

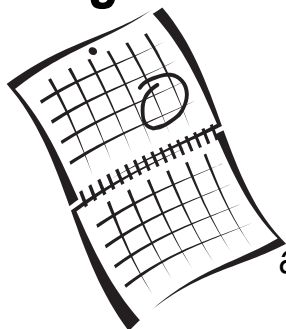
Contact Us

306-3226	Admissions and Records
306-3364	Associated Students
306-3313	Bookstore
306-3396	Box Office
306-3270	Business Office/Cashier
306-3201	Business and Workforce Development Division
306-3388	CBET (Community Based English Tutoring)
306-3201	Child Development Center
306-3340	Community/Public Relations
306-3367	Coop Ed/Work Experience
306-3452	Counseling/Career/Transfer Services
306-3259	DSPS (Disabled Student Program & Services)
306-3300	EOPS/CARE
599-9307	Education & Technology Downtown Center
306-3412	English Institute
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306-3307	Financial Aid
306-3490	Handicapped Services
306-3309	Health Center
306-3336	Humanities Division
306-3348	Learning Center
306-3267	Library
306-3313	Lost & Found
306-3310	Matriculation, Transfer, Articulation
325-6936	Menlo Park/OICW Center
306-3120	Middle College
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Registration Begins...



November 18
for Continuing Students

December 9
for New, Former,
and New Transfer Students

See pages 2-3 for full details.

2 Admission and Registration Procedures

General Admissions Information

Who May Attend Cañada?

All persons who are at least 18 years of age with or without a high school diploma may attend Cañada College. Students who are 16 or 17 years of age and non-high school graduates are eligible to attend if they have passed the California High School Proficiency Examination, completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.

High School Concurrent Enrollment Program

Application Deadline for Spring 2003 Enrollment is Monday, January 6, 2003!

The High School Concurrent Enrollment Program is a special enrichment program designed to provide students who have completed the 10th grade or higher the opportunity to begin college while still in high school. Students must meet program eligibility requirements that indicate readiness for the academic challenge of college courses as well as the college experience. Concurrent Enrollment program applicants are not required to go through the matriculation process but must submit a completed Concurrent Enrollment Application packet, no later than the deadline listed above. See page 45 for a Concurrent Enrollment Application.

In special instances 10th graders may be considered for enrollment. Submit a completed application packet as soon as possible for timely review and notification.

Residency

Information provided on the Application for Admission form is the basis for determining residency status. You are a resident if you have lived in California one year and one day prior to the start of the semester and meet eligibility requirements for establishing California residency. You are a non-resident if:

- ◆ You have not lived in California one year and one day prior to the start of the semester, even though

you are a U.S. citizen or legal immigrant.

- ◆ You have been approved for admission as an International Student.
- ◆ You are in the United States on a temporary visa.

International Students Program

International Student Office:
Building 8, Room 205, (650) 306-3494

Citizens of foreign countries are welcome to register as non-residents by applying for admission as F-1 Visa students. Special requirements and application deadlines apply. The deadline for Spring 2003 is October 1, 2002, the deadline for Fall 2003 is April 15, 2003. Students who are legal residents of another country and are in the United States temporarily on F-1 Visas to study at another institution may be admitted as part-time students at Cañada College with the approval of the International Student Office.

Note:

- ◆ La solicitud de inscripción, traducida en Español, está disponible en la Oficina de Admisiones y Registros.
- ◆ During "Late Registration," you can register for classes that have not started yet.
- ◆ You can register for Saturday and off-campus classes at the first class meeting...you do not need to come to the Enrollment Services Office.
- ◆ If you decide not to attend your classes (whether or not fees have been paid), you must **officially** withdraw within the published deadline dates in order to avoid penalty grades and fee obligations!
- ◆ Students may request a student identification number instead of using their Social Security number.

Registration for Continuing Students

CONTINUING STUDENT

You are a continuing student if you were enrolled at Cañada, CSM and/or Skyline College during Spring 2002, Summer 2002 or Fall 2002.

NOVEMBER 18 THROUGH JANUARY 12:

WebSMART/SMART registration for Spring 2003 classes begins **November 18**. Detailed information on registering will be mailed to you prior to the start of Spring semester. This information will include your Personal Identification Number, (PIN), the code needed for registration, and your APPOINTMENT DATE. You may use the online WebSMART system or the SMART telephone registration system **on or after** your appointment date. If you have not received your WebSMART/SMART appointment mailer by November 18, please call the Enrollment Services Office at 650-306-3226.

Fill out the WebSMART/SMART registration worksheet in center insert.

Spring 2003 WebSMART online and SMART telephone registration dates and times are:

November 18–January 12

WebSMART hours:

6:00 am to midnight daily

SMART hours:

7:00 am–8:00 pm, Mon.–Thurs.
and 7:00 am–3:00 pm, Friday

Exceptions: Only WebSMART will be available December 21–January 1. WebSMART/SMART registration will be *unavailable* January 11.

