



Office of the President
Memorandum

DATE: August 19, 2013
TO: All Faculty & Staff
FROM: Lawrence Buckley, President
SUBJECT: Fall 2013 Cañada College Guide to Services

Welcome to fall 2013! We look forward to a very productive and rewarding semester together. If you are a new member of our campus, we are excited that you have agreed to join our quality team of educators. The administrative team for the fall session is as follows:

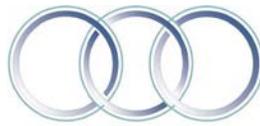
	LOCATION	DIVISION OFFICE PHONE
Lawrence Buckley, President	8-206	(650) 306-3238
Gregory Anderson, Vice President of Instruction	8-203	(650) 306-3353
Robin Richards, Vice President of Student Services	8-210	(650) 306-3234
Linda Hayes, Dean of Business, Workforce & Athletics	13-105	(650) 306-3201
David Johnson, Dean of Humanities & Social Sciences	3-205	(650) 306-3336
Janet Stringer, Dean of Science & Technology	18-109	(650) 306-3291
Kim Lopez, Dean of Counseling	9-135	(650) 306-3236
Chialin Hsieh, Dean of Planning, Research & Institutional Effectiveness	8-211	(650) 306-3145

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

During the first two weeks of fall session, Division Administrators are on-campus and are a valuable resource if you have questions, concerns and referrals.

If you find you are unable to report for duty and/or to teach your scheduled course, please telephone your Division Dean. If you teach an evening class, please telephone your Division Dean/Office before 4:30 P.M. Division Office telephone numbers are listed above. After 4:30 p.m., call the Evening Administrator/Assistant at (650) 306-3191 or (650) 274-4449. Please discuss procedures for having teaching materials duplicated with your Division Dean or Division Assistant.

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



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Academic Calendar 2013–2014

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

FALL SEMESTER 2013 (86 Instructional Days including 5 Final Days, plus 2 Flex Days)

August	15,16 Flex Days (No Classes)
August	19 Day and Evening Classes Begin
August	30	... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	30 Last Day to Add Semester Length Classes
August 31 – September 1	 Declared Recess
September	2 Labor Day (Holiday)
September	8 Last Day to Drop Semester Length Classes Without Appearing on Record
September	9 Census Day
October	4 Last Day to Apply for Degree – Certificate
November	9, 10 Declared Recess
November	11 Veterans' Day (Holiday)
November	15 Last Day to Withdraw from Semester Length Classes
November	27 Declared Recess – Evening Courses Only
November	28 Thanksgiving Day (Holiday)
November 29 – December 1	 Declared Recess
December	12 – 18 Final Examinations (Day and Evening Classes)
December	18 Day and Evening Classes End
December	24 – January 1 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2014 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	9, 10 Flex Days (No Classes)
January	13 Day and Evening Classes Begin
January	18, 19 Declared Recess
January	20 Martin Luther King Jr. Day (Holiday)
January	27	... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	27 Last Day to Add Semester Length Classes
February	2 Last Day to Drop Semester Length Classes Without Appearing on Record
February	3 Census Day
February	14 Lincoln's Birthday Observed (Holiday)
February	15,16 Declared Recess
February	17 Presidents' Day (Holiday)
March	5 Flex Day (No Classes)
March	7 Last Day to Apply for Degree – Certificate
March 30 - April 5	 Spring Recess
April	24 Last Day to Withdraw From Semester Length Classes
May	17 – 23 Final Examinations (Day and Evening Classes)
May	23 Day and Evening Classes End
May	24, 25 Declared Recess
May	26 Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2014

June 2 – July 5 First Five Week Session
June 16 – July 26 Six Week Session
June 16 – August 2 Seven Week Session
June 16 – August 9 Eight Week Session
July 4 Independence Day (Holiday)

