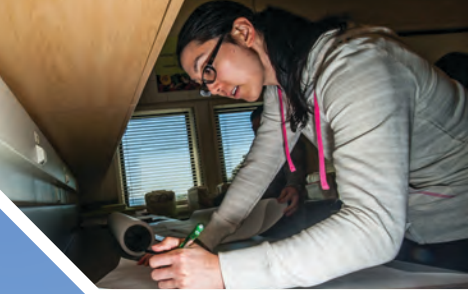


Cañada College

2020-2021

STUDENT HANDBOOK & PLANNER





SCIENCE AND TECHNOLOGY BUILDING

Cañada College and community members celebrated the opening of its new Science & Technology Building with a Ribbon Cutting Ceremony on August 12, 2019. The new Science & Technology Building is a three story, 50,000-square-foot structure that features modern, flexible classrooms, laboratories and faculty offices for Science education. The new building is LEED Platinum certified and Net Zero Energy-ready to support student academic success and ensure the longevity of the building for many years to come. Students took advantage of the building's first classes, as its doors opened in the fall of 2019.



KINESIOLOGY AND WELLNESS BUILDING

The new Kinesiology and Wellness Building will be home to the Cañada College Kinesiology, Athletics and Dance Department. The construction of the new 105,000-square-foot Kinesiology and Wellness Building will host a two-story structure, in addition to rooftop activities with academic and enterprise facilities for both students and the community. The facility will include classrooms for wellness activities, an extensive area for fitness equipment, a competition basketball gymnasium, locker and shower facilities, and offices. There will also be new amenities for the College, including an instruction swimming pool and a competition swimming pool.

CAÑADA COLLEGE
4200 Farm Hill Boulevard - Redwood City, CA 94061
www.canadacollege.edu
650.306.3100

OVERVIEW

From here you can go anywhere! For more than 50 years, Cañada College has provided enriching and life-changing educational opportunities for the residents of San Mateo County. With the support and guidance from award-winning faculty and staff, residents can pursue certificates and degrees for career training or to serve as a transfer gateway to four-year colleges and universities. Located in the heart of the Silicon Valley, Cañada College offers hundreds of day, evening, and weekend courses in more than 40 quality instructional programs, including sciences, business, multi-media, medical assisting, the arts, and technical training. The College also provides extensive basic skills training and innovative student support services in counseling, orientation, certificate and degree planning, transfer assistance, and tutoring. Begin your Cañada College experience by visiting canadacollege.edu.

VISION

Cañada College is committed to being a preeminent institution of learning, renowned for its quality of academic life, its di-verse culture and practice of personal support and development, extraordinary student success, and its dynamic, innovative programs that prepare students for the university, the modern workplace, and the global community.

MISSION

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The College cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

WELCOME CENTER

Building 9, 1st floor – Room 9-120A – 650.306.3452

College Information Center, Class Registration Assistance, Orientation, and Academic Counseling Appointments
COUNSELING APPOINTMENTS and NO SHOW POLICY If you are unable to keep your counseling appointment, call by the night before to cancel. Counseling voicemail at 650-306-3452 is available 24 hours a day, 7 days a week. You will be marked as a NO SHOW if you miss your appointment or if you are 10 minutes late. After three (3) NO SHOWS, you will be required to meet with the Dean of Counseling before scheduling appointments.

650.306.3452 Phone – 24-hour Voicemail to cancel or reschedule appointments the night before appointment 650.306.3457
FAX

OFFICE HOURS:

Monday	8:00 a.m. to 4:30 p.m.
Tuesday	8:00 a.m. to 7:00 p.m.
Wednesday	8:00 a.m. to 7:00 p.m.
Thursday	8:00 a.m. to 4:30 p.m.
Friday	8:00 a.m. to 12 Noon

Regular Business Hours are extended at the beginning of each semester, and we are closed Fridays during the Summer Session. Drop by or call for office hours details.

- Application/Enrollment Assistance (New, Transfer and Returning Students)
- Athlete Counseling Appointments
- Course Placement for initial College Math, English, and English Second Language (ESL)
- Class registration assistance at the Welcome Center student computers
- Counseling Appointment Scheduling and Semester Student Education Plan (SEP)
Schedule at least one week in advance, Check-In at the Welcome Center
- Financial Aid Appeal Appointments
- General Campus Resource Information
- International Student Appointments
- Orientation Presentation (learn about registration, student services support programs, tutoring services, important locations on campus, types of degrees, and more, helping you adjust to college)
- Parking Permit Ordering/Immediate Pick up Assistance
- Reinstatement Appointments
- STEM (Science, Technology, Engineering, Mathematics) Counseling Appointments
- Student Services Online Resources Assistance
- Veterans Counseling Appointments

STUDENT ACTION ITEMS AFTER ORIENTATION

- Set up a Counseling Appointment at Welcome Center for First Student Education Plan and Math and English Course Placement
- Apply for Financial Aid at FAFSA.GOV and BOGFW on WebSMART--There are several kinds of financial aid available, including First-Time College Student Promise Grants, Pell Grants, Federal Work Study, Cal Grants, Chafee Grants (for former foster youth), and Federal Direct Student Loans. Complete information and applications and assistance are available at the Financial Aid Office.
- Attend Counseling Appointment for first Student Education Plan (SEP), get a signed copy from the counselor and schedule a return appointment for a long-term, comprehensive SEP
- Use WebSCHEDULE to look up Class CRN #'s for class start date, days, times, locations
- Register for Classes ASAP on WebSMART Ask for help from Welcome Center Staff in person or by phone
- Pay Tuition and Fees
- Purchase textbooks - See textbooks in WebSMART
- Order Parking Permit on WebSMART—Citations will be given out, if no valid parking permit
- Locate your class buildings, room and parking lots close to classes
- Attend the first class meeting or you may be dropped

IMPORTANT DATES TO REMEMBER

SUMMER SESSION 2020	
June 15 to July 25	Six Week Summer Session
June 15 to August 1	Seven Week Summer Session
June 11 to August 8	Eight Week Summer Session
July 3 Independence Day Recess	HOLIDAY NO CLASSES
FALL SEMESTER 2020	
August 19	Day and Evening Classes Begin
September 1	Last Day to Drop Semester Length with Eligibility for Partial Refund
September 1	Last Day to Add Semester Length Classes
September 5,6	Declared Recess NO CLASSES
September 7	Labor Day HOLIDAY NO CLASSES
September 7	Last Day to Drop Semester Classes Without Appearing on Record
October 2	Last Day to Apply for Degree – Certificate
October 15	Flex Day NO CLASSES
November 11	Veterans Day – NO CLASSES
November 14	Last Day to Withdraw from Semester Length Classes
November 22	Thanksgiving Day HOLIDAY NO CLASSES
November 23 to 25	Declared Recess NO CLASSES
December 11 to 17	Final Examinations (Day and Evening Classes)
December 17	Day and Evening Classes End
December 22 to January 1	Winter Recess NO CLASSES

SPRING SEMESTER 2021	
January 19	Day and Evening Classes Begin
February 1	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
February 1	Last Day to Add Semester Length Classes
February 7	Last Day to Drop Semester Length Classes Without Appearing on Record
February 12	Lincoln's Birthday Observed HOLIDAY NO CLASSES
February 13, 14	Declared Recess NO CLASSES
February 15	Presidents' Day HOLIDAY NO CLASSES
March 5	Last Day to Apply for Degree - Certificate
March 28 to April 3	Spring Recess NO CLASSES
March 31	Cesar Chavez Day HOLIDAY NO CLASSES
April 22	Flex Day NO CLASSES
April 29	Last Day to Withdraw from Semester Length Classes
May 22 to 28	Final Examinations (Day and Evening Classes)
May 28	Day and Evening Classes End
May 29, 30	Declared Recess NO CLASSES
May 31	Memorial Day HOLIDAY NO CLASSES

ACADEMIC VOCABULARY/ACRONYMS

The following terms, acronyms, abbreviations defined for you:

A & R	Admissions and Records
Add Code	4-Digit late registration code from the class instructor used after entering the 5-Digit CRN
CRN	5-Digit unique Course Reference Number for class registration, location, meeting dates and times, instructor, textbooks
DegreeWorks	Web-based tool on WebSMART to monitor progress toward certificate and/or degree completion
SEP	Student Education Plan
No Show Policy	10 minutes late to an appointment or failure to cancel appointment by the night before by calling the Welcome Center at 650.306.3452 and leaving a voicemail (available 24-hours a day, 7 days a week). After three no shows student required to meet with the Dean of Counseling before scheduling future appointments.
Prerequisite	A course a student must pass before enrolling in the more advanced course. An assessment test with qualifying scores may also meet a prerequisite.
Corequisite	A course that a student must enroll in at the same time as enrolling in the courses linked to the corequisite. Register for both classes at the same time (enter both course reference

	numbers) in WebSMART boxes and then submit.
Hybrid Class	A course that meets in the classroom for face-to-face instruction with some online work
IGETC	Intersegmental General Education Transfer Curriculum – Ask a Counselor how it relates to your education goals
CSU	California State University System
UC	University of California System
Catalog Rights	Graduation requirements for the academic year (Fall, Spring, Summer) you start at Cañada College with continuous attendance (See the College Catalog for complete details)
CBOT	Computer Business Office Technology
Learning Community	Students take two or more classes together and the classes are linked with related assignments; teachers organize around common themes or questions and work closely with all students.
Pass/No Pass	Class is not letter graded, only Pass/No Pass with no influence on grade point average. Students still required to complete all assignments, exams, and/or class projects. Select in WebSMART at registration and note deadline to make class Pass/No Pass.
Student in Good Standing	Student maintains a grade point average of 2.0 or higher and completes 50% or more of attempted units
Probation Status	Based on low grade point average (below 1.75) and lack of satisfactory class completion (less than 50% of classes). Student required to attend STOP (Students Transitioning Off Probation) Workshop and see a Counselor for release to register for classes
Dismissal Status	After 2 consecutive semesters of Probation Status, student required to attend Student Success Workshop, see counselor, and submit a Petition for Reinstatement that is approved by Dean of Counseling
Prerequisite Equivalency Petition	Petition to fulfill a class prerequisite requirement with equivalency documentation of unofficial transcript of previous college classes completed
Prerequisite Challenge Petition	Petition to challenge a class prerequisite requirement based on knowledge and explanation of the ability to succeed in the class
Recommended	A course that faculty recommend be completed in advance to enhance or improve a student's ability to succeed in a specific course
Web Assisted classes	Classes designed to include a certain number of instructional contact hours (but less than 51%) through distance education, including To Be Arranged hours.

ASSOCIATE DEGREE FOR TRANSFER

Currently Cañada College offers **Associate Degrees for Transfer (ADT)** which offers admission benefits to CSU campuses and some of the Private Colleges and universities in California and out of State Universities. In addition, students will receive support at the CSU campuses to complete their Bachelor degree with no more than 60 semester units

<ul style="list-style-type: none"> • Anthropology • Art History • Biology • Business Administration • Child and Adolescent Development • Communication Studies • Computer Science 	<ul style="list-style-type: none"> • Kinesiology • Law, Public Policy, and Society • Mathematics • Nutrition and Dietetics • Philosophy • Physics • Political Science
--	--

<ul style="list-style-type: none"> • Early Childhood Education • Economics • Elementary Teacher Education • English • Environmental Science • Geography • History 	<ul style="list-style-type: none"> • Psychology • Social Work and Human Services • Sociology • Spanish • Studio Arts • Theatre Arts
--	---

STUDENT SUCCESS SUPPORT SERVICES PROGRAMS

ADMISSIONS & RECORDS OFFICE (A&R)

Building 9, 1st Floor – 650.306.3226

Serves, current, and former students in college admittance through graduation, maintaining accurate academic records. We strive to be prospective professional, responsive, respectful and friendly to our diverse college community.

ALERTU

A short messaging service or SMS (text) messages, alerting to subscribers' mobile devices about class waitlist clearance to register and critical campus updates in real-time—closures, emergencies. Students can sign up for AlertU in WebSMART.

ATHLETICS

Building 9, Room 123A Kinesiology, Athletics, Dance Department- 650.306.3341

Cañada College Athletics is a member of the Coast Conference and has the following Sports: Men's Baseball, Basketball, and Soccer and Women's Golf, Soccer, Tennis, and Volleyball. Contact Matt Lee at 650.306.3341 regarding intercollegiate sports.

BOOKSTORE

Building 2 – 650.306.3313

Course materials, textbook rental, academic pricing on laptops, computers, software, Cañada clothing, and refreshments. Call for business hours.

BRIDGE TO OPPORTUNITIES PEER MENTORSHIP PROGRAM

Building 9, Room 220, Learning Center – 650.306.3345

Provides support to students throughout their college experience beginning with their transition into their first year in college until their successful transfer into a 4-year university. The goal of the program is to foster academic excellence through peer-to-peer support. Peer mentors support their student Mentees by encouraging them to embrace college life and increase their knowledge about resources that will help them succeed.

CANVAS SUPPORT

Canvas is Cañada's Learning Management System which houses online and hybrid coursework, as well as some materials for face-to-face courses. Students can contact Canvas Support for help with anything related to Canvas. Students can find instructions for getting help logging into Canvas in the Student Login Guide:

https://www.canadacollege.edu/canvas/docs/StudentLoginGuide_Summer2019.pdf

Online: <https://smccdhelp.zendesk.com/hc/en-us> Call or Text: 1-844-505-4565 (weekdays) and 1-833-715-2285 (nights and weekends)

Students can also find answers to Canvas questions in the Canvas Student Guides: <https://guides.instructure.com/m/4212>

Translated Student Guides are available on the Cañada Canvas Resources website:

www.canadacollege.edu/canvas/studentcanvasresources.php

CAREER CENTER

Building 5, Room 332 at the Grove (Cafeteria) – 650.306.3401 or 306.3178

Assists students in developing and carrying out employment and career goals. Services provided include: Advising, workshops, career fairs, job search, labor market trends for different career areas, and several computer based career information systems that provide extensive research information on careers. For more information visit us at:

www.canadacollege.edu/careercenter

CARES – CAÑADA ASSESSMENT, RESPONSE AND EVALUATION OF STUDENTS

Online Report Form: <http://canadacollege.edu/cares/form.php>

If you are concerned about a fellow student's mental health, their overall wellness, or if you've noticed a pattern of disruptive or disturbing behavior, please make a report to our CARES campus behavioral intervention team. We are a team of faculty, staff, and managers who respond to urgent health and wellness concerns for our students.

COLLEGE FOR WORKING ADULTS (CWA)

Building 13, Room 106 – 650.306.3310

The College for Working Adults makes it possible for working adults to complete multiple degrees while continuing to work full time. CWA classes are held on Thursday evening beginning at 5:30pm and 8:00pm, and on two Saturdays per month each semester from 9:00am to 12:00pm. By completing 60 units of the fixed curriculum, you can earn up to three Associate Degrees for Transfer and/or Associate Degrees and fulfill all GE and CSU transfer requirements. All 60 units earned are fully transferable to the CSU or UC college systems and you can earn full credit for courses you have already taken at any accredited college or university. Enrollment in all CWA courses is guaranteed! No wait lists!

Degrees Offered: (1) AA-T Degree: Psychology, (2) AA-T Sociology, (3) AA-T Social Work and Human Services (4) AA Degree: Economics, (5) AA Degree: Interdisciplinary Studies: Social & Behavioral Sciences, (6) AA Degree: Interdisciplinary Studies: Arts & Humanities

COLTS-CON- COMMUNITY OF LEADERSHIP AND TRANSFER SUCCESS

Building 9, 2nd Floor Front Desk – 650.306.3104

COLTS-CON is a free summer bridge program for all new and continuing students with the aim of preparing students for their academic year by identifying and putting into practice their own Academic Cultural Wealth. COLTS Track 1 is meant for new or returning students, and focuses on introducing students to Cañada College. COLTS Track 2 is for all continuing students and focuses on identifying resources for support and pathways to their future. STEM Explorers is for new and continuing students who have a declared STEM major or are interested in one. Topics covered focus on an academic exploration of STEM at Cañada College, connecting to resources and faculty, and building community.

COLTS – COMMUNITY OF LEARNING THROUGH SPORTS

Building 9, Room 123A Kinesiology, Athletics, Dance Department - 650.306.3341

Designed for Intercollegiate Student Athletes on a sports team, supporting achievement in the classroom and in the student's sport. Helps students take advantage of academic resources on campus and helps build strong study skills, communication skills, and writing abilities with the goal of improving overall educational performance.

CBET - COMMUNITY BASED ENGLISH TUTORING

Building 3, Room 147 – 650.306.3388

CBET is funded by proposition 227 and offers beginning level English as a Second Language (ESL) classes to parents and community members throughout California who pledge to tutor school-age children. The Cañada College CBET English for the Workforce Award program is a collaboration between the San Mateo Community College District (SMCCCD), and the Redwood City School District (RCSd).

The CBET program provides language skills classes for the workforce. The community-based classes serve as a bridge to on-campus academic and career programs. Upon completing the program, students receive the English for the Workforce Award.

COOPERATIVE EDUCATION

Building 13, Room 124 – 650.306.3293

Cooperative Education is a working partnership between the student-employee, the college, and the employer which enables students to earn college credit for learning on the job.