WebSMART will be available during the entire semester to register for short-term classes that begin after the start of the semester.

Admission and Registration for New Students, Former Students, and New Transfer Students

DECEMBER 9 THROUGH JANUARY 12:

Complete the application in center insert, **or** complete an application at <http://websmart.smccd.net>. The **early** application deadline is December 6.

Submit it to:

Enrollment Services Office
Building 8, Room 215

Mon.–Thurs. 7:30 am–8:00 pm,
Friday 7:30 am–4:30 pm.

or

Send completed form to:

Cañada Spring '03 Registration
4200 Farm Hill Blvd.
Redwood City, CA 94061

After your application is processed, you will receive a mailing with further information. Most new students are asked to take assessment tests as soon as possible, attend an orientation and see a counselor before completing registration. See pages 4–8 for more information. If you are exempt from testing/orientation, your mailing will also include the necessary information for registration: your Personal Identification Number (PIN) and WebSMART/SMART appointment time.

Late Registration in All Classes for All Students

JANUARY 13 THROUGH JANUARY 27:

1. Attend the first class meeting and ask the instructor if space is available.

2. If space is available, the instructor will give you a *Permit to Add* form and, if necessary, an *Authorization Code* number to use when accessing WebSMART or SMART. (Continue to attend and register using WebSMART or SMART the next day.)

3. If you are not currently attending Cañada, CSM or Skyline please submit a completed Application for Admission, immediately. Apply online at <http://websmart.smccd.net> or see center insert. Online applications are processed more quickly.

4. Register! Use the WebSMART/SMART worksheet in the center insert.

5. If you need to change your program during January 13–27, call SMART at 372-3700, or go online to WebSMART.

Registration in Late Start Classes for All Students (see pgs. 50-51)

AFTER JANUARY 27:

Apply and register online through WebSMART at <http://websmart.smccd.net>, or in person at the Enrollment Services Office.

or

1. Attend the first class meeting and ask the instructor if space is available.

2. If space is available you will need the instructor's approval to register. (Continue to attend and register using WebSMART the next day.)

3. If you are not currently attending Cañada, CSM or Skyline please submit a completed Application for Admission, immediately. Apply online at <http://websmart.smccd.net> or see center insert. Online applications are processed more quickly.

4. If you need both to add and drop a class after January 27, bring a completed ADD/DROP/WITHDRAWAL form to the Enrollment Services Office. Your instructor's signature is needed to **ADD** a class, but is **not** required to drop or withdraw from a class.

NEW STUDENT

You are a new student if you have never registered at Cañada or CSM or Skyline College before. If you were a High School Concurrent Enrollment student you are still considered a “new” college student.

FORMER STUDENT

If you attended Cañada College, CSM and/or Skyline College previously but did not enroll in the Spring '02, Summer '02 or Fall '02 terms you are a former student returning to enroll in classes for the Spring 2003 semester.

NEW TRANSFER STUDENT

If you have attended a college or university other than Cañada College or CSM or Skyline College you are a *new transfer student* at Cañada College and may be eligible for exemptions from some of the matriculation requirements listed on pages 4–5.

4 Matriculation

Matriculation Steps to Enrollment for New Students, Former Students, New Transfer Students

MATRICULATION AT CAÑADA COLLEGE

Matriculation is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

Who is required to complete matriculation steps?

If you are considering one or more educational goals listed below:

- ◆ a vocational certificate,
- ◆ an Associate degree,
- ◆ transfer to a 4-year university, or if you are
- ◆ undecided about your specific goals and considering one of the above options,

then complete the following MATRICULATION STEPS to receive a registration appointment.

STEP #1: APPLICATION FOR ADMISSIONS

Submit an application to the Enrollment Services Office. The college application is located in the center insert of this Schedule or find an application at our website at <http://websmart.smccd.net>.

After your admissions application has been processed you will receive a MATRICULATION TICKET to guide you through the matriculation steps listed below (placement tests, college orientation, counseling, and registration).

STEP #2: PLACEMENT TESTS

Placement tests in English or English for Non-Native Speakers (ESL) and Mathematics are given to all new matriculating students.

Placement tests are REQUIRED for enrollment in any English, English for Non-Native Speakers, Reading, Writing and/or Mathematics course AND any course that has an English, reading, writing or math prerequisite.

Placement tests are highly recommended for the Associate degree and university level courses.

From the Schedule of Placement Tests select a date to take Cañada College placement tests in Math and English or ESL.

You are automatically EXEMPT from taking the English and/or Mathematics Placement Test(s) and may move directly to Step #3 if you fall into one of the following categories.

- ◆ You have taken Placement Tests at Cañada College or CSM or Skyline College within the last two years and test results are available.
- ◆ You have already successfully completed (with a grade of "C" or better) English, reading, and/or mathematics coursework at another accredited college or university in the United States. (Bring unofficial transcripts to your counseling meeting to verify this exemption.)
- ◆ You can show evidence of completing the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4, or 5. (You may be eligible for English 110 or 165 based on AP scores. Speak with a counselor regarding your English course selection if you have AP Test credit.)
- ◆ You can show evidence of completing the College Board Advanced Placement Test (AP) in Mathematics with a score of 3, 4, or 5.