CAÑADA COLLEGE
FALL 2013 IMPORTANT DATES

Thurs & Fri., Aug. 15 & 16	Flex Days (No Classes)
Monday, Aug. 19	Fall Day & Evening Classes Begin
Aug. 19-30	Late registration on a space available basis (See Instructor for late add authorization code)
Friday, August 30	Last day to ADD a semester length course
Friday, August 30	Last day to DROP from a semester length course and be eligible for a partial refund
Sat. & Sun., Aug 31 & Sept 1	Declared Recess
Monday, Sept. 2	Labor Day (Holiday)
Tuesday, Sept. 3	Cal Grant Community College Deadline to submit GPA Verification and 2013-2014 FAFSA
Monday, Sept. 8	Last day to DROP a semester length course without a "W"
Monday, Sept. 8	Last day to declare Pass/No Pass option for semester length classes
Tuesday, Sept. 9	CENSUS DAY
Friday, Oct. 4	Last day to file petitions in Admissions & Records for degrees and certificates for fall 2013 graduates
Sat. & Sun., Nov. 9 & 10	Declared Recess
Monday., Nov. 11	Holiday - Veterans Day
Friday, Nov. 15	Last day to withdraw from semester length courses with a "W"
Wednesday, Nov. 27	Declared Recess – Evening Classes Only
Thursday, Nov. 28	Holiday – Thanksgiving
Fri., Sat. & Sun., Nov. 29 - Dec 1	Declared Recess – No Classes
Wednesday, Dec. 11	Last Day of instruction
Dec. 12 - 18	Final Examinations (Day & Evening classes)
Tuesday, Dec. 18	Day & Evening Classes End

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

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

To reach the Public Safety Office, call:

- Extension 3420 from an on-campus phone or
- (650) 306-3420 from an off campus phone
- Cell phone (650) 642-7001

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

NURSE

Daytime Hours: 9:00 a.m. to 4:00 p.m. Monday, Wednesday, Thursday
9:00 a.m. to 6:00 p.m. Tuesday
Closed Fridays

Evening Hours: Tuesdays until 6:00 pm

Location: Building 5, Room 303

Phone No.: Office - Extension 3309 from an on-campus phone or
(650) 306-3309 from an off campus phone
Cellular - 642-7002

In an emergency, call 9-9-1-1 from an on-campus phone or 9-1-1 from landline or cell phone and ask that "Cañada One" be notified.

IF YOU TEACH OR WORK IN THE EVENING OR ON SATURDAYS

• **CAMPUS EVENING ADMINISTRATOR/ASSISTANT**

Hours: 4:30 to 9:00 P.M. Monday, Tuesday, Wednesday, Thursday

Phone No.: (650) 306-3191 until 7:00 p.m.

Campus Phone 4:30 p.m. to 7:00 p.m.

(650) 274-4449 cell 4:30 p.m. to 9:00 p.m.

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

• **CAMPUS WEEKEND ASSISTANT**

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

Location: Building 8, Room 202

Phone: (650) 306-3191 or (650) 274-4449 cell

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

- **ADMISSIONS & RECORDS**

Hours: **Extended Hours August 19th through August 30th**
8:00 a.m. to 7:00 p.m. Monday through Thursday
8:00 a.m. to 12:00 p.m. Friday
Closed Saturday and Sunday

Regular Hours resume September 3rd through the remainder of the Fall Semester

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

Location: Building 9, First Floor - Room 121

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

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

- **ASSESSMENT CENTER**

Hours: Monday and Thursday - Tests start between 9:00 a.m. to 1:00 p.m.

Tuesday - Tests start between 2:00 p.m. and 4:00 p.m.

Call Welcome Center for Tuesday Evening and Saturday Assessments

Location: Building 9, First Floor Welcome Center, Room 120A

Walk in with Picture Student ID and Cañada College Student ID Number

Phone: (650) 306-3452

Placement tests are required for enrollment in English, English as a Second Language (ESL) and/or Mathematics courses, and any course that has an English, Reading, or Math prerequisite or recommendation level.

- **BOOKSTORE**

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

Location: Building 2

Phone No. 306-3313

Hours: **Extended Hours Week of August 19th through August 25th**

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

8:00 a.m. to 5:00 p.m. Friday

9:00 a.m. to 1:00 p.m. Saturday –

Closed Sunday

Extended Hours Week of August 19th through August 25th

8:00 a.m. to 8:30 p.m. Monday through Thursday

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

Closed Saturday and Sunday

Regular Hours Resume September 3rd

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

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

Closed Saturday and Sunday

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

- **BUSINESS SKILLS CENTER**

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

Location: Building 13-213, 13-214 and 13-217

Phone No.: (650) 306-3380

NOTE: Students needing computer lab time for other college coursework may use the Learning Center located on the second floor of Building 9.

- **CASHIER (BUSINESS OFFICE)**

Hours: **Extended Hours August 19th through August 30th**

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

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

Closed Saturday and Sunday

Regular Hours resume September 3rd through the remainder of the Fall Semester

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

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

8:00 a.m. to noon Fridays

Closed Saturdays & Sundays

Location: Building 9, First Floor – Room 119

Phone No: (650) 306-3270 – day,

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

- **CAREER SERVICES CENTER**

Hours: Monday and Thursday 9:00 A.M. to 4:30 P.M.

