



Office of the President  
**Memorandum**

DATE: January 13, 2014  
TO: All Faculty & Staff  
FROM: Lawrence Buckley, President  
SUBJECT: Spring 2014 Cañada College Guide to Services

Welcome to spring 2014! 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

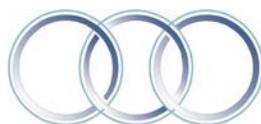
Attached you will find the “Cañada College Guide to Services.” This bulletin includes information regarding available services and other pertinent information about College services and hours of operation for various offices. We ask that you read it carefully and keep it for reference throughout the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

**In lieu of the Evening Administrator, the Public Safety Office** will now serve as the campus point person and provide coverage and assistance for campus or student issues that might arise.

During the first two weeks of the spring 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 Public Safety Office at (650) 306-3420.

Please discuss procedures for having teaching materials duplicated with your Division Dean or Division Assistant. We are here to make your spring 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

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

January	9, 10	..... Flex Days (No Classes)
<b>January</b>	<b>13</b>	..... <b>Day and Evening Classes Begin</b>
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 <b>Add</b> 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 <b>Withdraw</b> 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)
July 7 – August 9	..... Second Five Week Session

**CAÑADA COLLEGE**  
**SPRING 2014 IMPORTANT DATES**

Monday, January 13	Spring Day & Evening Classes Begin
January 13-27	Late registration on a space available basis (See Instructor for late add authorization code)
January 18-19	Declared Recess
January 20	Martin Luther King, Jr. Day (Holiday)
January 27	Last day to ADD a semester length course
January 27	Last day to DROP from a semester length course and be eligible for a partial refund
February 2	Last day to drop a semester length course without a "W"
February 2	Last day to declare P/NP option for semester length classes
February 3	Census Day
February 13	Deadline to submit Cañada scholarship application for 2014-2015
February 14	Lincoln's birthday Observed (Holiday)
February 15, 16	Declared Recess
February 17	President's Day (Holiday)
March 2	Deadline to submit Cal Grant GPA Verification & 2014-2015 FAFSA or Dream application
March 5	Flex Day (No Classes)
March 7	Last day to file petitions in Admissions & Records for degrees and certificates
March 30 – April 5	Spring Recess
April 24	Last day to withdraw from semester length course with a "W"
May 17-23	Final Examinations (Day & Evening Classes)
May 23	Day & Evening Classes End
May 24	Commencement

**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
  - or**
  - ✓ Cell phone (650) 642-7001
  - or**
  - ✓ Cañada Courtesy Phone located in most campus buildings – Buildings 1, 3, 5, 6, 8, 9, 13, 16, 17, 18, and 22. If using a campus phone dial 3420
  - or**
  - ✓ In an emergency, dial 9-911 from an on-campus phone or 911 from a cell phone or landline
  
- **The Public Safety Office** will also serve as the campus point person, provide coverage and assistance for campus or student issues that might arise.
  
- **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 ON SATURDAYS**

- **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.

## COLLEGE OFFICES, PROGRAMS & SERVICES

- **CAÑADA COLLEGE WELCOME CENTER**

SCHEDULE APPOINTMENTS FOR: ORIENTATION, ASSESSMENT (Math, English and ESL) and COUNSELING SERVICES: EDUCATIONAL, CAREER AND TRANSFER

Hours: **Extended Hours January 13<sup>th</sup> through January 27<sup>th</sup>**

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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

**Regular Hours resume January 28<sup>th</sup> through the remainder of the Spring 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

Counselors are available by appointment or on a drop-in basis. To schedule an appointment, call (650) 306-3452 or go to the Welcome Center. 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.

- **ADMISSIONS & RECORDS**

Hours: **Extended Hours January 13<sup>th</sup> through January 27<sup>th</sup>**

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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

**Regular Hours resume January 28<sup>th</sup> through the remainder of the Spring 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 2:15 p.m. and 4:00 p.m.