STEP #3: COLLEGE ORIENTATION PROGRAM

College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. See the College Orientation option listed below.

STEP #4: COUNSELING AND ADVISING

A counselor will assist you to interpret your test results, review educational goals, and make course recommendations for your first semester. If you have completed coursework at other accredited colleges or universities in the United States bring a copy of your unofficial transcripts to the counseling meeting. Counselors are available by appointment through December 17 and on a drop-in basis from January 2 through January 10.

For counseling information and availability go to the Counseling Center, Building 5, Room 204 or call (650) 306-3452.

STEP #5: REGISTRATION

Return your completed MATRICULATION TICKET to the Enrollment Services Office to receive an appointment to register for your Spring 2003 classes.

After you have registered and paid for classes you are officially enrolled at Cañada College! Now be sure and attend the first class meeting! Work with your professors to meet the challenges and demands of each class! Use counseling services regularly. At least once a semester schedule an appointment to meet with a counselor to 1) discuss progress toward your academic goals, 2) develop or update your STUDENT EDUCATIONAL PLAN (SEP), and 3) learn about important student services that enhance student success.

STUDENTS WITH DISABILITIES

needing assistance with any part of the matriculation process should contact the

Disabled Student Service Program at (650) 306-3259 or T.D.D. (650) 306-3161.

Si necesita ayuda en español para entender el proceso de matriculación, presentese en la oficina de admisión y pregunte por alguien que hable español.

You are EXEMPT from the matriculation process if:

- You have completed an Associate or higher degree in the United States, or
- You are taking classes ONLY for personal enrichment and do not intend to earn a degree or certificate, or
- You are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

For more information about matriculation exemptions contact Marsha Ramezane, Director of Matriculation, Transfer, Counseling and Articulation at (650) 306-3310 or email ramezane@smccd.net or request a Petition for Exemption From Matriculation Component form from the Office of Enrollment Services. Complete the form and submit it to the Office of Enrollment Services. The Director of Matriculation reviews petitions and applicants are notified of the status of the petition within 72 hours.

PREREQUISITE INFORMATION

Prerequisite (Prereq)

is a condition of enrollment a student is required to meet to demonstrate current readiness for enrollment in a course. If the student fails to meet the prerequisite, he/she may be involuntarily dropped from the course.

Corequisite (Coreq)

Is a condition of enrollment consisting of a course a student is required to take simultaneously in order to enroll in another course. If the student fails to meet the corequisite, he/she may be involuntarily dropped from the course.

Recommended

When you see this notation it reflects a condition of enrollment that is strongly advised but not required.

PREREQUISITE CHECKING AND REGISTRATION BLOCKS

The San Mateo County Community College District has established a procedure to enforce certain prerequisites. For English 836, Writing Development, and English 100, Reading and Composition, a computerized prerequisite checking system is in place. If you have not met the prerequisite(s) you will be blocked from enrolling in these courses. If you think you have met the prerequisite by completion of a course(s) at another college or university in the United States or wish to challenge it, please review the information below and on the college web site. You may also contact Marsha Ramezane, Office of Matriculation, Transfer, Counseling and Articulation located in Building 5, Room 204 D, or phone 306-3310.

Students are reminded that ALL prerequisites continue to be enforced.

PREREQUISITE CHALLENGE PROCEDURES

Prerequisite challenges must be submitted prior to the first day of the term. Challenging course prerequisites or corequisites requires written documentation that explains the alternative course work, background, and/or abilities that prepare a student for the course. Prerequisite Challenge Petition forms are available in the Enrollment Services Office and include additional policy information and timelines for the challenge and resolution.

SCHEDULE OF PLACEMENT TESTS AND COLLEGE ORIENTATION PROGRAMS

Placement Testing

From the following list select a date to take the Cañada College placement tests in English or English for Non-Native Speakers (ESL) and Mathematics. Pre-registration is not required. You must bring with you on the day of the test:

- ◆ a PHOTO IDENTIFICATION
- ◆ your SOCIAL SECURITY NUMBER or STUDENT IDENTIFICATION

NUMBER (If you do not have a social security number go to the Enrollment Services Office and they will issue you a STUDENT IDENTIFICATION NUMBER)

- ◆ a #2 PENCIL

Arrive promptly. Latecomers are not admitted. Allocate 1.5 hours for completion of the mathematics test (calculators are not allowed) and 2 hours for the English or ESL test.

ESL tests are provided for students whose primary language is not English.

Para mas informacion sobre el Instituto de Ingles favor de consultar el Catalogo General de Cañada College or dirigirse al Edificio 13, oficina 121. Tels (650) 306-3412 or 306-3413.