Tuesday and Wednesday 9:00 a.m. to 7:00 p.m.

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

Closed Saturday, Sunday & Declared Recesses

Location: Building 5, Room 332

Phone: (650) 306-3401

The Career Center assists students in developing and carrying out both short and long-term education, employment and career goals. Career Services are open to anyone who needs assistance with making career decisions.

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

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

Location: Building 5, Room 222

Phone No.: (650) 306-3315

Email: cancentraldup@smccd.edu

PLEASE NOTE - YOU MUST CONSULT YOUR DEAN FOR APPROVAL BEFORE COPIES ARE MADE

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

Hours: ***Extended Hours August 19th through August 30th***

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

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

Closed Saturday and Sunday

Regular Hours resume September 3rd through the remainder of the Fall Semester

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

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

9:00 a.m. to 12:00 p.m. Fridays

Location: Building 9, First Floor - Room 120

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

- **DISABILITY RESOURCE CENTER (DRC)**

Hours: 8:00 a.m. to 4:30 p.m. Monday and Thursday

8:00 a.m. to 6:00 p.m. Tuesday

8:00 a.m. to 5:00 p.m. Wednesday

8:00 a.m. to 12noon Friday

Closed Saturdays & Sundays

Location: Building 5, Room 303

Phone No.: (650) 306-3259

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

Hours: ***Extended Hours August 19th through August 30th***

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

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

Closed Saturday and Sunday

Regular Hours resume September 3rd through the remainder of the Fall Semester

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

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

8:00 a.m. to noon Fridays

Closed Saturdays & Sundays

Location: Building 9, First Floor – Room 133

Phone No.: (650) 306-3300

Website Link: <http://www.canadacollege.edu/eops/>

The EOPS/CARE/CalWORKs/FFYSI Office schedules all counseling appointments for eligible students in those programs. They provide a variety of support services for low-income students, including counseling and financial assistance.

- **FACILITIES**

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

Location: Building 7

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

- **FINANCIAL AID DEPARTMENT**

Hours: ***Extended Hours August 19th through August 30th***
8:00 a.m. to 7:00 p.m. Monday through Thursday
8:00 a.m. to 12:00 p.m. Friday
Closed Saturday and Sunday

Regular Hours resume September 3rd through the remainder of the Fall Semester

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

Location: Building 9, First Floor – Room 109

Phone No.: (650) 306-3307

Website Link: <http://www.canadacollege.edu/financialaid/index.php>

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

There are several kinds of state and federal financial aid available to help students pay for their college-related costs including fee waivers, grants and loans. The major federal programs include the Pell Grant up to \$5,645 per year, SEOG up to \$800 per year, Federal Work Study, and the Federal Direct Loan Programs. The major state programs include the Board of Governors Fee Waiver and Cal Grants and specialized programs that serve former foster youth, California National Guard and Child Development majors. Please refer students needing assistance to our office. Weekly workshops to help students complete the FAFSA are on Tuesdays and Dream Applications on Wednesdays from 2pm - 5pm.

The Financial Aid Department also coordinates the Cañada Scholarship Program. The 2014-15 Cañada Scholarship Application will be open December 2, 2013 through February 13, 2014. The application link will be posted at <http://www.canadacollege.edu/financialaid/scholarship.php>. Last year we awarded over \$118,000 in scholarships to current and transferring Cañada students. Our office also posts outside scholarship information as it becomes available on the website. Encourage students to check regularly for updated scholarship information. If you would like to establish a new scholarship or learn how to donate one-time or set-up a recurring donation, please visit the San Mateo County Community Colleges Foundation website at <http://www.smcccfoundation.org/>

- **FOOD SERVICE ON CAMPUS**

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

Hours: 7:30 a.m. to 7:00 p.m. Monday through Thursday
7:30 a.m. to 2:00 p.m. Fridays
Closed Saturdays and Sundays

Location: Building 5

For Catering Services Contact Rick McMahon rick@pacific-dining.com

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

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

- **HEALTH CENTER**

Daytime Hours: 9:00 a.m. to 4:00 p.m. Monday, Wednesday, Thursday
9:00 a.m. to 6:00 p.m. Tuesday
Closed Fridays
Evening Hours: Tuesdays until 6:00 pm
Location: Building 5, Room 303
Phone No.: Office - Extension 3309 from an on-campus phone or
(650) 306-3309 from an off campus phone
Cellular - 642-7002

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

- **INFORMATION TECHNOLOGY SERVICES**

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

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

Hours: 8:00 a.m. to 4:30 p.m. Mon-Fri and by arrangement after hours.
Phone No.: Extension 6543 on campus or (650) 574-6543 from off campus

- **LEARNING CENTER**

Hours: 8:00 a.m. to 9:00 p.m. Monday through Thursday
8:00 a.m. to 3:00 p.m. Fridays
The Learning Center is CLOSED Saturdays, Sundays, Holidays and all Declared Recesses. However, Math tutoring is available in Library on Saturdays 10:00 a.m. to 2:00 p.m.

