



UNIVERSITY CENTER

UNIVERSITY

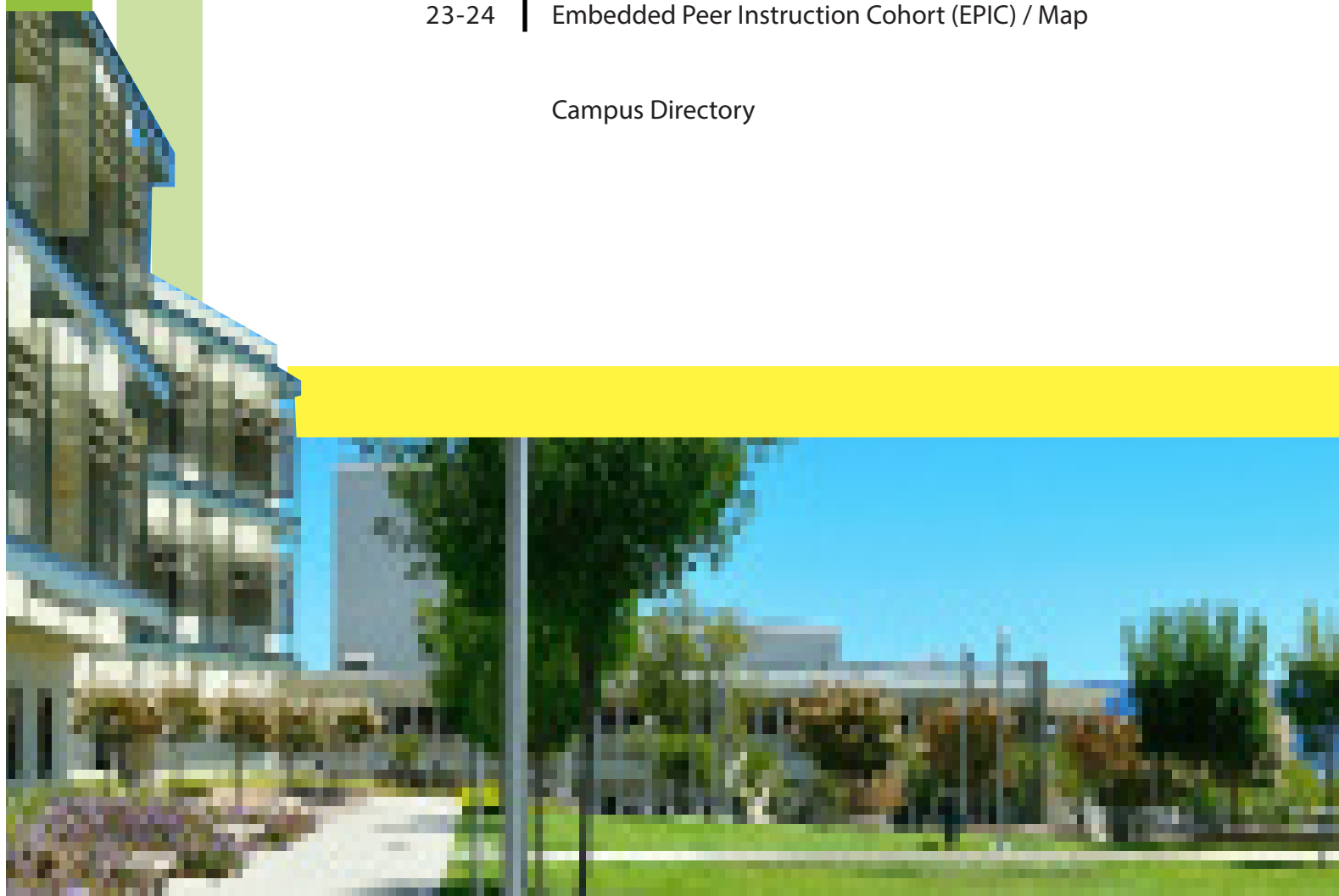
STUDENT AND FACULTY
HANDBOOK

SPRING 2015

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Campus Directory



UNIVERSITY CENTER AT CAÑADA COLLEGE

Welcome to the University Center at Cañada College! The University Center offers students the opportunity to earn a baccalaureate degree on Cañada College campus through enrollment in one of our partner institutions.

The A2B program is part of the support services on campus to assist you in completing your baccalaureate degree at the University Center. The A2B program provides specialized support services including library resources, tutoring, UC lab, evening workshops, and peer mentoring.

For more information about the University Center services, please contact:

Jeff Rhoades
rhoadesj@smccd.edu
650-306-3177

Or just stop by the University Center office located on campus in Building 5, Room 205. We hope to see you soon!