More Information About the Math Placement Test

For the Math Placement Test, at the testing site you will choose to complete one of the four math level tests: Test 1 Algebra Readiness, Test 2 Elementary Algebra, Test 3 Intermediate Algebra, Test 4 Precalculus. If you have completed a mathematics course more than one year ago, review is recommended. Your local library or bookstore have math review books and materials or computer software is also available to facilitate review.

Math Test 1 – ALGEBRA READINESS includes: Integers, fractions, decimals, exponents, measurement of geometrical objects, percents, geometry.

Math Test 2 – ELEMENTARY ALGEBRA includes: Arithmetic operations, polynomials, linear equations and inequalities, quadratic equations, graphing, rational expressions, exponents, square roots, geometry.

Math Test 3 – INTERMEDIATE ALGEBRA includes: Elementary operations, rational expressions, exponents and radicals, linear equations and inequalities, quadratic polynomials, equations, and inequalities, graphing and coordinate geometry, logarithms and functions.

Math Test 4 – PRECALCULUS includes: Polynomial, trigonometric, logarithmic and exponential functions,

6 Placement Testing/Orientation

rational expressions, exponents and radicals, linear equations and absolute values.

Testing Repeat Policy

Placement Tests Assessment are designed to assess your current academic skills and used to determine course level placement in the areas of English, reading, writing, mathematics and some computer and science courses. Assessment results are valid for two years. If a student does not accept the course placement results he/she may retake the same placement test once within a two-year period.

Reciprocity of Placement Results Policy

A student may submit, for course placement consideration, placement test results from another California

Community College in lieu of taking the English and/or Mathematics placement tests at Cañada College. The placement test must have been taken within the last two years and the tests must be consistent with the Cañada College placement tests. It is the student's responsibility to provide placement test results that include test scores and course placements for consideration. In all cases, the final decision to use other placement test results rests with the College. Students who wish to take ESL (English as a Second Language) classes must take the Cañada College ESL Placement test for course and level placement.

How do you retrieve your placement test results?

Go to the Counseling Center, Bldg. 5, Room 204 to pick up your placement

test results. Test results are released to the test taker only and you must present a photo identification to receive your test results. USUALLY test results are available within two working days after you have completed the tests. For example, tests completed on a Saturday are available on the following Tuesday.

ORIENTATION PROGRAM SCHEDULE

Select from the following College Orientation options:

OPTION 1 For your convenience use the On-line Orientation Program

Go to the Cañada College website – www.canadacollege.edu – select Admissions – and choose Online Orientation from the list on the left. This is a comprehensive self-paced orientation program. At the conclusion of the online orientation send your Orientation Program Completion Notice online to verify completion of this requirement or print out the last page and attach it to your Matriculation Ticket. You may use computers available in the Counseling Center (Bldg. 5, Room 204) for this purpose or any computer that has access to the internet.

OPTION 2 For English Institute (ESL) Students

For students enrolling in English Institute (ESL) classes ONLY a College Orientation will be offered in your ESL class during the 5th week of class. On your Matriculation Ticket, check off English Institute in the Orientation area.

Placement Tests are offered on the following dates. (*TBA-Please check the sign on the Counseling Center door for the test location.)

Day/Date	ESL Test	Math Test	English Test	Location
Tuesday, November 5:	5:30 pm			*TBA
Tuesday, November 12:			5:30 pm	*TBA
Saturday, November 16:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Tuesday, December 3:	5:30 pm			*TBA
Saturday, December 7:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Saturday, December 14:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Saturday, January 4:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Monday, January 6:	10:00 am	12:00 noon	1:30 pm	Bldg 2,Rm 10
Late Registration Testing dates:				
Tuesday, January 7:		6:00 pm		Bldg 2,Rm 10
Wednesday, January 8:	6:00 pm			Bldg 2,Rm 10
Thursday, January 9:		6:00 pm		Bldg 2,Rm 10
Classes begin Monday, January 13.				
Monday, January 13:	2:00 pm			Bldg 2,Rm 10
Tuesday, January 14:		1:30 pm	3:00 pm	Bldg 2,Rm 10
Wednesday, January 15:	2:00 pm			Bldg 2,Rm 10
Saturday, January 18:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Monday, January 20:	2:00 pm			Bldg 2,Rm 10
Tuesday, January 21:		3:30 pm	1:30 pm	Bldg 2,Rm 10

Students with disabilities who qualify for un-timed testing should contact the Disabled Student Program and Services at (650) 306-3259 or T.D.D. (650) 306-3161 to schedule accommodations.

MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

Attendance at the first meeting of a class is IMPORTANT. Any student not reporting to the first class meeting may be dropped from the roll sheet.

COMPUTER LITERACY TESTING SCHEDULE:

Demonstration of computer literacy is a graduation requirement for all Cañada College degrees and certificates. To meet the requirement students may complete a course (see the College Catalog for more information regarding course choices) or take a computer literacy test that includes both written and hands-on components. The Computer Literacy Testing Schedule is listed below. Students must PRE-REGISTER for the test. Please contact Romy Thiele at (650) 306-3211 or thiele@smccd.net, or Georgia Clark (650) 306-3380 one week before test date. Literacy test consists of 50% written and 50% hands-on exercises.