Location: Building 9, Second Floor
Phone No.: (650) 306-3348

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

Tutoring: Appointment-based tutoring in most subject areas, one to one and for groups, is available in the Tutorial Center and the Math Lab. Drop-in tutoring is also available for math, physics and writing. Tutoring available in Library for math on Saturdays 10:00 a.m. to 2:00 p.m.

- **LIBRARY**

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

Location: Building 9, Third Floor
Phone No.: (650) 306-3267
Website: <http://canadacollege.edu/library/>

We have over [50,000 books](#), [thousands of eBooks](#), [over 40 databases](#), [textbooks](#), plenty of computers, lots of quiet places to work, and a friendly staff to help you find what you need. Faculty can request [research workshops/library orientations](#) for their classes. The library is part of the Peninsula Library System, San Mateo County's consortium of 35 public libraries. Use your library card from any of these libraries. If you or your students don't have a card, staff at the front desk will be happy to issue one.

- **MAIL ROOM/SHIPPING & RECEIVING**

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

- **PONY EXPRESSO**

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

Hours: 7:45 a.m. to 2:30 p.m. & 5:00 to 8:30 p.m. Monday through Thursday
7:45 a.m. to 1:00 p.m. Friday
Closed Saturday & Sunday

Location: Building 12

- **PSYCHOLOGICAL SERVICES**

Hours: Call for an appointment
Location: Building 5, Room 303
Phone: (650) 306-3259

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

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

Location: Building 9, Room 151
Phone No: Extension 3420 from on-campus phone or
(650) 306-3420 from off campus phone

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

- **CENTER FOR STUDENT LIFE AND LEADERSHIP DEVELOPMENT**

Hours: Monday and Thursday 9:00 a.m. to 5:00 p.m.
Tuesday 9:00 a.m. to 6:30 p.m.
Wednesday 9:00 a.m. to 6:30 p.m.
Friday 8:00 a.m. to 2:00 p.m.
Location: Building 5, Room 354
Phone: (650) 306-3373

Student Life and Leadership coordinates the Associated Students of Cañada College (student government), on-campus clubs, leadership programs, commencement, game room, campus posting, outside vendors, student representation on campus wide committees, volunteer opportunities, housing assistance, bus schedules, and extra-curricular activities. Funding is provided by the Student Body Fee and Student Representation Fee.

- **STUDENT ID CARDS**

Fall 2013 Student ID Card schedule:

Monday and Thursday: 9:00 a.m. to 5:00 p.m.
Tuesday 8:00 a.m. to 6:30 p.m.
Wednesday 9:00 a.m. to 6:30 p.m.
Thursday 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 12:00 p.m.
Location: Building 9, Room 108
Phone No.: 650-381-3530

Cañada College students can take their picture and receive a Student ID near the welcome desk in Building 9, 1st floor room 9-108. The Student ID is a student's passport to events and on and off campus discounts. To receive an ID, students must bring a college receipt showing they have paid all their fees.

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

Hours: 8:00 a.m. to 9:00 p.m. Monday through Thursday
8:00 a.m. to 3:00 p.m. Fridays
CLOSED Saturdays, Sundays, Holidays and all Declared Recesses
Location: Building 9, Second Floor (inside the Learning Center)
Phone No: (650) 306-3250

The V-ROC is an on-campus center dedicated for student veterans, active duty service members, and reservists. This welcoming space is ideal to meet other students, study, do homework, or just relax and socialize between classes. Computers, a printer, satellite TV, a private study room/office, microwave, coffee, refreshments, and snacks are available at no cost. A Peninsula Vet Center representative is at the VROC most Tuesdays from 10:00 a.m. – 2:00 p.m. to assist student veterans in understanding and accessing their benefits and providing referral and information on other veteran services and off campus resources. For questions about campus services for veterans, please contact Edith Flores (VA Certifying Official) at (650) 306-3123 or flores@smccd.edu.

PHOTOCOPYING INFORMATION

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

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

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

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

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

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