COUNSELING SERVICES

Building 9, 1st Floor, 120A – Welcome Center – 650.306.3452

Academic Counselors are available Monday through Friday by appointment for academic, transfer, career, and personal counseling. Counselors assist students in exploring majors and provide guidance through the process of setting education and career goals. Set Major/Education/Career goals and create a Comprehensive, Long-Term Student Education Plan (SEP) to select appropriate courses to achieve their goals. Schedule 30- to 45-minute appointments at least one week in advance.

No Show Policy: Call the Welcome Center by the night before the appointment and leave a cancellation voicemail at 650.306.3452, available 7 days a week 24 hours a day. Being on time is required—if you are 10 minutes late or fail to cancel by the night before, you are marked as a No Show. After three No Shows, students are required to meet with the Dean of Counseling before scheduling future appointments.

DISABILITY RESOURCE CENTER (DRC)

Building 5, Room 303 – 650.306.3259

The DRC provides students with documented disabilities academic support and reasonable accommodations as defined by the Americans with Disabilities Act (ADA). To register with the DRC please call or stop by the DRC office or complete the online **Disability Resource Center Interest Form** on the DRC website at:

<https://canadacollege.edu/disabilityresourcecenter/index.php> and the DRC office will contact you. 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. Academic accommodations may include extended time to complete and exam, reading or library services, alternate format textbooks, sign language interpreters or other supportive services. Adaptive equipment aids and

Alternate Media assistance are also available for disabled students on a case-by-case basis.

EOPS: EXTENDED OPPORTUNITY PROGRAMS & SERVICES

Building 9, Room 133 – 650.306.3300

Extended Opportunity Programs and Services (EOPS) is a state funded program that aims to help low-income and educationally disadvantaged students succeed in college. EOPS provides academic counseling and other financial supportive services to assist students while they attend Cañada College. To be eligible for EOPS, students must be enrolled in at least 12 units (unless enrolled in DRC), qualify for the California College Promise Grant (CCPG), have not completed 70 degree-applicable units and have an educational disadvantage.

CARE: Cooperative Agencies Resources for Education Program

CARE is a subset program of EOPS that helps single parents, receiving cash-aid assistance through the County's CalWORKs Program succeed in college. We provide counseling, meal vouchers, and other educationally related support services.

Foster Youth Success Initiative (FYSI)

We recognize the significant challenges former foster youth encounter during their pursuit for higher education. Therefore, under the umbrella of EOPS, FYSI's purpose is to increase the number of former foster youth graduating from a community college with an associate's degree, vocational training, and/or transferring to a four-year university.

CalWORKs: California Work Opportunity and Responsibility for Kids

The CalWORKs program at Cañada College offers CalWORKs recipients with additional support services to assist in their quest for a college education or employment. We provide counseling, priority registration, on-campus work study, personal & professional development workshops (ex: parenting, nutritional and financial workshops), laptop loans, financial assistance as budget permits.

¡ESO! ADELANTE

Building 6, Room 105 (Located two floors below the Grove) - 650.381.3509

A community of academic support for Latino, and high need, high potential students and a transfer pathway to San Francisco State University (SFSU) through dedicated staff and peer mentors

FINANCIAL AID OFFICE

Building 9, 1st Floor – 650.306.3307

Several kinds of financial aid available to help eligible students cover their educational costs, including the California College Promise Grant (formerly Board of Governors Fee Waiver), Pell Grants, Federal Work Study, Cal Grants, Chafee Grants (for former foster youth), Federal Direct Student Loans, and scholarships. Scholarships are available to graduating high school seniors, continuing and transferring students. The annual Cañada College Scholarship application process starting with the FAFSA application runs from November-February each year. External scholarship information is posted as available on the website and on the Scholarship Bulletin Board near the Financial Aid Office.

FAFSA Application Workshop: Every Wednesday, from 2:00 p.m. to 4:30 p.m.

Dream Application Workshop: Every Wednesday, from 11:00 a.m. to 2:00 p.m.

Check in at the Financial Aid Office

FOOD PANTRY (PROVIDED BY SPARKPOINT – FREE FOOD FOR COMMUNITY)

Building 5, Room 202 – 650.381.3550 – By Appointment Only – Call for Hours

Food Pantry Appointments and Info: <https://canadacollege.edu/sparkpoint/services/foodpantry.php>

Food assistance is now available for students and non-student members of our community in need. SparkPoint at Cañada College is partnering with the Second Harvest Food Bank to provide a Food Pantry on the Cañada College campus for people who need food.

FOOD SERVICE

The Grove (Cafeteria) Building 5 - 650.306.3374

The centerpiece of Building 5, The Grove is much more than a cafeteria. It brings together the Career Center and Student Lounge with the dining area to create a hub of activity and a true Student Center that Cañada has always lacked.

Business Hours:

7:30am to 6:00pm Monday through Thursday

7:30am to 2:00pm Fridays

Closed Saturdays and Sundays

Pony Espresso

Serving an array of coffee and tea (Starbuck's brand) and sandwiches, sodas, pastries, juices, soft drinks and waters.

Vending Machines

For your convenience, there are vending machines located throughout the campus outside

Building 9, 13, 17, 22, and Building 3 on the lower level.

Location: Building 12 (Outside Building 13)

HONORS TRANSFER PROGRAM

Building 23, Room 234 – 650.306.3297

<https://www.canadacollege.edu/honorsprogram>

HTP is designed to support curious, highly motivated, high achieving students, and is meant to better prepare them for university work. Additionally, students who complete the program may be eligible for priority transfer opportunities and scholarships. Students must apply online and meet the GPA and English requirements. To graduate from the program, students must complete 15 units of Honors-level course work and achieve a GPA of 3.3 in their transfer courses.

INTERNATIONAL STUDENT CENTER

Building 3, Room 103 – 650.381.3544 or 650.381.3546

ISC provides individualized services to international students, so they can achieve their personal, educational, and professional goals and promotes understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange.

LEARNING CENTER

Building 9, 2nd Floor – 650.306.3348

All Cañada College students can receive FREE tutoring through the Learning Center's Tutoring Services.

At the **Writing Center** students can get assistance for any writing assignment. Whether you are enrolled in Biology or English, History or Speech, Chemistry or Business, ESL or Psychology, we are here to assist you in planning, researching, organizing and writing your paper. From the initial brainstorming through the final draft, we can support you in the entire writing process. The **Math and Science Lab** provides Drop-in tutoring for both individual students and groups. Students can receive free assistance for all math: pre-algebra, algebra, trigonometry, pre-calculus, multiple levels of calculus, as well as statistics and physics. Tutoring assistance is provided by both Instructional Aides and student (peer) tutors.

JAMS:

MATH JAM

The award-winning STEM Center Math Jam Program offers the opportunity for Cañada College students to improve their Placement Test results in Mathematics or prepare for math courses that they will be taking. The goal of Math Jam is to help students complete their Associates Degree and/or transfer requirements for a 4-year college/university in less time than previously possible. There are three Math Jam opportunities each year, all held during the intercession period that falls between semesters. Summer Math Jams are held in June and August and Winter Math Jam in January. Students can participate in either the Daytime or Evening Math Jams.

PHYSICS JAM

Learning Center – Building 9, 2nd Floor – Sign up on the Cañada College Website

FREE preparatory program to help prepare you for your upcoming physics course. You'll be introduced to some of the physics concepts that are taught the first few weeks of your physics course. Review specific math concepts required for Physics. Learn valuable study skills to help you tackle new problems and concepts. Access physics tutors and instructors invested in your success.

WORD JAM

Learning Center – Building 9, 2nd Floor

Word Jam is a free, one-week, non-credit program for current and in-coming Cañada College students in all levels of English, Reading, and ESL. Students in Word Jam work with Cañada College faculty to practice college-level reading and writing strategies, practice English, learn the expectations of their specific English, Reading, or ESL courses, and become familiar with campus resources. Past students in Word Jam have even boosted their Cañada College English Placement Test scores! Go to the Learning Center for more information and help with registering.

LIBRARY

Building 9, 3rd Floor – 650.306.3485 (Circulation) 650.306.3480 (Reference)

Provides help with research projects, individualized research, and citations 63 hours a week, laptops for in-library use, 2,000 textbooks to borrow, over 200,000 eBooks, 38 academic databases, 25,000 print books, 5 group study rooms, 71 desktop computers with no time limits or log-in required, and use of your public library card.

MENLO PARK CENTER - JOBTRAIN

Building 1200 O'Brien Drive, Room 54 – Menlo Park phone: 650.325.0164

The Cañada College Menlo Park Center offers courses in Multimedia, Computer Applications, Early Childhood Education, Health, and Human Services. Small, self-paced study groups with admissions and financial aid assistance, assessment testing, counseling, and computer labs.