- Monday, February 24, 1–3 pm
- Tuesday, March 25, 4–6 pm
- Wednesday, April 30, 1:30–3:30 pm
- Thursday, May 22, 4–6 pm

STUDENT SUPPORT SERVICES

**COUNSELING CENTER
BUILDING 5, ROOM 204
EDUCATIONAL, CAREER, AND
TRANSFER SERVICES**

Counseling services are available by appointment or on a drop-in basis. Hours of operation are posted on the door or for more information call the Counseling Center at (650) 306-3452.

Available to all Cañada College students, **Educational Counseling Services** are designed to: 1) help students make decisions and set educational and career goals; 2) provide academic program planning to complete certificate, associate degree, and/or university transfer programs; 3) help students evaluate current academic readiness and plan coursework to build skills; 4) assist students to use campus services and resources; 5) evaluate transcripts from other American colleges and universities for credit applied to certificates and degrees at Cañada College; 6) teach students important skills, strategies, and techniques to enhance classroom and academic success; and 7) work with students to resolve personal concerns that may interfere with the ability to succeed.

The primary goal of **Career Services** is to assist students to develop and carry out both short- and long-term employment and career goals. Services provided include 1) advising; 2) a resource library of career exploration and job hunting books detailing preparatory education and training and labor market trends for career areas; 3) EUREKA, a computer based California career information system; and 4) students looking for employment can use binders, access career related websites, and use the computerized MONSTER TRACK services, a college targeted internet job site.

Students interested in transferring to a four-year college or university may use **Transfer Services** to research universities, majors, academic requirements, college costs, and other transfer issues. Resources include college catalogs, college directories, articulation information, and access to PROJECT ASSIST, a self-guided site that provides general education, major and course equivalency information. You may contact the Transfer Services Program Supervisor at (650) 306-3372 for additional information and service.

MAKE SURE YOU REGISTER FOR YOUR CLASSES

Be sure to register for all your classes through WebSMART, SMART or Enrollment Services. Registration should be completed before the second class meeting.

WebSMART enables you to:

- Apply for admission
- Check your registration status
- Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Get Financial Aid information
- Apply for Federal Financial Aid
- Obtain your grades
- Print an unofficial transcript

Log on to <http://websmart.smccd.net/>

8 Transfer Programs and Counseling Staff

Guaranteed Transfer Admission Programs!

Colleges and universities offer programs in support of transfer admissions. Some programs provide GUARANTEED admissions to students. Read on for a list of GUARANTEED TRANSFER ADMISSION programs available at Cañada College. Visit the Counseling Center – Transfer Services for more information!

- UC Davis: Transfer Admission Agreements (TAA Program)
- UC Santa Cruz: Guaranteed Admission for Transfer Entry (GATE Program)
- UC Santa Cruz: Dual Admission Program
- UC Riverside: Transfer Admission Guarantee (TAG Program)
- California State University, Monterey Bay: Transfer Admission Agreement (TAA Program)
- California State University, San Jose: Transfer Admission Agreement (TAA Program)
- University of Santa Clara: Transfer Admission Agreement (TAA Program)
- Notre Dame de Namur University: Transfer Admission Agreement (TAA Program), and Concurrent Enrollment Program

Cañada College participates in the UC Berkeley CAP Program for students who applied to UCB from high school for freshman admissions and are offered the opportunity to attend Cañada College to complete the freshman and sophomore years with guaranteed admission to Berkeley as a junior.

Also—On-the-spot Admissions Programs with:

- San Francisco State University
- San Jose State University
- Notre Dame de Namur University

Transfer Students Can Leave Cañada College with a Degree in University Studies

Cañada College offers a special Associate degree program for students planning to transfer to one of the many California State University campuses, or University of California campuses, or Independent College or University campuses. This special degree plan allows students to complete transfer requirements and complete the Associate degree in University studies simultaneously. See a College Counselor or the Transfer Services Program Supervisor for more information.

Counseling Faculty and Staff

To schedule a counseling appointment call the Counseling Center (650) 306-3452.

Lyn Belingheri 306-3479 Building 5, Room 204
General Counseling; The Counseling Center
Middle College; Workability III

Glory Bratton 306-3130 Building 18, Room 110
General Counseling; DSPS

Gloria Darafshi 306-3479 Building 5, Room 202
General Counseling; CalWORKS; The Counseling Center
Workability III

Joan Del Gaudio 306-3209 Building 8, Room 204
General Counseling;
International Students; Workability III

Sal Mendoza 306-3468 Building 13, Room 120
General Counseling;
English Institute; habla español

Karen Olesen 306-3415 Building 13, Room 005
General Counseling

Marsha Ramezane 306-3310 Building 5, Room 204
Director of Matriculation, The Counseling Center
Transfer and Articulation

Kathy Sammut 306-3447 Building 5, Room 204
General Counseling; Workability III The Counseling Center

Sondra Saterfield 306-3288 Building 13, Room 218
General Counseling

Susie Tong 306-3320 Building 5, Room 204
Staff Assistant, The Counseling Center
Matriculation, Transfer and Articulation

Nonan Villanueva 306-3334 Building 3, Room 117
General Counseling; EOP/S Office
EOP&S Counselor; habla español

Pamela Ward-Smith 306-3467 Building 3, Room 117
EOP&S Counselor EOP/S Office

Gail Wilkes 306-3452 Building 5, Room 204
Counseling Center Assistant The Counseling Center

Cañada College has several programs and services to help students integrate into college life and to be successful in their classes.

