

8:00 a.m. to 7:00 p.m. Tuesday through Thursday  
8:00 a.m. to 12:00 p.m. Friday  
Closed Saturday and Sunday

**Extended Hours Week of January 23rd**

8:00 a.m. to 7:00 p.m. Monday through Thursday  
8:00 a.m. to 12:00 p.m. Friday  
Closed Saturday and Sunday

**Extended Hours Monday, January 30th**

8:00 a.m. to 7:00 p.m.

**Regular Hours resume January 31st through the remainder of the Spring Semester**

8:00 a.m. to 3:30 p.m. Mondays and Thursdays  
8:00 a.m. to 7:00 p.m. Tuesdays and Wednesdays  
8:00 a.m. to noon Fridays

Location: Building 9, First Floor – Room 119  
Phone No: (650) 306-3270

Students are encouraged to make payments on line or place in the drop box across from the Reception Desk on the first floor of Building 9 after hours.

- **CENTRAL DUPLICATING** – Please read and follow the procedure printed at the end of this bulletin to facilitate your copying/duplicating needs.

Hours: 7:00 a.m. to 3:00 Monday through Friday  
Location: Building 5, Room 222  
Phone No: (650) 306-3315

- **COUNSELING CENTER – EDUCATIONAL, CAREER AND TRANSFER SERVICES**

Hours: **Extended Hours Week of January 17th**

8:30 a.m. to 7:00 p.m. Monday through Thursday  
9:00 a.m. to 12:00 p.m. Friday  
Closed Saturday and Sunday

**Extended Hours Week of January 23rd**

8:30 a.m. to 7:00 p.m. Monday through Thursday  
9:00 a.m. to 12:00 p.m. Friday  
Closed Saturday and Sunday

**Regular Hours resume January 30th through the remainder of the Spring Semester**

8:30 a.m. to 4:30 p.m. Mondays and Thursdays  
8:30 a.m. to 7:00 p.m. Tuesdays and Wednesdays  
9:00 a.m. to 12:00 p.m. Fridays

Location: Building 9, First Floor - Room 120

Counselors are available by appointment or on a drop-in basis. To schedule an appointment call (650) 306-3452 or go to the Counseling Center desk for assistance. Counseling services are important to student success. Please encourage students to meet with a counselor at least once a semester to review educational goals and monitor progress toward those goals.

- **DISABILITY RESOURCE CENTER (DSP&S)**

Hours: 8:00 a.m. to 4:30 p.m. Monday and Thursday  
8:00 a.m. to 7:00 p.m. Tuesday and Wednesday  
8:00 a.m. to noon Friday  
Closed Saturdays & Sundays  
Location: Building 5, Room 303  
Phone No.: (650) 306-3259

- **EOPS/CARE: (Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education)**

Hours: **Extended Hours Week of January 17th**  
8:00 a.m. to 7:00 p.m. Tuesday through Thursday  
8:00 a.m. to noon Friday  
Closed Saturday and Sunday

**Extended Hours Week of January 23rd**  
8:00 a.m. to 7:00 p.m. Monday through Thursday  
8:00 a.m. to noon Friday  
Closed Saturday and Sunday

**Extended Hours Monday, January 30th**  
8:00 a.m. to 7:00 p.m.

**Regular Hours resume January 31st through the remainder of the Spring Semester**

8:00 a.m. to 4:30 p.m. Mondays and Thursdays  
8:00 a.m. to 7:00 p.m. Tuesdays and Wednesdays  
8:00 a.m. to noon Fridays  
Closed Saturdays & Sundays

Location: Building 9, First Floor – Room 133

Phone No: (650) 306-3300

Website Link: <http://www.smccd.net/accounts/canada/student/eops/>

The EOPS/CARE Office schedules all counseling appointments for EOPS students. EOPS and CARE programs provide a variety of support services including book voucher assistance to students who meet income and other qualifications.

- **FACILITIES**

For service requests please use our on-line help center: <http://www.smccd.net.account/portal/> or call Monday through Friday 8:00 a.m. to 4:00 p.m. (650) 306-3276. After hours custodial requests call (650) 306-3277.

Location: Building 7

Phone: (650) 306-3276 [canfac@smccd.edu](mailto:canfac@smccd.edu)

- **FINANCIAL AID DEPARTMENT**

Hours: **Extended Hours Week of January 17th**

8:00 a.m. to 7:00 p.m. Tuesday through Thursday

8:00 a.m. to 12:00 noon Friday

Closed Saturday and Sunday

**Extended Hours Week of January 23rd**

8:00 a.m. to 7:00 p.m. Monday through Thursday

8:00 a.m. to 12:00 noon Friday

Closed Saturday and Sunday

**Extended Hours Monday, January 30th**

8:00 a.m. to 7:00 p.m.