Lawrence Buckley, PhD
President, Cañada College




University Center at Cañada College



Dr. Jeff Rhoades

University Center Mission

By providing opportunities for members of our community to earn a baccalaureate degree on the Cañada College campus, the University Center supports the College's mission to ensure that students from diverse backgrounds have the opportunity to achieve their educational goals.



UNIVERSITY CENTER SCHEDULE

SFSU	Day and Dates	Time	Classroom
Reproductive Health Theory and Practicum	F 1/22 - 5/22/15	9:00 - 12:00pm	02-10
Psychiatric Mental Health Nursing Theory	F 1/22 - 5/22/15	9:00 - 12:00pm	5-223
Advanced Medical Surgical and Critical Care	W 1/22 - 5/22/15	1:00 - 4:00pm	22-114
Chronic Care and End of Life Care Theory	W 1/22 - 5/22/15	1:00 - 4:00pm	20-100
Community Health and Global Perspectives	F 1/22 - 5/22/15	8:00 - 11:00am	13-113
NDNU			
Contemporary Professional Writing	T 1/28 - 3/7/15	6:00 - 10:15pm	22-118
Personality Theory	T 1/28 - 3/7/15	6:00 - 10:15pm	5-221
Moral Problems	W 1/21 - 3/7/15	6:00 - 10:15pm	5-115
Psychobiology	W 1/21 - 3/25/15	6:00 - 10:15pm	5-227
Professional Ethics	T 3/16 - 5/2/15	6:00 - 10:15pm	5-227
History and Systems of Psychology	T 3/16 - 5/2/15	6:00 - 10:15pm	5-221
Islam Faith & Practice	T 3/16 - 5/2/15	6:00 - 10:15pm	5-223



CALENDAR COMPARISON

Cañada College, San Francisco State University, Notre Dame de Namur University

For deadline dates to ADD/DROP classes and apply for a degree/certificate, please refer to individual Cañada: <http://canadacollege.edu/admissions/calendar.html>

* Please refer to individual college academic calendar for current details *

SPRING 2015

Flex Days (NO Cañada classes): January 20 & 21

EVENT	CAÑADA CAMPUS	SFSU CAMPUS	NDNU CAMPUS
First Day of Instruction	January 22	January 26	January 14
Declared Recess	Campus Closed - January 17 & 18	Not Observed	Not Observed
Martin Luther King, Jr. Day	January 19 Campus Closed – NO CLASS	January 19 Campus Closed – NO CLASS	January 19 Campus Closed – NO CLASS
Declared Recess and President's Day	February 13, 14, 15, 16 Campus Closed	Not Observed	February 16 Campus Closed – NO CLASS
Spring Recess	March 22 - March 28 Campus open – NO CLASS	March 23 - 28 Campus open – NO CLASS	March 9 - 13 Campus open - NO CLASS
César Chavez Day	Not Observed Class and campus OPEN	March 31 Campus closed - NO CLASS	Not observed Class and Campus OPEN
Last Day of Instruction	June 1, 2015	May 15, 2015	May 2, 2015
Good Friday	Not Observed	Not Observed	April 3 No Class
Spring 2015 Final Exams	May 26 - June 1	May 16 - 22	May 4 - 8
Declared Recess	May 23 & 24	Not Observed	Not Observed
Commencement	TBD	May 23, 2015	May 9, 2015
Memorial Day	May 25 Campus Closed	May 25 Campus Closed	May 25 Campus Closed
SUMMER 2015			
Summer Classes begin	June 15	June 8	Term 1 - May 18 Term 2 - July 6
Memorial Day	May 25 Campus Closed	May 25 Campus Closed	May 25 Campus Closed
Holiday - Independence Day	July 3 - 4 Campus Closed - NO CLASS	July 3- 4 Campus Closed - NO CLASS	July 3 - 4 Campus Closed - NO CLASS
Summer Sessions Ends	August 8	August 14	Term 1 - July 3 Term 2 - August 22

A2B PROGRAM

The A2B Program supports the University Center mission by:

Improving the transition from associate's degree to the bachelor's degree.

Bringing in new bachelor's degree programs and strengthening existing programs.

Coordinating academic support services for A2B students.

Using data analysis to improve programs.

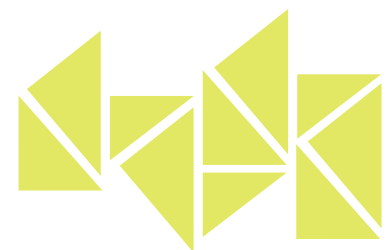
Enhancing program infrastructure and resources.