NOT ANYMORE VIDEOS IN WEBSMART

SEXUAL MISCONDUCT, HARASSMENT, ASSAULT AND TITLE IX

Not Anymore is an interactive online program designed for community college students to prevent sexual assault, dating & domestic violence, and stalking. To learn more about these issues and how you can help prevent them, we are asking all of our students and staff to view the Not Anymore videos.

OUTREACH

Building 22, Room 106 and 107 – 650.306.3444 or 306.3166

Supports the Cañada College mission by encouraging high school students and community members--especially those from underserved populations--to pursue a college education increase aware of Cañada College programs and services, as an avenue to reach their career and life goals. Call 650.306.3166 to schedule tours.

PERSONAL COUNSELING CENTER

Building 5, Room 303 – 650.306.3152

At the Personal Counseling Center at Cañada College, we believe that a successful college experience requires, as its foundation, a sense of emotional well-being. To this end, we offer a safe and trusting environment to facilitate mental health care by providing the following type of supportive psychotherapy for registered students at no charge:

How to make an appointment to speak with a personal counselor:

1. Call or walk in to the Wellness Center and request an appointment. You will be asked for contact information as well as your availability. The Wellness Center is located in building 5 on the 3rd floor room 303 (right around the corner from The Grove). The phone number is: 650-306-3152.
2. Send an email to Gena Rhodes, Ph.D., coordinator for Personal Counseling, at rhodesg@smccd.edu.
3. Complete the online Personal Counseling Interest Form.

After you have requested an appointment through one of these three ways, you will be contacted by a personal counselor to schedule an appointment. We make every effort to respond within the week. If we do not have a time open that works for your schedule, you will be informed and put on a waiting list.

PROMISE SCHOLARS PROGRAM

Building 6 – Room 112 – 650.306.3384

The Promise Scholars Program provides incoming full-time students financial and academic support for two to three years. The program includes text book assistance, food or transportation vouchers, dedicated counseling and career support. The program is open to first-time college students who can commit to attending Cañada College full-time (12 units minimum per semester, with 15 units highly encouraged).

The intention of the Promise Scholars Program is to accelerate your path toward achieving your educational goals, whether you hope to earn a certificate, an associate degree, or complete general education requirements to successfully transfer to a four-year institution. The Program is more than a scholarship. All Promise Scholars are welcomed into a supportive, engaged, and inclusive community – a home on campus. We expect all students in the program to regularly participate in counseling, career development, and utilize the program's academic resources.

Some of the services the Promise Scholar's Program provides students are:

- Waived Enrollment and Student Fees for 2-3 years at Cañada College
- Individualized Academic Support and Counseling
- Priority Registration
- Monthly Incentives of \$50 gift cards that can be used towards gas or a campus meal plan
- Textbook stipend each semester

PUBLIC SAFETY/LOST AND FOUND

Building 9, Room 151 Cell 650-306-3420

Campus Public Safety Officers are here to help you. Your safety is their first priority. Please help them by being alert, security conscious and involved. Contact 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--the electronic Anonymous Crime Reporting Form is available on the Public Safety Website.

PUENTE PROJECT

Building 9, Room 138 – 650.306.3118

Contacts: Sandra Mendez, Puente Counselor 650.381.3564, mendezs@smccd.edu and Yolanda Valenzuela, English Professor 650.306.3206, valenzuelay@smccd.edu

National award-winning program helping educationally disadvantaged students enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. The program combines accelerated instruction, intensive academic counseling, and mentoring by members of the community to prepare students for transfer. The Puente Project's curriculum focuses on the Chicano/Latino experience and is open to all students.

SMCCD STUDY ABROAD

Canada Building 1, Room 103 – 650.306.3487 and Skyline College 650.738.7098 – Building 2- Room 2-352
studyabroad@smccd.edu

Study Abroad aims to provide affordable study abroad opportunities and build a robust study abroad scholarship program to subsidize the costs associated with studying abroad for community college students. Study Abroad Program students have studied in Florence, Italy; London, England; Barcelona, Spain. The Short-Term Study Abroad Program will be a Life and Culture class in Cuba.

SPARKPOINT

Building 9, Room 131 – 650.306.3550

Services that build the financial knowledge of students, increase their access to savings and wealth-retaining financial products and encourage the meeting of both short and long-term financial goals. The SparkPoint Center at Cañada College will provide support services to give students the tools they need to remain in college with the goals of student job placement and retention, increased family income, improved credit score, and increased completion rates for college degrees and training programs. On-site Food Pantry for individuals and families who need food and referral assistance to those seeking shelter.

STEM CENTER

Building 9, 2nd Floor – 650.306.3156

One-stop shop for all things STEM. Academic support—free course specific and drop-in tutoring for all Cañada students taking courses in Science, Technology, Engineering, and Math. Opportunities to explore STEM majors including MESA, STEM Speaker Series, STEM Counseling, Internships, Workshops, Scholarships, Mentoring, STEM Clubs, Study Groups, STEM Events, EPIC (Embedded Peer Instruction Cohort), Field Trips, and Conferences.

STUDENT LIFE AND LEADERSHIP DEVELOPMENT – STUDENT ID OFFICE

Building 5, Room 354 – 650.306.3364

Visit Student Life to get involved on campus: join Student Senate (ASCC) or a campus club, attend campus-wide events, get your Student Body Card, receive housing and transportation assistance information, print and copy for free, rent game room materials, and gain leadership skills.

TRANSFER CENTER

Building 9, Room 142 – 650.306.3493

Transfer Center assists students explore their transfer options and find a pathway to a four-year college/university. Students have the option of transferring with or without obtaining a degree from Cañada College. Student Transfer Education Pathway (STEP) assists students in reaching their transfer goal by providing academic support and interventions through different stages of their education with the intent of guiding students to become proactive and competitive candidates for transfer.

TRIO/STUDENT SUPPORT SERVICES PROGRAM

Building 9, Room 213 – 650.306.3111

TRIO–Student Support Services is a federally funded program that assists students who identify as first generation, low income, or who have a learning or physical disability in earning their AA/AS degree and transferring to a four-year college/university. The program offers personalized support to succeed with academic and career counseling, tutoring for math, reading, and writing, cultural and social activities, workshops, speakers, and field trips to four-year colleges and universities.

UNIVERSITY CENTER

Building 16, Room 209 – 650.306.3407

Web: canadacollege.edu/university

The University Center gives you an opportunity to go from an associate's degree to a bachelor's degree with our partner university and stay right here in your neighborhood. The University Center courses are offered at the Cañada College campus. For more information and updates, please contact Mary Ho at hom@smccd.edu.

Partner University: Notre Dame de Namur University

Bachelor of Science in Business Administration

Bachelor of Science in Human Services

Bachelor of Arts in Psychology

VETERANS RESOURCE AND OPPORTUNITY CENTER

Building 9, 2nd Floor – Learning Center Phone: 650.306-3528

The Veterans Resource and Opportunity Center is a dedicated space for student veterans, active duty service members, and reservists. VROC is an ideal space to meet other veteran students, meet with staff, study, conduct study groups, and to learn about additional resources. The office provides computers, free printing, a silent study room, TV, and weekly re-

freshments. Workshops and activities with Cañada's Vet Services Team and veteran community partners are held on Tuesdays in VROC between 12 p.m. – 2 p.m. to assist student veterans in understanding and accessing their benefits and other resources.

VETERANS SERVICES AND CERTIFICATION – ADMISSIONS & RECORDS

Building 9, 1st Floor – 650.306-3123

Cañada College is approved to certify veteran students under the G.I. Bill who are pursuing: an AA/A degree, an approved transfer program, or a certification of completion. Those interested in attending Cañada under any chapter should contact the Veterans Administration Office to determine eligibility for benefits. The VA Regional Office maintains a toll-free number 1.800.827.1000 from 0800 to 1600, Monday – Friday.

WELLNESS CENTER/HEALTH CENTER

Building 5, Room 303 – 650.306.3309 – Monday through Thursday 9am to 3pm

Includes the Health Center, the Disability Resource Center (DRC), and the Personal Counseling Center. Available for all students and provides healthcare services—first aid, over-the-counter medications, blood pressure screening, strep tests, pregnancy tests, referral services and educational information related to health issues. Students can visit the College Nurse or call and make a convenient appointment.

CAÑADA COLLEGE ADMINISTRATION

President's Office

Jamillah Moore, Ed.D, President

Building 8, Room 206

650.306.3238

Administrative Services Office

Graciano Mendoza, Vice President

Building 8, Room 116

650.306.3274

Vice President of Instruction Office

Tammy Robinson, Ed.D.

Building 8, Room 203

650.306.3298

Vice President of Student Services Office

Manuel Alejandro Pérez, Ed.D.