**Regular Hours resume January 31st through the remainder of the Spring Semester**

8:00 a.m. to 4:30 p.m. Mondays and Thursdays

8:00 a.m. to 7:00 p.m. Tuesdays and Wednesdays

8:00 a.m. to noon Fridays

Closed Saturdays & Sundays

Location Building 9, First Floor – Room 109

Phone No. (650) 306-3307 <http://www.canadacollege.edu/financialaid/index.shtml>

**Contact our office if you would like a financial aid/scholarship presentation for your students.**

There are several kinds of financial aid available to help eligible students including the Pell Grant up to \$5,550 per year, SEOG up to \$800 per year, Federal Work Study, Chafee Grant up to \$5,000 per year for former Foster Youth, Board of Governor's Fee Waiver and Fee Deferral for students with pending financial aid approval and scholarships. Student loans are also an option for students who need additional resources to support their educational costs. Cañada participates in the Federal Direct Loan Program for Stafford and PLUS loans. Please refer students interested in loans to our office. All students must complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) before any federal assistance can be considered. Our first objective is to provide students with "free" money before approving loans. Emergency Loans of up to \$200 may be requested and as funding permits. These short-terms loans generally require repayment within 30-days.

The Financial Aid Department also coordinates the Cañada Scholarship Program. Beginning with the 2012-13 scholarship awards (awarded in spring 2012), Cañada will be using an on-line scholarship application system called STARS. The on-line application is OPEN and available at <https://starsonline.smccd.edu/Stars>. The deadline to apply for 2012-13 scholarships is February 16, 2012. Last year we awarded over \$100,000 in scholarships to current and transferring Cañada students. Our office also takes responsibility for sharing outside scholarship information with the College community as it becomes available. Copies of current scholarship applications are generally posted on the Scholarship Bulletin Board in Building 9 (bottom floor) and additional resources are maintained in the Career Center, Building 9-115, and posted on our website at <http://www.canadacollege.edu/financialaid/scholarship.shtml>. Encourage students to check regularly for updated scholarship information.

- **FOOD SERVICE/FARM HILL GRILL –**

The Cafeteria features a variety of made to order breakfast, lunch, and dinner items as well as packaged food items, chips, and juice. For catering, please call (408)406-8487.

Hours: 7:30 a.m. to 7:30 p.m. Monday through Thursday

7:30 a.m. to 2:00 p.m. Fridays

Closed Saturdays and Sundays

Location: Upper Quad Area between Buildings 9 and 18

- **VENDING MACHINES, BOOKSTORE & PONY ESPRESSO (EVENING & WEEKENDS)**

The Bookstore and the Pony Espresso have light snacks, a variety of hot and cold beverages. Hours of operation for both are listed in this bulletin. There is no food service on weekends. For your convenience, there are vending machines located throughout the campus - outside Buildings 9, 13,17, 22, inside Building 3 – lower level, and Building 1 – lower level.

- **HEALTH CENTER**

Hours: Mondays 8:30 a.m. to 4:00 p.m.  
Tuesdays 8:30 a.m. to 6:00 p.m.  
Wednesdays 8:30 a.m. to 4:00 p.m.  
Thursdays 8:30 a.m. to 4:00 p.m.

Location: Building 5, Room 303

Phone No.: (650) 306-3309 or 642-7002 Cellular

The Health Center is offering new services, including: physician hours, prescriptions, physicals, blood work and birth control.

***In an emergency, call 9-9-1-1 from an on-campus phone or 9-1-1 from the pay phone located outside the Bookstore and ask that “Cañada One” be notified.***

- **INFORMATION TECHNOLOGY SERVICES**

*Information Technology Services (ITS) is the San Mateo County Community College District's central resource for technology-based services for SMCCCD Faculty, Staff, and Administrators. ITS provides computer, network, telephony and Internet services to the entire District (Including College of San Mateo, Skyline College and Cañada College campuses). ITS connects people to people, to their work and studies, and to the information, and technical resources they need to achieve their goals. Service is our central focus and concern. The ITS Helpcenter is staffed during normal business hours and they can respond to questions and fix most problems our faculty and staff encounter.*

*The most effective way to report computer issues is by submitting a support request online at the District Portal website: <http://www.smccd.edu/portal> - click on the IT Services Request form.*

Hours: 8:00 a.m. to 4:30 p.m. Mon-Fri and by arrangement after hours.