Associates to Bachelors
Cañada College | University Center

A2B Contact List

A2B Staff	Position	Location	Office Telephone
Lizette Bricker	Program Supervisor	9-215	(650) 306 3453
Sunny Choi	Transfer Coordinator	9-215	(650) 306 3481
Jeff Rhoades	University Center Coordinator	5-205	(650) 306 3177
Diana Tedone	A2B Librarian	9-310	(650) 306 3476
Khoa Nguyen	Retention Specialist	5-205	(650) 306 3426
Candice Johnson	Office Assistant II	9-213	(650) 306 3369
James Macale	A2B Counselor	9-216	(650) 306-3384
Elisa Castro	A2B Counselor	9-216	(650) 306-3384



COLLEGE CONTACT

We look forward to a successful and rewarding semester together. If you are a new member of our campus, we are excited about your contribution toward our community.



The administrative team for the fall session

Faculty	Position	Location	Office Telephone
Lawrence Buckley	President	8-206	(650) 306 3238
Gregory Anderson	Vice President of Instructions	8-203	(650) 306 3353
Robin Richards	Vice President of Student Services	8-210	(650) 306 3234
David Hamilton	Interim Dean of Business & Workforce	13-105	(650) 306 3460
David Johnson	Dean of Humanities & Social	3-205	(650) 306 3336
Janet Stringer	Dean of Science & Technology	18-109	(650) 306 3291
Kim Lopez	Dean of Counseling	9-135	(650) 306 3236
Chialin Hsieh	Dean of Planning & Research	8-211	(650) 306 3145



PUBLIC SAFETY

The campus Public Safety Officers are here to help you. Your safety is our first priority. Please help us by being alert, security conscious and involved. Contact your 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.

As the Director of Public Safety, and on behalf of all the men and women of the Public Safety Department, we look forward to being of service to you. Please email me with any suggestions or information that you feel would benefit the San Mateo County Community College District and your safety on campus.

Mike Celeste
Director of Public Safety



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:

1. Extension 3420 from an on-campus phone or (650) 306-3420 from an off campus phone
2. Cell phone (650) 642-7001
3. Cañada Courtesy Phone located in most campus buildings – Buildings 1, 3, 5, 6, 8, 9, 13, 16, 17, 18, and 22.

Public Safety Phone
(650) 306 3420

In an emergency, dial 9-911
from an on-campus phone
or 911 from a cell phone or
landline

AlertU enables college administration to send emergency information by text messages to cell phones on a subscription basis. To receive alerts, enter your cell phone number in for your college below and click SUBSCRIBE. You will receive a text message asking you to Reply Y to complete the sign up process. To subscribe to emergency text notification please go to: <http://www.smccd.edu/alertu/>

FACULTY PARKING PERMITS & CLASSROOM KEYS

Cañada College considers policies regarding the safety, security, and access of all people in attendance or affiliated with Cañada College, especially while present at the college, immensely important to sustaining a safe and secure learning environment.

In accordance with the ongoing assessment of safety and security measures, and to promote an education climate that is mindful of stakeholder safety, Cañada College has initiated a new policy that will require all college faculty to possess general classroom keys for specific classrooms used for instruction.

Cañada faculty will be issued a general classroom key that allows faculty to open and lock the classrooms occupied for instruction. The policy to provide each faculty member with a general classroom key manifested from the resolution by administration that faculty needs the ability to lock their classrooms in an emergency situation.

In order to remain consistent with Cañada College policy and procedure, the University Center at Cañada College will issue general classroom keys and/or ACAM (electronic keys) to faculty from our university partners participating in the joint use agreement.

In addition, Cañada College will now provide partner faculty with a single year parking permit that will be issued at the outset of the semester. The parking permit will need to be returned at the end of the semester or at the end of the year.

Phone

(650) 306-3177



STUDENT PARKING PERMITS

University Center students may purchase a Non-student (Non-Cañada Student) Parking Permit. Please visit the following website for the permit:
www.smccd.edu/publicsafety/
The rate of the permit is \$50.00

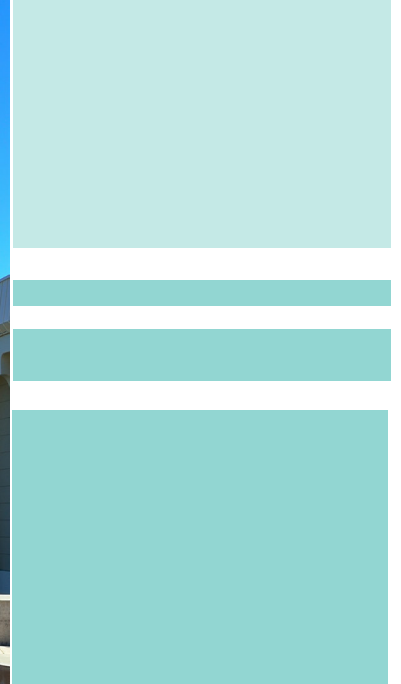
Phone

(650) 306-3177

ATTENTION: All parking permit orders will be NON-REFUNDABLE. Lost/stolen parking permits will NOT be replaced. If your parking permit has not arrived in the mail prior to the start of ticketing you may print a temporary parking permit to use while you wait. Vehicles without a parking permit will be ticketed.