Building 8, Room 209

650.306.3236

Public Information Office

Megan Rodriguez Antone, Director of Marketing, Communications, Public Relations

Building 8, Room 112

650.306.3418

CAÑADA COLLEGE DIVISIONS

Academic Support and Learning Technologies (ASLT)

Building 9, 3rd Floor, Room 345 - 650.306.3366

Academic Support & Learning Technologies (ASLT) Division houses a variety of academic support and educational pathway programs that provide student with essential resources, professional support, and skill acquisition for a lifetime of learning, supporting efforts within the San Mateo Community College District to advance the scope and capabilities of our information technology and learning technology infrastructure as it impacts teaching and learning at colleges.

Departments & Services: Academic Committee for Equity & Success (ACES), Adult Education College and Career Educational Leadership (ACCEL), Distance Education, Learning Center, Library, Middle College, Professional Learning

Athletics, Kinesiology and Dance

Building 9, Room 123-A - 650.306.3341

COURSES AND PROGRAMS:

Athletics, Dance, Fitness, Individual Sports, Kinesiology, Team Sports, Varsity Athletic Teams

Business, Design & Workforce

Building 13, Room 105 - 650.306.3201

COURSES AND PROGRAMS:

Accounting, Architecture, Business Administration, Business Management, Center for Entrepreneurial Opportunities, Computer Business Office Technology, Cooperative Education, Early Childhood Education/Child Development, Eco-

nomics, Fashion Design and Merchandising, Human Services, Interior Design, Medical Assisting, Multimedia Art and Technology & 3D Animation and Video Game, Paralegal, Recycling & Resource Management, Small Business, TRIO Upward Bound, Workforce Development

Counseling Services

Building 9, First Floor Main Entrance - 650.306.3452

PROGRAMS:

Course Placement for English, English Second Language, and Math, Career Services, CalWORKS, CARE (Cooperative Agencies Resources for Education), Counseling, EOPS (Extended Opportunity Programs & Services), Orientation, SparkPoint, Transfer, Welcome Center

Humanities and Social Sciences

Building 3, Room 205 - 650.306.3336

COURSES AND PROGRAMS:

Anthropology, Art, CBET (Community-Based English Tutoring), College for Working Adults, Communication Studies, English, English as a Second Language, History, Music, Philosophy, Political Science, Psychology, Social Science, Sociology, Theatre Arts

Science and Technology

Building 23, Room 137C - 650.306.3322

COURSES AND PROGRAMS:

Astronomy, Biological Sciences, Chemistry, Computer Information Science, Earth Sciences, Engineering, Geography, Health Science, Mathematics, Physics, Radiologic Technology

CAÑADA COLLEGE – COMMITTED TO EQUALITY

Title IX

Cañada College is committed to providing an environment free from gender-based discrimination and harassment. As such, Cañada College does not tolerate any kind of gender-based sexual assault or sexual harassment. Consistent with its commitment to addressing gender-based discrimination and harassment, Cañada complies with Title IX, the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs and activities. Anyone who believes they have been subjected to gender-based discrimination or harassment is encouraged to report these incidents. Upon receiving a report, the college will respond promptly, equitably, and thoroughly, and will take the necessary steps to prevent the recurrence of discrimination or harassment and correct its effects, where appropriate.

Title IX Coordinator: Dean of Counseling, Building 9, Room 135, 650.306.3132

DISABILITY DISCRIMINATION AND SECTION 504/ADA

In implementing education reform initiatives, Cañada abides by Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Section 504 prohibits recipients of federal funds from discriminating on the basis of disability. Title II of the ADA prohibits discrimination on the basis of disability, in state and local government services by state and local governmental entities, whether or not they receive federal funds. This includes Cañada College of the San Mateo Community College District. Cañada College is dedicated to implementing education reform initiatives and providing students with disabilities required services comparable to those given their nondisabled peers-- equitable opportunities

ADA/504 Coordinator: Vice President of Student Services - 650.306.3236

STUDENT GRIEVANCE PROCESS SUMMARY

See the 2020-21 Cañada College Catalog for complete details

The SMCCCD colleges are committed to the concept that students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, students feel subject to unjust actions or denied rights, the student may file a grievance or an appeal of the decision/action taken in response to a grievance, using the process summarized here.

INFORMAL RESOLUTION

Initial College Review: As a first step, try to resolve the matter on an informal basis directly with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal Student Grievance Procedure		
Area	First Level of Action	Second Level of Action
Academic Matters: Grades, Testing, Class Content, Assignments	Instructor	Division Dean

Admissions/Late Withdrawal	Dean of Counseling Services	Vice President of Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Vice President of Student Services, Chancellor
Fee Payments or Refunds	Cashier	Vice President of Administration
Financial Aid	Director of Financial Aid	Dean of Counseling Services
Academic or Progress Dismissal	Dean of Counseling Services	Vice President of Student Services
Registration	Registrar	Dean of Counseling Services
Residency Determination	Registrar	Dean of Counseling Services
Security and Parking	Supervisor, Campus Safety	Director, District Safety
Sexual Harassment	Vice Chancellor, Human Resources	Dean of Counseling Services
Student Records	Registrar	Dean of Counseling Services
Time, Place and Manner	Coordinator of Student Activities	Dean of Counseling Services
Waiver of Academic Requirements	Disability Resources Director	Dean of Counseling Services

STUDENT CONDUCT SUMMARY

See the [Cañada College Website](#) and [2020-21 Cañada College Catalog](#) for Complete Details

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. A list of actions which are prohibited and may lead to appropriate disciplinary action is contained in the College Catalog, which is available for review in College offices, in the catalog website, and for a small fee in the Cañada Bookstore. For further information concerning any aspect of student conduct, students should contact the Office of the Vice President of Student Services (Building 8, Room 209, 650.306.3236).

STUDENT CODE OF CONDUCT

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus or in class are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

Cañada College is a non-smoking campus – Smoking is prohibited on campus, except Parking Lot 4.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Disruptive behavior, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or to District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self-defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).

7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber-bullying.
8. Disorderly conduct or engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/District. This includes e-cigarettes and other vapor products.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior-based on race, sex, (i.e. gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Failure to adhere to safety rules and regulations as directed.

32. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
33. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

COLLEGE DIRECTORY

Admissions & Records/Registration	Building 9-119	306-3226
Admissions & Records - TDD/TTY	Building 9-119	306-3181
Articulation	Building 9-135	306-3479
Assessment/Course Placement – Orientation – Registration Assistance	Building 9-120A	306-3452
Athletics	Building 9-123A	306-3341
Bookstore	Building 2	306-3313
Box Office – Theater	Building 3-133	306-3316
Business, Design & Workforce Division	Building 13-105	306-3201
Business Skills Center	Building 13-217	306-3380
Canvas Support	Building 13-203	844-505-4565
Career Center	Building 5-332	306-3401/3178
Cashier/Business Office	Building 9-119	306-3270
College for Working Adults	Building 13-106	306-3310
College Main Phone Line/Information Center/Welcome Center	Building 9-120A	306-3100
Community Based English Tutoring (CBET)	Building 3-147	306-3388
Cooperative Education/Work Experience Program	Building 13-124	306-3367
Counseling Services	Building 9-120A	306-3452
Disability Resource Center	Building 5-303	306-3259
Disability Resource Center TDD/TTY	Building 5-303	306-3161
EOPS / CARE/CalWORKS	Building 9-133	306-3300
ESO! Adelante	Building 6-105	381-3509
Facilities Maintenance Center	Building 7	306-3276
Facilities Usage/Rental	Building 9-119	306-3271
Financial Aid	Building 9-109	306-3307
Food Pantry	Building 5-202	381-3550

Housing (Off Campus) Information	Building 5-211A	306-3364
Humanities & Social Sciences Division	Building 3-205	306-3336
International Student Center	Building 3-103	306-3440
Kinesiology/Athletics/Dance/Fitness Center	Building 9-123A	306-3341
Learning Center/Tutoring	Building 9-210	306-3348
Math Lab	Building 9-2nd Floor	306-3348
Writing Center	Building 9-2nd Floor	306-3459
Library	Building 9-3rd floor	306-3485
Lost & Found (located in Public Safety Office)	Building 9-151	306-3420
Middle College High School	Building 5-226	306-3120
Outreach	Building 22-106	306-3444
Personal Counseling	Building 5-303	306-3259
Planning and Research	Building 8-211	306-3145
Pony Espresso (Outside Building 13)	Building 12	
President's Office	Building 8-206	306-3238
Promise Program	Building 6-112	306-3384
Public Safety - Security Office (Parking Enforcement)	Building 9-151	306-3420
Public Information	Building 8-112	306-3340
Refunds (Registration Fees)/Cashier	Building 9-119	306-3270
Science and Technology Division	Building 23, Room 137C	306-3322
SparkPoint	Building 9-133	306-3550
STEM Center	Building 9-210	306-3156
Student Life and Leadership/Government Development	Building 5-354	306-3373
Study Abroad	Building 1-103	306-3487
The Grove/Cafeteria	Building 5	306-3374
Theater Event Coordinator	Building 3-133	306-3316
Transfer Center/STEP	Building 9-142	306-3493
Transcripts (Admissions & Records)	Building 9-120	306-3123
Transportation: SAMTRANS Bus Schedules/Tokens	Building 9-119	306-3270
TRiO Student Support Services Program	Building 9-213	306-3365
Tutorial Center/Learning Center	Building 9-210	306-3348