Students who connect with campus life find their education more relevant and are more successful in their classes. Some of our Student Success programs and services are described below. Visit and talk with our program staff; find out how they can assist you—and Get Connected!

Associated Students of Cañada College

Student Activities Office, Building 5, Room 211A
(650) 306-3373
Associated Students of Cañada College
(650) 306-3433

Student government provides a unique educational opportunity to learn by doing in the world of college governance. Many students have testified that their involvement was the most valuable learning experience they had in college, both educationally and socially. Through service to the college and the community, Cañada students are able to take these leadership skills with them through college and beyond.

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 change at their college. Any student who is interested in becoming a Senator, participating in student government, or serving as a student representative on one of Cañada's governing committees should contact the Student Activities Office, Building 5, Room 211A (306-3373) or call the Associated Students of Cañada College at 306-3433 for more information. All student government meetings are open to the campus community.

Athletics

Building 1, Room 204
(650) 306-3341

Cañada College sponsors the following sports within the Coast Conference for the benefit of those students interested in team competition:

Men's Baseball
Men's Soccer
Women's Soccer
Men's Tennis
Women's Tennis

In order to be eligible a student must adhere to the California State Athletic code and Coast Conference eligibility rules and regulations. Questions regarding eligibility should be addressed to the Physical Education/Athletics Department.

Bookstore

Building 2
(650) 306-3313
<http://www.smccd.net/accounts/bookstore/can/>

Call or visit our website for current hours.

Cañada College Child Development Center

(650) 306-3201

A permanent Cañada College Child Development Center is under construction and is scheduled to reopen by Fall 2003. We regret that until the new Center is completed, there are no child care services available on the campus.

The Counseling Center Educational, Career, and Transfer Services

Building 5, Room 204
(650) 306-3452

Educational research indicates that counseling, career and transfer services play a vital role in student success. Please review pages 7–8 in this class schedule which describe these important services.

Disabled Student Program and Services (DSPS)

Building 5, Room 207
Phone: (650) 306-3259
TDD: (650) 306-3161

Adaptive Physical Education Program
Veteran's Memorial Center
(650) 306-3473

Cañada College provides students with documented disabilities academic support and reasonable accommodations as defined by the Americans with Disabilities Act (ADA). Services are provided to students with a wide range of disabilities and are determined on the basis of supporting medical, psychological or learning disability documentation. Certain requirements regarding disability documentation are necessary. Therefore, students must check with the **Disability Resource Center** in order to assure that they qualify. Assistance with academic accommodations such as note takers, reading or library services, alternate format text books, test proctoring and other supportive services are facilitated in the **DRC**. Adaptive equipment aids and sign language interpreters are also available for disabled students on a case-by-case basis. Additional services through the **Health Center, Psychological Services, the Learning Center and Workability III** are open to Cañada students.

Assessment of a learning disability may be achieved by enrolling in a short course, Developmental Skills 811, in the **Learning Achievement Program**. Upon completion of the course and determination of eligibility, students may qualify for support services through the **Disability Resource Center**. Tutorial assistance in numerous subjects and courses in reading, study skills, writing and math are also offered through the **LAP**.

The **Adaptive Physical Education Program** offered by Cañada College at the off-campus Veteran's Memorial Center in Redwood City benefits many older adults with health and mobility

10 Programs/Services for Student Success

issues. Student participation in this program is welcomed and may be arranged by contacting the telephone number listed above.

Extended Opportunity Programs & Services (EOPS)

Building 3, Room 117
(650) 306-3300

“EOPS has always been there to help me”, said recent graduate and former EOPS student Ann Partida, “Not only does the program provide economic support, but also personal and emotional support.” EOPS is a state-funded program designed to assist economically and educationally disadvantaged students with financial assistance and support.

Who is eligible for EOPS? You must be a California resident, enrolled in at least 12 units when accepted into the program, meet the guidelines for the Board of Governors Waiver (BOG), and have an educational disadvantage.

What services does EOPS provide? EOPS offers students book vouchers, academic and supportive counseling, child care assistance under the CARE program, bus passes, college success classes, and other specialized services to help students succeed in college.

How do I apply? Come by the EOPS office in Building 3, Room 117 to pick up an application or call the office at (650) 306-3300.