Parking permits will be valid at all San Mateo County Community College Campuses and transferrable between vehicles. Temporary parking permits will be available to print 1 week prior to the start of classes.

ATTENTION: You MUST have your license plate information to place your order. Please have your license plate and credit card information ready when filling out the form online.



EVENING & WEEKEND ASSISTANCE

If you need to contact or locate the Weekend Assistant, you will need to call either phone numbers listed below 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.

EVENING ASSISTANT

Hours: 5:00 p.m. to 10:00 p.m.

Location: Building 9, Room 151

Phone: (650) 306-3420 or (650) 642-7001 Cell

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) 274-4449 Cell



CAMPUS BOOKSTORE

Location: Building 2

Phone: (650) 306-3313

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

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

Closed Saturday and Sunday

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 for Textbook Buy
Back Date, Time and
Information

(650) 738-4211

The Bookstore provides the following additional services:

Special Orders and Billing on Accounts (Authorized person may set up a prepaid account for a student). University Center students and faculty may use the Bookstore for additional printing needs.



CASHIER, FACILITIES, & FACULTY OFFICE

Cashier Office

Location: Building 9, First Floor – Room 119

Phone: (650) 306-3270 – day

Office Hours

8:00 a.m. to 3:30 p.m. Monday and Thursday

8:00 a.m. to 7:00 p.m. Tuesday and Wednesday

8:00 a.m. to noon Fridays

Closed Saturdays & Sundays

Facilities

For service requests, please use our on-line service request system:

<http://www.smccd.edu/accounts/smccd/departments/facilities/>

Phone: (650) 306-3276

Call Monday through Friday 8:00 a.m. to 4:00 p.m.

Location: Building 7

Email: canfac@smccd.edu

After hours custodial requests call (650) 306-3277

Faculty Office

To arrange office hours please contact Jeff Rhoades at 650-306-3177.

Location: Building 5, Second Floor, Room 207



DISABILITY RESOURCES AND WEBSITE

Disability Resource Center Overview

All benefits, services, and education opportunities are offered without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, or sexual orientation. Persons of disability desiring to request reasonable accommodations must register with the Disability Services Officer from their home university. If you are on campus and in need of Psychological services, please contact the Disability Resources Office (DRC) at 650-306-3259 or visit Building 5, Room 303. The DRC will be able to make appropriate referrals and assist in meeting your needs.

Hours:

Monday 8:00 am-5:00 pm

Tuesday 8:00 am-6:00 pm

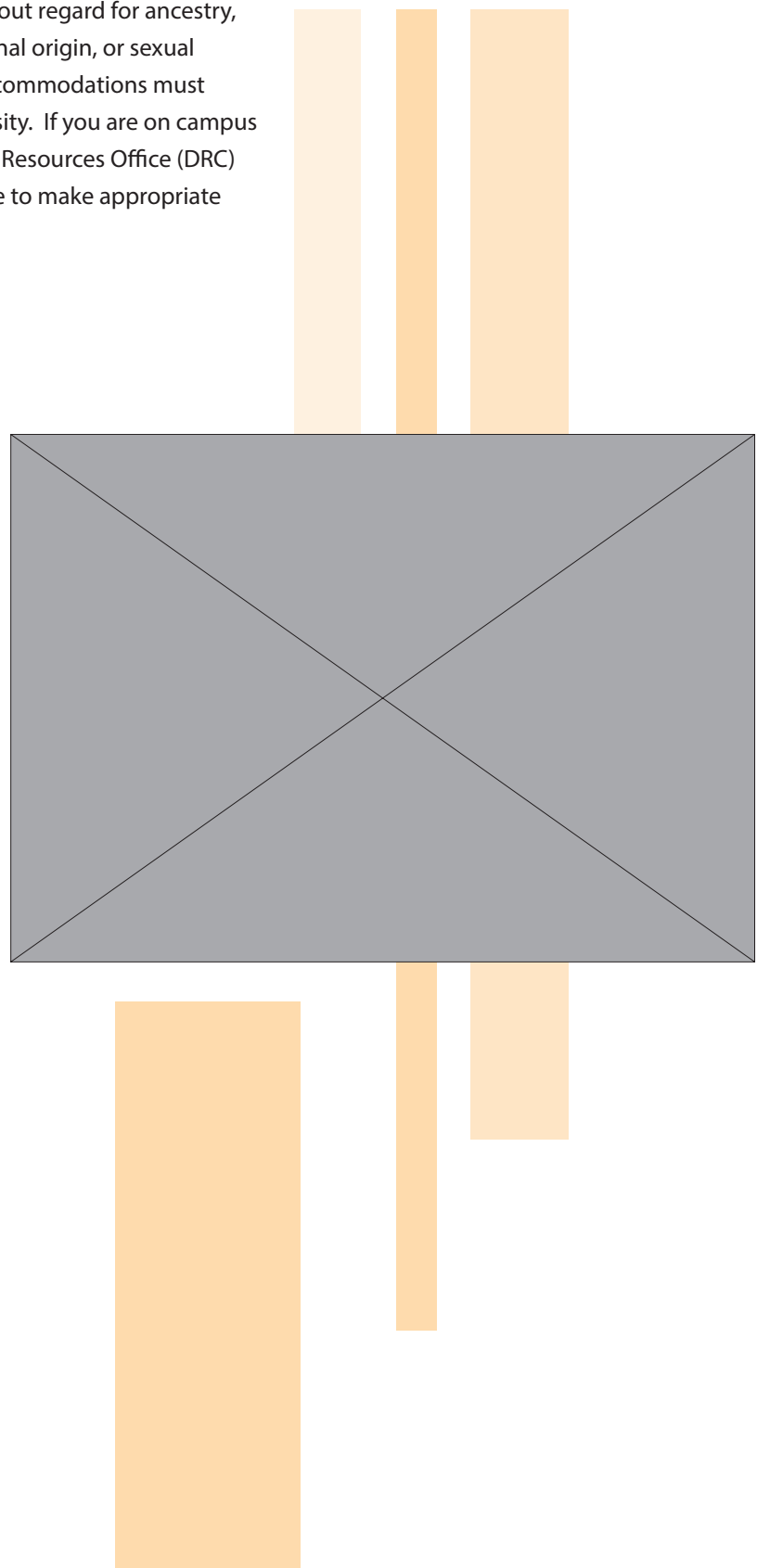
Wednesday 8:00 am-5:00 pm

Thursday 8:00 am-4:30 pm

Friday 8:00 am-12:00 pm

Website

On the University Center Website, www.canadacollege.edu/university/, students can look up their course schedules each semester and review workshop and program offerings.



FOOD SERVICE

The Grove

The Grove features a variety of made to order breakfast, lunch, and dinner items as well as packaged food items, chips, and juices.

Business Hours:

7:30 a.m. to 7:00 p.m. Monday through Thursday

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

Location: Building 5

Closed Saturdays and Sundays

For Catering Services, contact:

Rick McMahon

rick@pacific-dining.com

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

The Bookstore

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 the 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.

Pony Espresso

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

Location: Building 12

Business Hours:

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

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

Closed Saturday & Sunday.



INFORMATION TECHNOLOGY SERVICES

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.

Phone: Extention 6543 on campus or (650) 574-6543
from off campus.

Office Hours

8:00 a.m. to 4:30 p.m. Monday through Friday

By arrangement after hours.



QUICK TIPS FOR “SMARTCLASS” EQUIPMENT

Use the small control panel on top of the teacher’s desk to turn the projector on by pressing the “POWER” button and then let the projector warm up.

If using a laptop computer, connect the VGA (15 pin) cable to your computer. Mac users might need an adapter. There is wireless internet access through most of the campus. Press the “source” button on control panel; this will find any active input connected to the projector. If no image is projected (you have a blue screen with the words “no signal”) you may need to hold down the Fn key on your laptop simultaneously with one of the function keys, usually F9, to send the image out to the projector.

If you are using a PC with Windows 7, you would hold down the “Windows” key and press “P” to bring up the display control panel.

Mac users would go to their “System Preferences” folder, then “Displays”, press “detect displays” and check the box “mirror displays” under the arrangement tab.

If you want to play a DVD, turn on the Blu-Ray player and press the “source” button on the control panel so that it switches to the HDMI input. Use the DVD (Blu-Ray) player as you normally would.