Upward Bound Program	Building 22-112	306-3335
University Center	Building 9-215	306-3426
Veteran's Benefits Certification	Building 9-119	306-3123
VROC (Veteran Resource & Opportunity Center)	Building 9-2nd Floor	381-3528
Vice President, Administrative Services	Building 8-116	306-3274
Vice President, Instruction	Building 8-202	306-3298
Vice President, Student Services	Building 8-209	306-3236
Welcome Center	Building 9-120A	306-3452
Wellness Center (Health Center, DRC, Personal Counseling)	Building 5-303	306-3309

ONLINE RESOURCES

(WWW.CANADACOLLEGE.EDU)

USE THE A TO Z INDEX TO LOOK UP STUDENT SUCCESS AND SUPPORT PROGRAMS AND SERVICES

Click on the person icon on the top right-hand corner, next screen appears for search

WEBSCHEDULE – USE TO LOOK UP CAÑADA COLLEGE CLASSES

CLICK STUDENT TOOLS AND SELECT "WEBSCHEDULE"

Click Term

Click Cañada

Enter Keywords: Name of class, CRN (Course Reference Number), Department, instructor's last name

Click "Search ALL Classes"

Following screen appears – NOTE 5-DIGIT CRN 31119 TO REGISTER FOR THE CLASS AND ALL OTHER INFO ABOUT CLASS

WEBSMART SIGN IN:

Set Up my.smccd.edu email

Register for classes, view and print Student Education Plan in DegreeWorks

View grades, order official transcripts, obtain tax records and billing records

Review all of the menu items

Enter User ID = Student ID G# (G+8 numbers)

Enter Pin = 6-Digit Birthdate – April 3, 2001 is 040301

After you log in you will see the following screen:

Click "Registration" to register for classes

Or Click my.smccd.edu email for your email username and default password

Following is the next screen

Click "Registration – Add/Drop Classes"

After you click "Registration" you will see the following screen

Select Term and Click "Submit"

Note the links above. It is always best to Click the "Your Class Schedule" link and view and print your class schedule which appears like the following and note the details of the class Start Date, College, Building, Room location of your class.

COLLEGE EMAIL MY.SMCCD.EDU USERNAME AND DEFAULT PASSWORD

As of February 2018, student email accounts are only granted to students who are actively enrolled and have paid their fees at Cañada College, College of San Mateo or Skyline College.

From WEBSmart you click My.smccd.edu link, you will see the following screen

Click "My.Smccd.edu Email"

Following screen appears with Your Email Information

CANVAS LEARNING MANAGEMENT SYSTEM

Student can find their online and hybrid classes on Canvas and some face-to-face materials as well.

STUDENT RESOURCES

Online: <https://smccdhelptest.zendesk.com/hc/en-us>

Call or Text: 1-844-505-4565 (weekdays) and 1-833-715-2285 (nights and weekends)

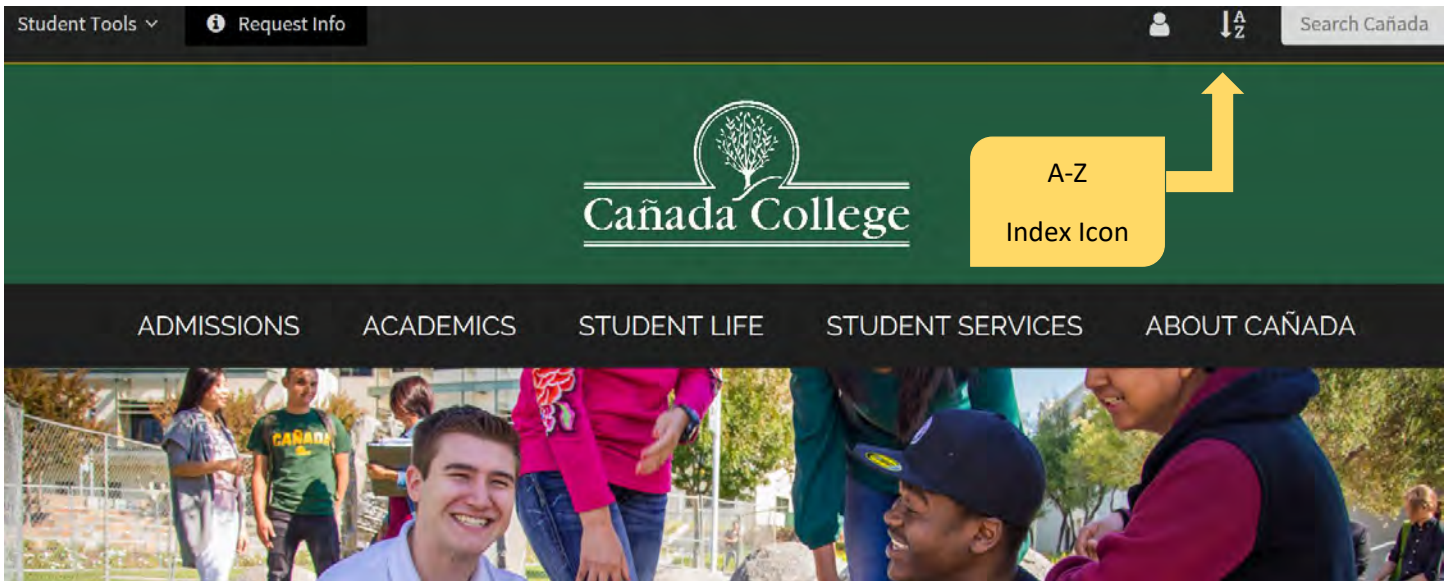


4200 Farm Hill Boulevard • Redwood City, C.A. 94061

www.CanadaCollege.edu

650-306-3100

Use the A to Z Icon to look up Student Success, Support Programs, and Services



Cañada Search

Site Search

A-Z Site Index

Employee Directory

A-Z SITE INDEX

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Y	Z																						

Search Index

Example: Click C to
find Counseling
Department

Canada and District Directory

Use the Person Icon to search Canada and The San Mateo Community College District

The screenshot shows the top navigation bar of the Cañada College website. It includes links for 'Student Tools' and 'Request Info'. On the right, there is a person icon and a 'Search Cañada' button. A yellow callout box with an arrow pointing to the person icon contains the text: 'Click the Person Icon and search the Canada and San Mateo Community College District Directory'. The main header features the Cañada College logo and a navigation menu with 'ADMISSIONS', 'ACADEMICS', 'STUDENT LIFE', and 'STUDY'. Below the header is a large banner image showing a group of students outdoors.

The screenshot displays the 'Employee Directory Search' page of the San Mateo County Community College District. The page has a header with the district name and an 'Employee Index' with letters A through Z. Below the index are tabs for 'ALL', 'DISTRICT OFFICE', 'CAÑADA COLLEGE', 'COLLEGE OF SAN MATEO', and 'SKYLINE COLLEGE'. The 'CAÑADA COLLEGE' tab is selected. A search bar with a 'Search' button is present, with a note below it: '(example: Name, Email, Phone Extension, Title, Division, Dept.)'. A yellow callout box with an arrow pointing to the search bar contains the text: 'Need to find a professor or Staff member? Search by Name, Division, Title, or Department.' The search results show '767 records found.' and a list of employees. The first three entries are: 'Abdoun, Mona' (Instructor, Cañada College - Humanities and Social Sciences - Sociology), 'Abedrabbo, Amira' (Professor, Cañada College - Humanities and Social Sciences - Spanish), and 'Adams, Joseph' (FDIP Intern, Cañada College - Humanities and Social Sciences - Humanities Division Office) with the email 'adamsjo@smccd.edu'. A sidebar on the right shows a profile for 'Cañada' with the title 'Facilities Planning and Operations'.