Phone No.: Extension 6543 on campus or (650) 574-6543 from off campus

- **LEARNING CENTER**

Hours: 8:00 a.m. to 9:00 p.m. Monday through Thursday

8:00 a.m. to 3:00 p.m. Fridays

Tutoring available in Library on Saturdays 10:00 a.m. to 2:00 p.m.

CLOSED Sundays, Holidays and all Declared Recesses

Location: Building 9, Second Floor

Phone No.: (650) 306-3348

Computers and group study areas are available for college coursework. To print, students must first have a copy card, available on any student copier located in the Learning Center, Library or Cafeteria. Pay-for-Print stations are located in the Learning Center and Library. For further information, please contact the Learning Center. Tutoring in all subject areas, one to one and for groups, is available in the Tutorial Center and the Math Lab.

- **LIBRARY**

Hours: 8:00 a.m. to 9:00 p.m. Monday through Thursday  
8:00 a.m. to 3:00 p.m. Fridays  
10:00 a.m. to 2:00 p.m. Saturdays (math and writing tutoring available)  
CLOSED Sundays, Holidays and all Declared Recesses

Location: Building 9, Third Floor

Phone No.: (650) 306-3267 <http://canadacollege.edu/library/>

We have [50,000 books](#), [two dozen databases](#), plenty of computers, lots of quiet places to work, [some great films](#), and a friendly staff to help you find what you need. Faculty can request [research workshops](#) for their classes. The library is part of the Peninsula Library System, San Mateo County's consortium of 35 public libraries. Use your library card from any of these libraries. If you or your students don't have a card, staff at the front desk will be happy to issue one

- **MAIL ROOM/SHIPPING & RECEIVING**

Hours: 7:00 a.m. to 3:00 p.m. Monday through Friday

Location: Building 5, Room 222

Phone No.: (650) 306-3315

Email: [cancentraldup@smccd.edu](mailto:cancentraldup@smccd.edu)

- **PONY EXPRESSO**

Serving an array of coffee and tea (Starbucks brand) along with sodas, pastries, juices and waters.

Hours: ***Extended Hours Week of January 17<sup>th</sup>***

7:45 a.m. to 2:30 p.m. and 5:00 to 8:30 p.m. Monday through Thursday

7:45 a.m. to 1:00 p.m. Friday

Closed Saturday and Sunday

***Extended Hours January 23rd through January 30th***

7:45 a.m. to 2:30 p.m. & 5:00 to 8:30 p.m. Monday through Thursday

7:30 a.m. to 1:00 p.m. Friday

Closed Saturday and Sunday

***Regular Hours resume January 31st through the remainder of the Spring Semester***

7:45 a.m.-2:30 p.m. and 5:00 p.m.-8:30 p.m. Monday through Thursday

7:45 a.m. to 1:00 p.m. Friday

Closed Saturday and Sunday

Location: Building 12

- **PSYCHOLOGICAL SERVICES –**

Hours: Call for an appointment

Location: Building 5, Room 303

Phone: (650) 306-3152

- **PUBLIC SAFETY OFFICE (Campus Security) –**

The Public Safety Office should be contacted in case of any emergency or situation requiring additional assistance.

Location: Building 9, Room 151

Phone No: Extension 3420 from on-campus phone or

(650) 306-3420 from off campus phone

(650) 642-7001 cell phone

In an emergency, dial 9-9-1-1 from an on-campus phone or a Cañada Courtesy Phone or 9-1-1 from the pay phone located outside the Bookstore.

- **STUDENT ACTIVITIES**

Phone No.: 306-3373

Hours: Monday through Thursday 10:00 a.m. to 5:00 p.m.

Fridays: 10 A.M. to 3:00 p.m.

Location: Building 5, Room 354

Student Activities coordinates the Associated Students of Cañada College (student government), student club registration, commencement, leadership development, student representation on campus wide committees, and extra-curricular activities. Funding is provided by the Student Body Fee and Student Representation Fee.

- **STUDENT ID CARDS**

Cañada College students can pick up their Student ID near the welcome desk in Building 9, 1<sup>st</sup> floor room 9-108. To receive an ID, students must bring a college receipt showing they have paid all their fees. Below is the Student ID Card schedule from January 17<sup>th</sup> to February 3<sup>rd</sup>.

(First 3 weeks of Semester)

	Tue. Jan. 17 8:30am-6pm	Wed. Jan. 18 9am-6pm	Thurs. Jan. 19 9am-4:30pm	Fri. Jan. 20 9am-Noon
Mon. Jan. 24 9am to 4:30pm	Tues. Jan. 24 8:30am-6pm	Wed. Jan. 25 9am-6pm	Thurs. Jan. 26 9am-4:30pm	Fri. Jan. 27 9am-Noon
Mon. Jan. 30 9am to 4:30pm	Tues. Jan. 31 8:30am-6pm	Wed. Feb. 1 9am-6pm	Thurs. Feb 2 9am-4:30pm	Fri. Feb 3 9am-Noon

Student ID Card Hours beginning February 6<sup>th</sup> through the remainder of the Spring Semester is as follows:

Monday and Wednesday 9:00 a.m. to 2:00 p.m.