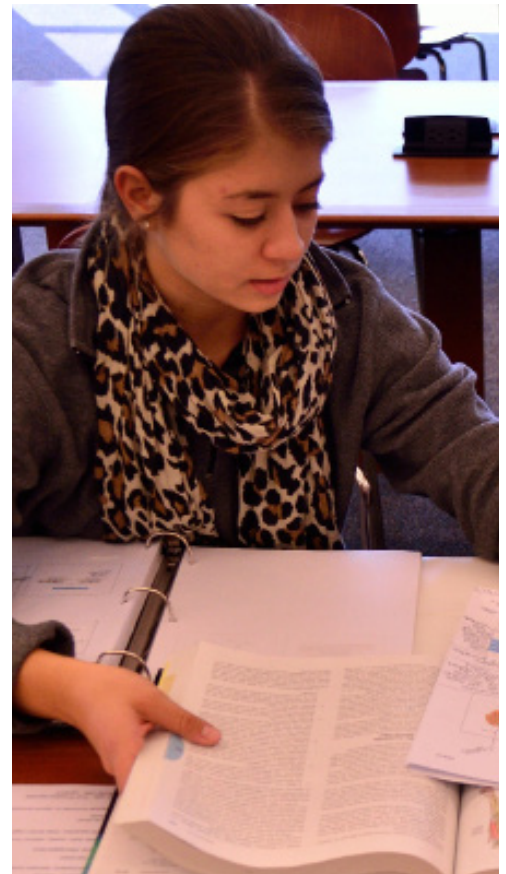
If you want to use the Document Camera, hit the power button on the top of the doc-cam and let it warm up. Press the “source” button on the control panel so that it switches to the comp 2 input. You should see something resembling a computer desktop displayed. Press the “live/win” button on top of the doc-cam to project the live input from the doc-cam.

If your presentation uses sound, you can adjust from the control panel. Also be sure that the sound is up on your computer.

If you want to just play audio from your laptop or iPod, without turning on the projector use the audio cable marked with yellow tape.

If you have questions or problems please call

Mike Tyler
(650) 306-3112



LEARNING CENTER

Computers and group study areas are available for college coursework. Pay-for-Print stations are located in the Learning Center and Library.

For further information, please contact the Learning Center.

<http://canadacollege.edu/learningcenter/index.php>

Tutoring

Appointment-based tutoring in most subject areas, one to one and for groups, is available in the Tutorial Center and the Math Lab. Drop-in tutoring is also available for math, physics and writing.

Location: Building 9, second floor

Phone: (650) 306-3348

Learning Center Hours

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

9:00 a.m. to 3:00 p.m. Fridays

The Learning Center is CLOSED Saturdays, Sundays, Holidays and all Declared Recesses

Math tutoring is available in Library on Saturdays 10:00 a.m. to 2:00 p.m.



LIBRARY

We have over 50,000 books, thousands of eBooks, over 40 data bases, text books, plenty of computers, lots of quiet places to work, and a friendly staff to help you find what you need. Students can request research help through our online form, or drop-in anytime we are open.

Faculty can request research workshops / library orientations 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.

UC Contact: Diana Tedone, (650) 306-3476

Location: Building 9, Third Floor

Library Phone: (650) 306-3267

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 tutoring available)

Website: <http://canadacollege.edu/library/>



UNIVERSITY CENTER RESOURCES

Customized Library Workshop

APA Workshop Research Strategies Library Orientation Textbook Reserve

Customized Career Center Workshops

Resume & Cover Letter Creation:

- Format
- Layout
- Content
- Action Verbs
- Active Language
- Accomplish Statements
- Goal of Letter
- Research Tips

Interviewing Essentials:

- Purpose of an interview
- Types of interviews
- How to prepare
- Dress
- Etiquette

Tutoring

The University Center now offers Master's-Level tutoring for any student taking university classes through one of our partner Universities: Notre Dame de Namur University and San Francisco State

Patricia Sehl - Math

Hours: Mon 9:00 am-4:30 pm, Tue 11: 00 pm-6:00pm,

Wed 9:00 am-4:30 pm, Thu 9:00 am-1:30 pm.

Patricia Sehl has an MS degree in Biochemistry from the University of Notre Dame, South Bend, IN. She specializes in tutoring in the areas of math (Math 811, Elementary/Intermediate algebra, Trigonometry), science and study skills.

Jason Jimenez - Writing

Hours: Mon 10:00 am-4:00 pm

Tues 10:00 am-6:00 pm Wed & Thu 10:00 am-4:30 pm

Jason has a BA in Philosophy and a MFA in Writing. He specializes in tutoring in the areas of English/Literature, personal statements, grammar, reading comprehension, and general research/ essay help.

If you would like to coordinate an additional workshop with Diana Tedone, Robert Haick, Jason Jimenez, or Pat Sehl, please contact Jeffrey Rhoades.

Customized Library Workshops

Diana Tedone

Location: Building 9, Rm 310

Phone: (650) 306-3481

Email: tedoned@smccd.edu

Jeff Rhoades

Location: Building 5, Rm 226

Phone: (650) 306-3177

Email: rhoadesj@smccd.edu

Khoa Nguyen

Location: Building 5, Rm 226

Phone: (650) 306-3426

Email: nguyenk@smccd.edu

Master Level Tutoring Services Contact:

Patricia Sehl - Math

Location: Building 9, Rm 214

Email: sehlp@smccd.edu

Jason Jimenez - Writing

Location: Building 9, Rm 214

Email: jimenezj@smccd.edu

Tutoring Workshop

Group Math

Group Writing

UNIVERSITY CENTER LAB

The Resource Lab is located on the second floor of building 5 in room 207 (5-207).
The Resource Lab is furnished with the following:

- Comfortable Seating
- Apple Desktop
- CPU Desktop
- Printer
- Headsets
- Webcams
- WiFi

The purpose of Resource Lab is to provide University Center students equitable services that they would receive at their home institution. Thus, the Resource Lab will host library workshops, career services workshops, writing seminars, and study skills workshops. Students will also have the opportunity to reserve the Resource Lab for group tutoring sessions.

