

## University Center at Cañada College A2B Logistics Guide

Hours: **June 17th through August 2nd**  
Monday through Thursday, 9:00 A.M. to 5:00 P.M.

Hours: **August 2<sup>nd</sup> through June 16th**  
Monday through Friday, 9:00 A.M. to 5:00 P.M.

Location: Building 5, Room 230

Phone No: (650) 306-3177

<p><b>Lucy Salcido Carter</b> Director Center for International &amp; University Studies <b>Phone: (650) 306-3435</b> Location: Building 5, Room 232 <a href="mailto:carterl@smccd.edu">carterl@smccd.edu</a></p>	<p><b>Lizette Bricker</b> Project Director A2B Project <b>Phone: (650) 306-3453</b> Location: Building 5, Room 226 <a href="mailto:brickerl@smccd.edu">brickerl@smccd.edu</a></p>	<p><b>Sunny Choi</b> Retention Specialist A2B Project <b>Phone: (650) 306-3481</b> Location: Building 5, Room 226 Email: <a href="mailto:chois@smccd.edu">chois@smccd.edu</a></p>	<p><b>Jeffrey Rhoades</b> Assistant Project Director A2B Project <b>Phone: (650) 306-3177</b> Location: Building 5, Room 230 Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a></p>
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<b>AlertU – Emergency Text Message Notification</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<p><b>AlertU</b></p>	<p>Enables college administration to send emergency information by text messages to cell phones on a subscription basis. You can enroll by following the simple instructions on WebSMART, your campuses web site or at <a href="http://www.smccd.edu/alertu">www.smccd.edu/alertu</a></p>
<b>Audio-Visual Equipment</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<p><b>Mike Tyler</b> IT Support Technician II <b>Phone: (650) 306-3112</b> (standard matter) <b>(650) 642-7084</b> (emergency) <a href="mailto:tylerm@smccd.edu">tylerm@smccd.edu</a> Building 9, Room 163</p>	<p>All classrooms are equipped with audio-visual equipment. If you need something that is not found in your classroom, please contact the Assistant Project Director. An A.V. Requisition will be submitted.</p>
<b>Campus Evening Assistant</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<p><b>Campus Evening Assistant</b> Hours: 4:30 to 9:00 PM Phone: 650 306-3191 650-642-7743</p>	<p>If you need to contact or locate the Evening Assistant, you will need to call either phone numbers listed to the left 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.</p>

<b>Facilities</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	For any concerns/requests, please contact the Assistant Project Director and a work order will be filed as needed.
<b>Faculty Office/Prep Space (Location: Building 5, Room 224)</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	All faculty can use the faculty office for professional needs related to the courses they are teaching on Cañada campus. Please contact the University Center in Building 5, Room 230 to be informed of the location of the spare key that is being kept in the office.
<b>Healthcare/ Nursing</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Krystal Johnson</b> Office Assistant II <b>Phone: (650) 306-3309</b> Building 5, Room 303	If you feel you have a life threatening emergency, call 911 ( <b>if you are using a campus phone, dial 9-911</b> )
<b>Keys</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	Classrooms are usually unlocked by Public Safety based on the teaching schedule. However, if the door is locked, please contact Public Safety.
<b>Library Resources and Learning Center</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Michelle Morton</b> Reference Librarian 650 306-3393 Location: Building 9, Room 309  <b>Frank Austin</b> Learning Center Manager 650 306-3104/3348 Location: Building 9, Room 212	When faculty need Library assistance or wish to provide an orientation to Library services they should contact the Reference Librarian.  When faculty need Learning Center assistance or wish to provide an orientation to Learning Center services they should contact the Learning Center Manager.

<b>Parking Permits</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	All faculty and associate staff will be able to print their parking permits for the semester by visiting <a href="http://www.canadacollege.edu/inside/cius/index.html">http://www.canadacollege.edu/inside/cius/index.html</a> and clicking on "Instructor Permits". Students can purchase permits on campus or online at: <a href="http://www.smccd.edu/publicsafety/">http://www.smccd.edu/publicsafety/</a>
<b>Photocopying</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	Faculty should make photocopies on their own campus. In case of an immediate need for a few copies, the copy machine in Building 5, Room 230 may be used.
<b>Public Safety</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>General Help/Assistance</b> <b>Phone: (650)306-3420 or (cell)( 650) 642-7001</b> Location: Building 9, Room 151	In case of an emergency if Public Safety cannot be reached, call the University Center office at 650 306-3399, the College President's office at 650 306-3238, the Business Office at 650 306-3272 or (cell) 650-642-5103 (till 4:30), or the Evening Administrator (begins at 5:30) at (cell) 650 642-7743 ( <i>Remember if you're dialing from a campus phone, dial 9 first</i> )
<b>Research and Database Inquiries</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Brandon Price</b> Lead Researcher <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	Any information pertaining to evaluation and assessment of the A2B project can be forwarded to Lead Researcher, Brandon Price.
<b>Student and Degree Inquiries</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Sunny Choi, Retention Specialist</b> <b>Phone: (650) 306-3481</b> Email: <a href="mailto:chois@smccd.edu">chois@smccd.edu</a> Location: Building 5, Room 226  <b>Caitlin Escobar, A2B Counselor</b> <b>Phone: (650) 306-3118</b> Email: <a href="mailto:escobarc@smccd.edu">escobarc@smccd.edu</a> Location: Building 5, Room 224	When a student expresses interest in one of our partner university programs they should contact the Retention Specialist or A2B Counselor.

<b>Textbook Orders/Bookstore Information</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jai Kumar</b> Director of Bookstore Phone: 650 306-3313 Email: <a href="mailto:kumar@smccd.net">kumar@smccd.net</a> Location: Building 2	All books for partner university's classes taught at Cañada College can be and recommended to be ordered through the Cañada College Bookstore. Please contact Jai Kumar as soon as possible to place your order for texts and other required materials for courses.
<b>The Grove</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Rick McMahon</b> Catering Services Phone: (650) 306-3074 Email: <a href="mailto:rick@pacific-dining.com">rick@pacific-dining.com</a>	Cañada College's The Grove features a variety of made to order breakfast, lunch, and dinner items as well as packaged food items, chips, and juices.
<b>Coordination of Academic Calendar</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	Classes at Cañada College are held according to the partner university's academic calendar and the academic calendars of participating institutions are coordinated as much as possible to accommodate start dates, holidays, final exams, etc. of Cañada calendar. However, When conflicts arise, the Cañada calendar takes precedence.
<b>Vending Machines and Pony Espresso</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jai Kumar</b> Director of Bookstore Phone: 650 306-3313 Email: <a href="mailto:kumar@smccd.net">kumar@smccd.net</a> Location: Building 2 Hours: <b>June 17th - July 25th</b> 7:45 a.m. to 2:30 p.m. and 5:00 to 8:30 p.m. Monday through Thursday. Closed Friday, Saturday, Sunday & Declared Recesses	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.
<b>Computer Lab Access</b>	
<b>Cañada Contact</b>	<b>Guidelines</b>
<b>Jeffrey Rhoades</b> Assistant Project Director <b>Phone: (650) 306-3177</b> Email: <a href="mailto:rhoadesj@smccd.edu">rhoadesj@smccd.edu</a> Location: Building 5, Room 230	Contact Jeff Rhoades for coordination of access to computer lab facilities.