Cooperative Agencies Resources for Education (CARE)

CARE is a joint effort between Cañada College and the San Mateo County Human Services Agency to provide child care and transportation to single parents receiving public assistance (TANF).

Applications for EOPS/CARE are available in the EOPS office, Building 3, Room 117, Monday-Thursday, 8:00am - 4:30pm and Friday 8:00am - 1:00pm. For further information call (650) 306-3300.

Financial Aid and Scholarships

Building 8, Room 211
(650) 306-3307
7:30am–4:30pm, Monday - Thursday
7:30am–12:00pm, Friday
4:30pm–8:00pm, Tuesday & Wednesday

General Financial Aid

There are several kinds of financial aid available to help eligible students cover their educational costs, including the Pell Grant, Supplemental Educational Opportunity Grant, Cal Grant, Federal Work Study, Emergency Book Loan Program, and the Board of Governors Fee Waiver. Complete information and applications are available in the Financial Aid office.

Students must apply for financial aid to determine eligibility for EOPS. Please contact the EOPS office at 306-3300 for more information.

Scholarships

Requests for applications and information should be directed to the Financial Aid Office. Application deadline dates and general information are also available.

Health Center

Building 1 Room 117
(near women's locker room)
Monday-Friday 9am-3:30pm, and
Tuesday & Thursday 5:00-8:00, while classes are in session

The Cañada Student Health Center is available for all students and provides health care services, referral services and educational information related to health issues. Students can visit the college nurse on a drop-in basis, or call and make a convenient appointment.

Variety of services are available including:

- ◆ Information and consultation on health problems
- ◆ Evaluation of symptoms
- ◆ Over-the-counter medications
- ◆ Personal health counseling
- ◆ Pregnancy testing and counseling
- ◆ HIV testing and counseling

- ◆ TB skin testing
- ◆ Blood pressure screening and monitoring
- ◆ Assistance with referrals for medical and dental care, and psychological services
- ◆ First aid
- ◆ Arrangements for emergency care
- ◆ Free condoms
- ◆ Rest area

In addition, health insurance is available at a reasonable cost for students taking 12 or more units of credit. All enrolled students are covered by the District's accident insurance for accidents that happen on campus or during college related activities.

The college nurse is happy to assist you with health or related problems which are causing you difficulty. All of these services are FREE and completely CONFIDENTIAL.

Learning Centers

On Campus:

Building 5, Room 105
(650) 306-3348

Menlo Park Center

1200 O'Brien,
Menlo Park, CA
(650) 325-6936

Learning Centers are comfortable places to study, learn and receive assistance in courses. In the busy, friendly environments, students can meet individually with their instructors, peer tutors, friends and classmates. Additionally, the on-campus Learning Center offers individualized assistance in courses across the curriculum including the Center's own self-paced courses in study skills and a variety of academic subject areas. The Centers also have open, fully-internet accessible computer labs. Learning Center courses are designated with the course prefix LCTR.

The on-campus Learning Center includes these services:

- ◆ Computer Labs
- ◆ Free peer tutoring
- ◆ Math Lab
- ◆ Writing Lab

- ◆ MESA program
- ◆ Learning Achievement Center
- ◆ Study areas for individual, group study
- ◆ Self-paced classes in study skills, writing, spelling, grammar, health science and more.

For more information about the Learning Center services on campus, call 306-3348 or visit the Learning Center in Building 5, Room 105 (below the cafeteria).

The Menlo Park Learning Center includes these services:

- ◆ Computer, audio and video lab
- ◆ One-on-one and group tutoring
- ◆ Beginning and Intermediate level English as a second languages classes
- ◆ Self-paced instruction in communication in English and math

Learning assistance services are also available at the Menlo Park Center, (OICW Building) from 7:00 A.M.–3:00 P.M. For more information about the Menlo Park Center, call 325-0164 or see page 47. **Para más información pueden al teléfono (650) 325-0164.**

Learning Communities

Learning communities are "packaged" classes with a common theme team-taught by two instructors. They can lead students to a deeper understanding of both subjects and enhance problem-solving, an essential ability for the 21st century work force.

This semester's Learning Communities:

A special Learning Community for ESL Grammar III Students.

Students enrolling in CRN 36711 ESL 803AA, Grammar III are encouraged to enroll also in CRN 38621 Bus. 472AB Introduction to Word and CRN 38941 Bus. 474AB Intermediate Word. These two business classes are specially designed for students at the ESL Grammar III level. The ESL and Business instructors will coordinate instruction and classroom learning activities and conduct the classes as

a Learning Community. These three courses, ESL 803 and BUS 472 and 474, will teach students skills for the workplace and for further academic work.

Making It New: Art and Literature of The Moderns

Beauty and anxiety confronted one another dramatically in the years between the old order and the new, 1880 to 1945. In this time of crisis when the values of the past conflicted with the rush of the modern world, artists and writers found ways to confront and express the new realities. The results of their discoveries and their triumphs are a legacy still affecting us today. In art and literature, this course will follow the innovative, anguished, and imaginative paths of the pioneers of the modern world.