Please Call Jeff
Rhoades at
(650) 306-3177

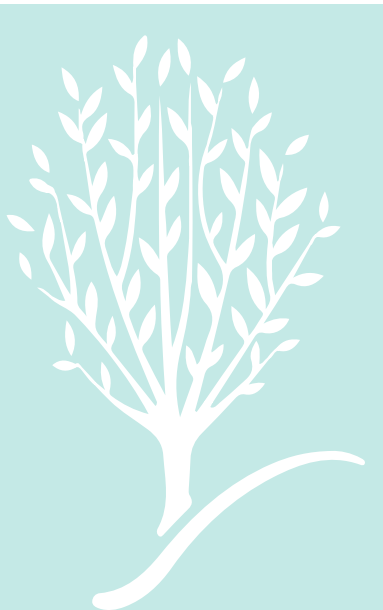


DAY SCHEDULE:
MONDAY - FRIDAY: 10 AM TO NOON
EVENING SCHEDULE:
MONDAY - THURSDAY: 4 PM TO 7 PM



Associates to Bachelors
Cañada College | University Center

For additional information or to schedule customized academic and support services specialized for your class, please contact Dr. Jeff Rhoades at rhoadesj@smccd.edu or 650-306-3177.



UNIVERSITY CENTER'S CUSTOMIZED ACADEMIC AND SUPPORT SERVICES

The University Center is pleased to offer customized academic and support services to meet the needs of baccalaureate degree seeking students. The University Center's customized academic and support services include: undergraduate study skills, undergraduate writing skills, library skills, resume & cover letter skills, and interview preparation skills.

Undergraduate Study Skills support includes small group workshops and individualized support to assist students in developing and refining study and time management skills necessary for academic success in higher education.

Undergraduate Writing Skills support includes small group workshops and individualized support to assist students in improving their college level writing through techniques including brainstorming, outlining, drafting, citations, grammar, and critical analysis.

Library Skills support includes small group workshops and individualized support to assist students with developing solutions to common issues undergraduate researchers face including:

- what is APA?
- how to cite using APA style
- how do I start a research project?
- how do I find academic resources?
- good vs. bad resources

Resume and Cover Letter skills support includes small group workshops and individualized support to assist students in formatting, layout, and content of their resume and cover letter.

Interview Preparation skills support includes small group workshops and individualized support to assist students with interview preparation, interview questions, and appropriate etiquette.