WebSCHEDULE CLASS LOOK UP

Student Tools ▾ **Request Info**

Canvas
WebSmart
Webschedule ← **WebSchedule is located in the Student Tools Tab, and it is the easiest way to look up classes**
Email
my.smccd.edu

ADMISSIONS ACADEMICS STUDENT LIFE STUDENT SERVICES ABOUT CAÑADA

Select the term you will be attending

Search by Keywords

○ Fall 2018 ● Spring 2019

Keywords (example: Course Title, Dept., CRN)

Search Classes by using keywords. Example: Course Title, department, CRN. (English 100)

☑ Cañada ☑ CSM ☑ Skyline

More Options +

Department Index

Spring 2019

C D E F G H I J
K L M N O P Q R S T
U V W X Y Z

Refine your search to Canada or look for classes in the whole District

Download Listing of Classes - Spring 2019

Cañada College College of San Mateo Skyline College

Open Classes Open Classes Open Classes

Download Cañada College Schedule and Catalog
Download College of San Mateo Schedule and Catalog
Download Skyline College Schedule and Catalog

○ Fall 2018 ● Spring 2019

english 100

Q All Q Open Classes

CRN= Course Reference Number. 5 digit number used to register for classes

Find your class Information like Days, Time, Start Date, Instructor, and College Campus

English

Course Type	Status	CRN	Course Title	Days	Instructor	Meeting Date	Meeting Time	College
	Closed	31119	ENGL 100 - Reading and Composition	M, W	Lawson, D	01/14-05/15	8:10am-9:25am	
	Closed	31121	ENGL 100 - Reading and Composition	M, W	Gangel, S	01/14-05/15	9:45am-11:00am	
	Closed	37813	ENGL 100 - Reading and Composition	M, W	Valenzuela, Y	01/14-05/15	9:45am-11:00am	

Note: This course has corequisite(s): ENGL 100. When you enroll in a linked course(s). Note: This course(s) is a corequisite of ENGL 100.

Click on the class for more Detailed Information and Description of the class

ENGL 100 – Reading and Composition (CRN: 31121)

at Cañada College for Spring

A detailed description of the class



ENGL 100 READING AND COMPOSITION

An intensive reading and writing course based on the study of primarily non-fiction materials of culturally diverse writers. Course writing emphasizes the expository and the argumentative forms. Emphasis is placed on writing coherent, compelling essays demonstrating critical thinking skills and the basic elements of building a convincing argument.

Units: 3

Degree Credit
Letter Grade Only

Lecture hours/semester: 48-54
Homework hours/semester: 96-108

Prerequisites: ENGL 836 or eligibility for EN
Corequisites: None

AA/AS Degree Requirement
Transfer Credit: CSU (CSU Area A2), UC (IGETC Area 1A)
C-ID: ENGL 100

Canada College : Map

Textbook: View textbook in Bookstore

IGETC: 1A-Engl Composition - Canada

Instructors Name and
Email Information

Department: English

Instructor: Susan Gangel, gangels@smccd.edu

CSU: A2-Written Comm - Canada

Number of Units: 3

[View all ENGL 100 courses](#)

English 100
CRN= Course
Reference Number

Here you can view your
textbook for the class

IMPORTANT ENROLLMENT INFORMATION

Most English, Literature and Reading courses have prerequisites that are listed as part of the course description. You can meet the prerequisite by taking the designated class or by achieving a certain score on the English placement test. If it is unclear that you have met the prerequisite for the class in which you wish to enroll you might be blocked by the system. For more information about how prerequisites work please visit us at the college website: www.canadacollege.edu/registration/index.php
To inquire about placement tests and the assessment process please visit us here: www.canadacollege.edu/assessment/index.php
<http://canadacollege.edu/assessment/index.php> You may also contact the Cañada College Counseling Office (located in Building 9, Room 139) at [\(650\) 306-3452](tel:6503063452) for assistance.

Fee Description	Type	Amount
Mat'l's Fee CAN English	Mat'l's Fee	\$1

Class Start
and End Date

Class Location
English 100 is located in
Building 3 Room 117

Section Information as of Tuesday, February 5 2019 - 11:42:01 am

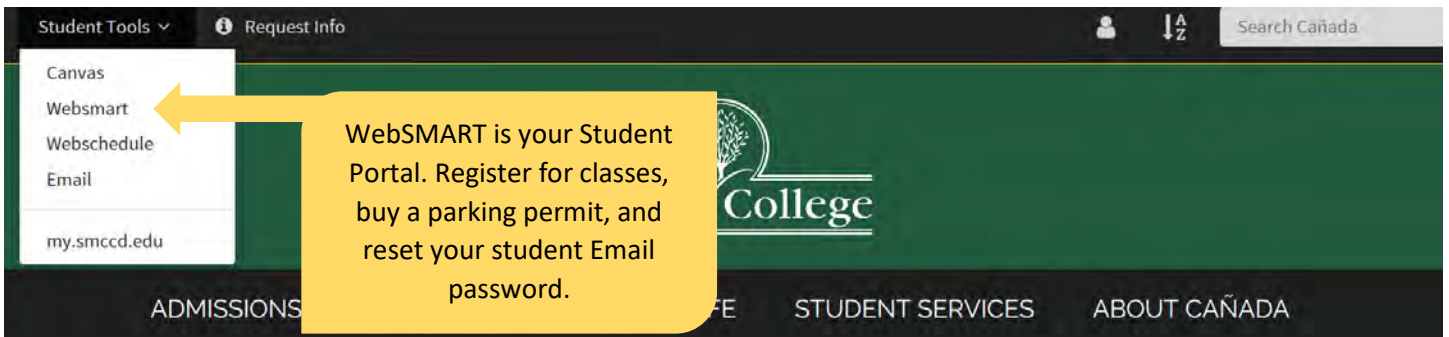
Course status: Closed

Instructor	Meeting Date	Meeting Time	Days	Building	Room	Section	Section Description
Susan Gangel	01/14-05/15	9:45am-11:00am	M, W	03	0117	AC	Lecture and/or Discussion

Critical Dates for this Course	Date
Last day to add class	January 28, 2019
Last day to drop with a refund	January 28, 2019
Last day to drop without a "W"	February 3, 2019
Last day to drop with a "W"	April 25, 2019

Critical Dates for this
Course

WebSMART



WebSMART



College of San Mateo

WebSMART is a student, faculty and staff web resource for viewing college data. Cañada College, College of San Mateo and Skyline College students can register for classes, download transcripts, apply for financial aid and much more!

User ID (Student G#):

Enter your G# (e.g. G12345678)

Password (PIN):

Password

Login

Forgot ID

Forgot PIN

Problems logging in?

Enter User ID= Student ID
G# (G +plus Eight numbers)

Enter Pin= Six Digit Birthdate
Example: June 11, 2012= 061112



Registration

Home

Login to your WebSMART Homepage

SITE MAP HELP EXIT

Welcome, student test to WebSMART Last

Student Services

Registration, District Promise, Application, Emergency Certificate Petition, Fee Payment Plan, Order Parking Permits, Financial Aid, Not Anywhere Video, Voter Information

Financial Aid

My Overall Status of Financial Aid, Apply for a Spring 2018-2019 California College Promise Grant (CCPG), My Eligibility, My Award Information, Access Government Services

My Profile

Change PIN, Change Security Question, View Address(es) and Phone(s), Update Address(es) and Phone(s), Name Change Information, Social Security Number Change Information

my.SMCCD

My.Smccd.edu Email
View details about how to login to your email account.

Check here for the time and date you may begin registration

Select Term

Registration - Add/Drop Classes

Look-up Classes to Add

Change Class Options

Class Schedule Summary

Class Schedule, Identification Card, Waitlist and Pending Grades

Student Detail Schedule

Display and Pay Student Fees

Board Of Governor Fee Waiver Application

Order Textbooks Online

Update Your Student Information (Major and more)

Update your education goal and major, mailing address, email address, text message (SMS) number, telephone, emergency text message number and provide your Social Security number.

Pay Fees by Credit Card

Setup Payment Plan

Sign up for a fee payment plan with Nelnet

Select Registration-Add/Drop Classes, to Add or drop a class

Home Student Financial Aid My Profile

RETURN TO MENU SITE MAP HELP EXIT

Select Term

G00643443 student test
Feb 04, 2019 01:38 pm

Please click on a Term in the drop-down box

Select a Term: Spring 2019

Submit

Select the Semester you will be adding classes for, and submit.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Enter the CRN (course reference Number, found next to the class information on WebSCHEDULE)

Do not forget to Submit Changes!

Student Email

Welcome, student test to WebSMART Last web access on Feb 04, 2019 at 01:40 pm



Student Services

Registration, Student Records, Schedule Appointments, Student Account, DegreeWorks, Degree & Certificate Petition, Fee Payment Plan, Order Parking Permits, Financial Aid, District Promise Application, Emergency Text Message Contact Information, Transcript Evaluation, Not Anymore Video, Voter Information



Financial Aid

My Overall Status of Financial Aid, Apply for a Spring 2018-2019 C

Award Information, Access Government Services



My Profile

Change PIN, Change Security Question, View Address(es) and Phone Information

Information, Social Security Number Change



My.Smccd.edu Email

View details about how to login to your email account.