Two linked courses: CRN 38912 Art 680 and CRN 38911 Lit. 233, Tuesday, and Thursdays, 9:10-11:50, Building 3, Room 148. Professors Denise Erickson and Jean Mach.

Library

<http://canadacollege.net/library>

Located in Building 6 (below the Learning Center)
(650) 306-3485 (circulation)
(650) 306-3480 (reference)
(650) 638-0399 (book renewal)

Get the information skills you need to be successful at college, in the job market and throughout your life.

- ◆ Learn research tips from helpful staff members
- ◆ Access the Internet and reference databases
- ◆ Borrow instructors' reserve items and textbooks
- ◆ Locate books, articles in magazines, newspapers, and videos
- ◆ Study individually or in a small group
- ◆ Use free word-processing PC's
- ◆ Use your public library card
- ◆ Return your public library books to bookdrop near Cañada Bookstore.

MESA

Building 5, Room 105
Judy Liteky: (650) 306-3109

Have you been thinking about a career using math, science, computers, or engineering? MESA, The Math, Engineering and Science Achievement program, is the group for you!

Through **MESA Field Trips** you can meet other students with similar interests. By attending **MESA workshops** you will step onto a path of academic success in the core science and math classes.

MESA counselors will help you plan your schedule of classes.

With a **Cañada-MESA mentor** you will have time to discuss your goals and find ways to achieve them.

When summer comes you'll learn about science **internships**.

When it's time to **transfer**, a MESA class will assist you.

Join MESA by calling Judy Liteky at (650) 306-3109 or by e-mail at liteky@smccd.net. Read about MESA events on the MESA bulletin board in Building 5, Room 105. Start making MESA friends by coming to campus meetings and lunches.

Middle College

Building 17 Room 212
(650) 306-3120
www.canadacollege.edu/middlecollege
email: CanadaMiddleCollege@smccd.net

Middle College is an exciting collaboration between Sequoia Union High School District and Cañada College. Middle College is a unique education opportunity for high school juniors and seniors. Students complete their requirements for high school graduation while taking college courses. All courses are held at Cañada College. Tuition and textbooks are free. This program offers a serious learning environment that assists students to become self-directed and responsible for their education. Through this unique program, students have the opportunity

12 Community Events

to explore and be challenged by new options.

For further information about the Middle College program at Cañada College, please call Kathy at (650) 306-3120.

Student Life

Building 5, Room 211A
(650) 306-3364

To gain the most from college life, students are encouraged to participate in the various Cañada clubs and activities 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 Life Office, Building 5, Room 211A (306-3364). Current active clubs include: International Student Club, Environmental Club, A.S.I.D. - Interior Design Club, Latin American Friendship Club, Gay and Lesbian Student Club, Cañada Science & Engineering Club, Phi Theta Kappa Honor Society, Teacher's Club, Salsaholics, and more.

WorkAbility III

Building 5, Room 207
Jess Miller, Program Director: (650) 306-3157

WorkAbility III provides a variety of career planning and placement services for students with disabilities. Services include: vocational/career assessment, disability related pre-employment counseling, job search preparation, job development, job coaching and academic counseling.

Our classes include: Introduction to WorkAbility III, Vocational Evaluation and Assessment, Steps to Employment, Job Retention Strategies and College Success and Awareness.

WorkAbility III offers flexible, individualized support for all program participants. Our mission is to assist our students in achieving their vocational goals and successfully transitioning to the workplace and long-term employment.

Community Events Calendar

CMSEMC: EDUCATORS CONFERENCE FOR MATH AND SCIENCE

Saturday, March 1, 2003, 9:00 am –5:00 pm
For more information, call Christine Joy at 650-802-5337.

THE CRUCIBLE, BY ARTHUR MILLER

Cañada College Department of Theatre Arts, Directed by Linda Hoy

March 13, 14, 15, 20, 21, 22 at 7:30 pm, March 16 and 23 at 2:00 pm
Flex Theatre
For more information: 650-306-3331

REDWOOD SYMPHONY

Sunday, April 13, 2003, 3:00 pm
Main Theatre
For more information: www.redwoodsymphony.org

KINDERCAMINATA

April 25, 2003
Kindergarten students from local school districts will visit the Cañada College campus to participate in a career fair that will open their eyes to the possibilities their futures hold

"CAREER CONNECTIONS" JOB FAIR 2003

Wednesday, May 7, 2003, 10:00 am–2:00 pm
For more information, please contact Kathy at 650-306-3447.

REDWOOD SYMPHONY

Family Concert—Dance Mania!

Sunday, May 4, 2003, 2:00 pm
Main Theatre
For more information: www.redwoodsymphony.org

Contact Jess Miller at (650) 306-3157 to arrange an interview. We are located in Building 5, Room 207.

Please Note: WorkAbility students also need to be clients of the State Department of Rehabilitation. If you are not already a client we will be happy to schedule an interview with the liaison counselor for you.