Tuesday 9:00 a.m. to 11:00 a.m. and Noon to 7:00p.m.

Thursdays 9:00 a.m.to 11:00 a.m. and Noon to 3:00 p.m.

Fridays 9:00 a.m.-11:00 a.m.

- **VETERAN RESOURCE AND OPPORTUNITY CENTER (V-ROC)**

Hours: 8:00 a.m. to 9:00 p.m. Monday through Thursday

8:00 a.m. to 3:00 p.m. Fridays

CLOSED Sundays, Holidays and all Declared Recesses

Location: Building 9, Second Floor (inside the Learning Center)

Phone No: (650) 306-3250

The V-ROC is an on-campus center dedicated for student veterans, active duty service members, and reservists. This welcoming space is ideal to meet other students, study, do homework, or just relax and socialize between classes. Computers, a printer, satellite TV, a private study room/office, microwave, coffee, refreshments, and snacks are available. A Peninsula Vet Center representative is at the VROC most Tuesdays from 10:00 a.m. – 2:00 p.m. to assist student veterans in understanding and accessing their benefits and other resources. For veterans services questions or comments, contact Maria Olearczyk (Veteran Services Coordinator) at (650) 306-3127 or [olearczykm@smccd.edu](mailto:olearczykm@smccd.edu). For questions related to benefits, contact Edith Flores (VA Certifying Official) at (650) 306-3123 or [flores@smccd.edu](mailto:flores@smccd.edu). For academic counseling, contact Nick Tuttle (Academic Counselor) at (650) 306-3432 or [tuttlen@smccd.edu](mailto:tuttlen@smccd.edu).

## PHOTOCOPYING INFORMATION

**BELOW IS INFORMATION ON PHOTOCOPYING USING OUR CENTRAL DUPLICATING SERVICES  
PLEASE NOTE - YOU MUST CONSULT YOUR DEAN FOR APPROVAL BEFORE COPIES ARE MADE**

**CAÑADA COLLEGE CENTRAL DUPLICATING DEPARTMENT**  
**Monday – Friday 7:00 A.M. – 3:00 P.M. Phone Extension 3315**  
**Location: Building 5, Room 222**

The Central Duplicating Office provides full color, black-white photocopying. We also provide binding, folding, cutting, padding, and limited desk top publishing service to the faculty and staff for recognized academic and administrative college business.

All work submitted must have approval by the Division Office. Jobs **may be sent via email** and should be accompanied by a [Central Duplicating Work Order](#) and approved by the Division Dean/Division Assistant and forwarded to Central Duplicating with an Account/Budget number. Without this number and signature, your work cannot be authorized. You can access Central Duplicating web site and the Work Order Form by clicking here

<http://www.canadacollege.edu/inside/centralduplicating/>

1. If you have a special large project or a rush job, arrangements should be made with the Central Duplication Office as soon as possible. Special paper may need to be ordered and time can be set aside to complete your work by the due date. (Some special paper requires 2-3 weeks for delivery.)
2. Priority is given to midterms and final examinations. Work can take longer during these time periods. During these times a minimum of 1-2 days is needed for completion of work depending upon amount submitted and our office workload. (We try to make our normal work turnaround time one day.)
3. To avoid costly re-duplication on work, please be sure to proofread work before submission.
4. COPYRIGHTED MATERIALS: Duplication of copyrighted materials for ENTIRE books, manuals, or magazines must be authorized by your Division Dean. We MUST have written permission from the publishers before we can reprint whole items even if it is seven years beyond copyright date.
5. ITEMS TO BE SOLD IN BOOKSTORE: All items to be sold at the Bookstore must be submitted to the Bookstore Manager. Please write up the work order form, sign it and send it to our office for processing. Indicate all special information you desire, i.e.: color of paper, type of binding or stapling, one sided or front and back copying, etc.
6. Central Duplicating services close at 3:00 P.M. Work order forms are located in each division mailroom or in your division office. Fill out a work order form, attach it to your work, and leave it in your division office mail box. It will be signed by the Division Dean or Staff Assistant, a budget number will be assigned, and then it will be sent to us for completion. Most divisions have small copiers available for limited copying. The College Bookstore is also available to make copies. There is a small fee for this service.

If there are any questions, please call Gail Kamei, Extension 3315. We are here to help you!