Click on
My.smccd.edu Email
to see your student Email
and Default Password

Home Student Financial Aid My Profile

MENU SITE MAP HELP EXIT

Student Email & Canvas Accounts



Student Email Account:

The San Mateo Community College District is excited to provide college email accounts to all students! These accounts are where your college will contact you with important information about your classes and what is going on at campus. Starting 2018, student email accounts are only granted to students who are actively enrolled and have paid their fees at Skyline College, College of San Mateo or Skyline College. Included with your account are unlimited space, Gmail, Calendar, Drive, Docs, Forms, Sheets, Slides and Talk/Hangouts.

Student Email- This is
your email user name

Student Default Email
Password (4 Letters
and 4 Numbers)//
where you can reset
your student email
password

Your Email Information

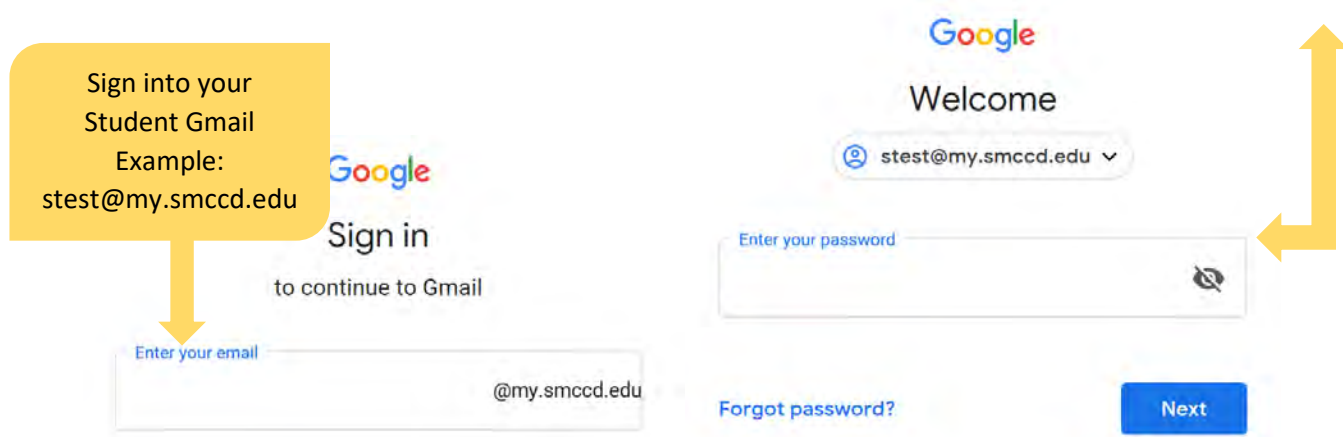
Email Address stest@my.smccd.edu

Username: stest

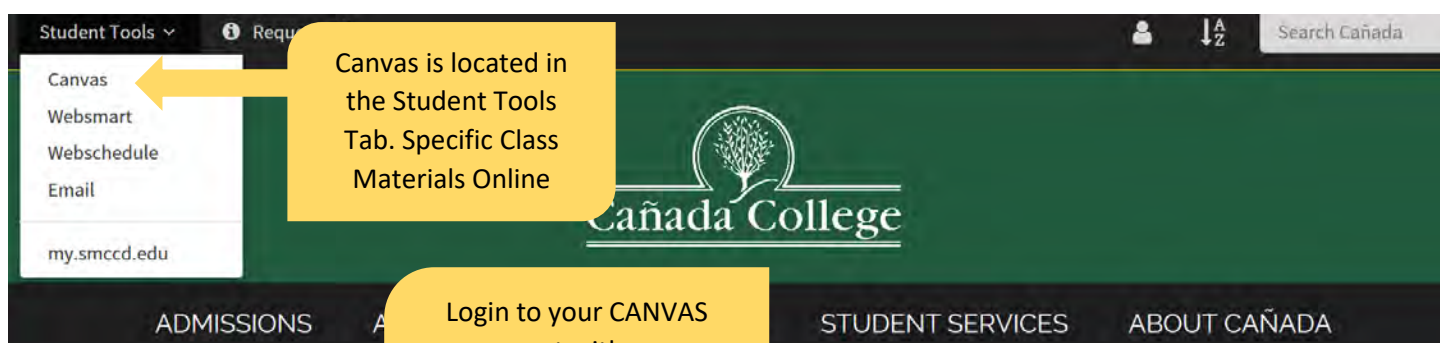
Default Password: hadf9413

Reset Email Password

Enter your given
Default password
Example:
hadf9413



Canvas



Login Instructions

For Students:

- Login with your **Student email user name without '@my.smccd.edu'** and **CANVAS Password**
 - Example: **jdoue234** — Do not include '@my.smccd.edu'
- **Canvas Password** is sent to your student email, click the link to reset the password. Watch the video.
- **If you lost your email (@my.smccd.edu)**, follow this tutorial to create a new account.

Faculty and Staff:

- Login with your **email user name** and **email password**
 - Example: **jdoue129** -
- If you forget your password, click the "Forgot your password" link.

Login to your CANVAS account with your username (your student email without the @my.smccd.edu)
Example: stest

Canvas Passwords are sent to your student Email. If you did not receive the password in your Email click, "Forgot your password" This will send a link to your student Email where you will create a password of your choice

Sign in to your account

Email Username (E.g. jdoue234 without @my.smccd.edu)

Password

☐ Stay Signed In

Sign In

Forgot your password?

Need Help?

FAQs

This Login Page will Expire in 579 seconds.

STUDENT ONLINE RESOURCES

RESOURCE/USE	USERNAME	PASSWORD	RESET PASSWORD
WEBSMART Register for classes, pay fees, class grades, order parking permit, DegreeWorks for degree progress	G+ 8 numbers Example: G00543443	Default: 6-Digit Birthdate May 14, 1994 = 051494 Can change to password of your choice	If locked out, go to Admission & Records or call Admission & Records at (650) 306-3726 Also online reset options
WEBSCHEDULE Class look up – location— college/building/room number, start/end dates, number of units, instructor	No Username Required	No	
MY.SMCCD.EDU Student Email for all college emails from instructors and announcement	Assigned username	Default	Can reset password in Websmart on first page
Canvas – Use varies from class to class Online class	First part of my.smccd.edu address	Reset password to password of your choice by selecting Forgot Password	Reset password to password of your choice by selecting Forgot Password and an link will be sent to you to your college email



Cañada College Campus Directory

Academic Support & Learning Technologies Division	9-345	Expanding Student Opportunities (ESO) Adelante	6-105	President's Office	8-206
Admissions & Records/Registration	9-119A	Facilities Usage/Rental	9-119	Promise Scholars Program at Cañada College	6-112
Articulation	9-135	Financial Aid	9-109	Public Safety (Parking Enforcement)	9-151
Associated Students	5-354	Food Pantry (SparkPoint)	5-202	Puente Project	9-139
Athletics	9-106	The Grove/Cafeteria	5	Refunds (Registration Fees)/Cashier	9-119
Bookstore	2	Health Center	5-303	Science and Technology Division	23
Box Office	3-205	Housing (Off Campus) Information	5-354	SparkPoint at Cañada College	9-133
Bridge to Opportunities (BTO) Peer Mentorship Program	9-220	Humanities & Social Sciences Division	3-205	STEM Center	9-210
Business Office/Cashier	9-119	Instruction Office	8-202	Student Life & Leadership/Government Office	5-354
Business, Design & Workforce Division	13-105	International Student Center	3-103	Theater Event Manager	3-133
Business Skills Center	13-217	Learning Center	9-210	Transfer Center	9-142
CalWORKs	9-133	Library	9-3rd Floor	Transcripts (Admissions & Records)	9-119A
Career Center	5-332	Lost & Found (located in Public Safety)	9-151	TRIO Student Support Services Program	9-213
Cashier's Office	9-1st Floor	Marketing Department (Public Information Office)	8-112	TRIO/Upward Bound Program	22-112
College for Working Adults (CWA)	13-106	Middle College High School Program	5-226	University Center	6-105
COLTS (Community of Learning Through Sports)	9-351C	Orientation/Initial Course Placement	9-120	Veterans' Services and Certification	9-121
Community Based English Tutoring (CBET)	3-147	Outreach Program	22-106	VROC (Veteran Resource & Opportunity Center)	9-2nd Floor
Coop. Ed./Work Experience Program	13-124	Parking Permit Sales	9-120	Vice President, Administrative Services	8-116
Counseling Services Division	9-135	Personal Counseling Center (PCC)	5-303	Vice President, Instruction	8-202
Disability Resource Center (DRC)	5-303	Physical Education Office	9-351	Vice President, Student Services	8-209
DREAMcenter	9-219B	Planning, Research, and Institutional Effectiveness		Welcome Center	9-120
English (ESL) Institute Resource Room	3-147	(PRI) Office	6-108		
EOPS/CARE	9-133	Pony Espresso	12		

Let's get social!

Follow us on Facebook and
Instagram @canadacollegeRWC





FROM HERE, YOU CAN
GO ANYWHERE.