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

Call Welcome Center for Tuesday Evening and Saturday Assessments **schedules**

Location: **Check in at the Welcome Center**, Building 9, First Floor

**Must have valid Picture 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 January 13<sup>th</sup> through 19<sup>th</sup>**

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

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

Closed Saturday & Sunday

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

**Extended Hours Week of January 20<sup>th</sup> through 26<sup>th</sup>**

Closed Monday, January 20<sup>th</sup> (Holiday)

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

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

Closed Saturday and Sunday

**Regular Hours Resume January 27<sup>th</sup>**

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.**

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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 January 13<sup>th</sup> through 27<sup>th</sup>**

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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

**Regular Hours resume January 28<sup>th</sup> through the remainder of the Spring 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  
***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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  
***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

Location: Building 5, Room 222

Phone No.: (650) 306-3315

Email: [cancentraldup@smccd.edu](mailto: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 January 13<sup>th</sup> through 23<sup>rd</sup>***  
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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

**Regular Hours resume January 27<sup>th</sup> through the remainder of the Spring 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 12:00 p.m. Friday  
Closed Saturdays & Sundays

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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 January 13<sup>th</sup> through 27<sup>th</sup>**  
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 January 28<sup>th</sup> through the remainder of the Spring 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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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 [service request system](#):

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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

Location: Building 7

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

- **FINANCIAL AID DEPARTMENT**

Hours: **Extended Hours January 13<sup>th</sup> through 27<sup>th</sup>**  
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 January 28<sup>th</sup> through the remainder of the Spring 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, 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 in the **NEW** Financial Literacy Lab in Building 9-123 are available to help

students complete the FAFSA on Tuesdays from 2pm – 5 pm and the Dream Application on Wednesdays from 11am - 2pm. A variety of financial literacy workshops are being scheduled for the spring. Be on the lookout for updates throughout the semester!

The Financial Aid Department also coordinates the Cañada Scholarship Program. The 2014-15 Cañada Scholarship Application is open now through February 13, 2014. The application link and instructions can be found at <http://www.canadacollege.edu/financialaid/scholarship.php>. Your willingness to encourage students to apply and to write letters of recommendation is appreciated. Last year, over \$118,000 in scholarships was awarded. 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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

Location: Building 5

For Catering Services Contact Rick McMahon [rick@pacific-dining.com](mailto: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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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

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

The Learning Center is CLOSED Saturdays, Sundays, Holidays and all Declared Recesses. However, Math tutoring is available in Library on Saturdays 10:00 a.m. to 2:00 p.m.

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

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. Students can request research help through our [online form](#), or drop-in anytime we are open. Faculty can request [research workshops/library orientations](#) for their classes.

The library is part of the Peninsula Library System, San Mateo County's consortium of 35 public libraries. Use your library card from any of these libraries. If you or your students don't have a card, staff at the front desk will be happy to issue one.

- **MAIL ROOM/SHIPPING & RECEIVING**

Hours: 7:00 a.m. to 3:00 p.m. Monday through Friday  
***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***  
Location: Building 5, Room 222  
Phone No.: (650) 306-3315  
Email: [cancentraldup@smccd.edu](mailto: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  
***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***  
Location: Building 12

- **PSYCHOLOGICAL SERVICES**

Hours: Monday and Wednesday 10:00 a.m. to 4:00 p.m.  
Tuesdays and Thursdays 10:00a.m. to 6:00 p.m.  
Closed Fridays  
Location: Building 5, Room 303  
Phone: (650) 306-3259  
Call or come in to Health Center to make an appointment.

- **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 & Thursday 9:00am-5:00pm  
Tuesday & Wednesday: 9:00am-6:30pm  
Friday: 8:00am-12:00pm  
Closed Saturdays & Sundays  
***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***  
Location: Building 5, Room 354  
Phone No. (650) 306-3373  
<http://www.canadacollege.edu/studentlife/contactus.php>

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:**

Hours: Monday & Thursday: 9:00 a.m. to 5:00 p.m.  
Tuesday & Wednesday 9:00 a.m. to 6:30 p.m.  
Friday 8:00 a.m. to 12:00 p.m.  
Closed Saturdays & Sundays

***Closed on Monday, January 20<sup>th</sup> for Martin Luther King Holiday***

Location: Building 9, Room 108

Phone No.: 650-381-3530

Cañada College students can take their picture and receive a Student ID in the Center for Student Life and Leadership Development, Building 5, room 354. 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, group study sessions, 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. Weekly Eat and Greet workshops are hosted every Tuesday from 12-2 p.m. to assist student veterans in building camaraderie, understanding and accessing their benefits, and providing referral and information on other veteran services on and off campus. For questions about campus services for veterans, please contact Trish Guevarra (V-ROC Program Services Coordinator) at (650) 38--3538 or [guevarrap@smccd.edu](mailto:guevarrap@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](mailto: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!