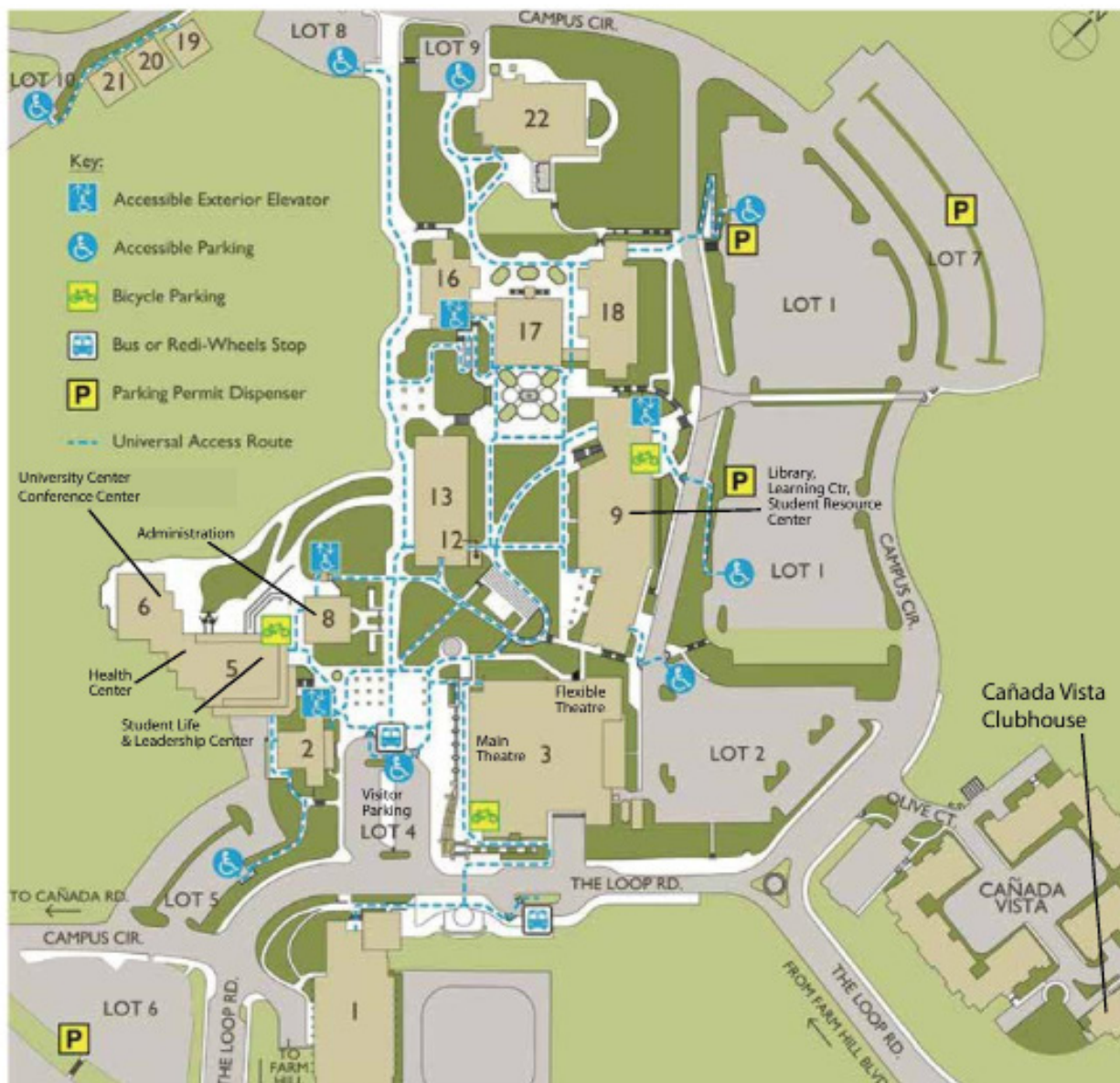
To schedule customized academic and support service specialized for your class, please contact Dr. Jeff Rhoades at rhoadesj@smccd.edu or 650-306-3177.

EMBEDDED PEER INSTRUCTION COHORT (EPIC)

Embedded Peer Instruction Cohort (EPIC) is a modified Supplemental Instruction (SI) program offered at Cañada College and the University Center. SI is a student support service program designed to offer students peer-guided activities to improve course learning, increase student academic performance, and degree attainment. The International Center for Supplemental Instruction has three goals to SI: 1) Improve students learning; 2) Reduce attrition rates in historically difficult courses; 3) Increase graduation rates (University of Missouri, 2007).

The University Center at Cañada College will begin offering modified SI through EPIC in collaboration with the Learning Center and STEM in fall 2014. EPIC will be available to all University Center partnerships upon request. Please contact Dr. Jeff Rhoades at 650-306-3177 or rhoadesj@smccd.edu to schedule embedded peer instruction for your class.





Cañada College Campus Directory

Admissions & Records/Registration	9-120	Evening Services	8-206	Refunds (Registration Fees)/Cashier	8-119
Articulation	9-132	EOPS / CARE	8-134	Science and Technology Division	18-109
Associated Students	5-354	Facilities Usage/Rental	9-119	Security Office (Parking Enforcement)	9-151
Athletics	1-204	Financial Aid	9-109	STEM Center	9-210
Bookstore	2	Health Center	5-303	Student Life & Leadership	5-354
Box Office	3-205	Humanities & Social Sciences Division	3-205	Student Government Office	5-354
Business Office/Cashier	9-119	Instruction Office	8-202	Theater Event Coordinator	3-133
Business, Design & Workforce Division	13-105	International Student Center	5-229	Transfer Center	9-120
Business Skills Center	13-217	Learning Center	9-210	TRiO Student Support Services	9-213
CalWORKs	9-120	Library	9-3rd Floor	Tutorial Center	9-210
Cañada College University Center (conference center)	6	Lost & Found (located in Public Safety)	8-151	Upward Bound Program	22-112
Career Center	5-332	Middle College High School	13-106	University Center	5-230
College for Working Adults (CWA)	18-110	Outreach	22-106	Veteran's Affairs	9-120
Community Based English Tutoring (CBET) ...	3-147	Placement Tests/Assessment	9-120	V-ROC (Veteran Resource & Opportunity Center)	9-2nd Floor
Coop. Ed./Work Experience Program	13-124	President's Office	8-206	Vice President, Instruction	8-202
Counseling Center Welcome Center	9-1st Floor	Psychological Services	5-303	Vice President, Student Services	8-209
Disability Resource Center	5-303	Public Information	3-103		