



Office of the President  
**Memorandum**

DATE: August 19, 2009  
TO: All Faculty & Staff  
FROM: Thomas C. Mohr, President  
SUBJECT: Fall 2009 Cañada College Guide to Services

Welcome to Fall 2009! We look forward to a very productive and rewarding Fall 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:

Thomas C. Mohr - President  
Peter Barbatis - Vice President of Student Services  
Sarah Perkins – Vice President of Instruction  
Jennifer Castello - Interim Dean, Humanities & Social Sciences  
Linda Hayes - Dean, Business & Workforce Development/Athletics  
Janet Stringer - Dean of Science & Technology

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.

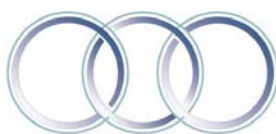
During the first two weeks of Fall Session, Division Administrators are on-campus and are a valuable resource if you have questions, concerns and referrals. Please see Division Office information on the next page.

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 Office before 4:30 P.M. Division Office telephone numbers are listed on page 1 of the Cañada College Guide to Services. After 4:30 p.m., call 306-3492 (Evening Admissions & Records Office). Please discuss procedures for having teaching materials duplicated with your Division Dean or Staff Assistant.

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

## CAÑADA COLLEGE ADMINISTRATION

	LOCATION	PHONE NUMBR
Thomas C. Mohr, President	9-209A	(650) 306-3238
Peter Barbatis, Vice President of Student Services	8-210	(650) 306-3234
Sarah Perkins, Vice President of Instruction	8-203	(650) 306-3353
Jennifer Castello, Dean of Humanities & Social Sciences	03-205	(650) 306-3336
Linda Hayes, Dean of Business & Workforce & P.E.	13-105	(650) 306-3201
Janet Stringer, Dean of Science & Technology	18-109	(650) 306-3291



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

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

### *Academic Calendar 2009-2010*

**FALL SEMESTER 2009** (86 Instructional Days including 5 Final Days, plus 4 Flex Days)

August	17,18	..... Flex Days (No Classes)
<b>August</b>	<b>19</b>	..... <b>Day and Evening Classes Begin</b>
September	1	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
September	1	..... Last Day to <b>Add</b> Semester Length Classes
September	5, 6	..... Declared Recess
September	7	..... Labor Day (Holiday)
September	8	..... Census Day
September	11	Last Day to Drop Semester Length Classes Without Appearing on Record
October	2	..... Last Day to Apply for Degree – Certificate
November	11 & 12	..... Flex Days (No Classes)
November	13	..... Veterans' Day Observed (Holiday)
November	14, 15	..... Declared Recess
November	18	..... Last Day to <b>Withdraw</b> from Semester Length Classes
November	25	..... Declared Recess – Evening Courses Only
November	26	..... Thanksgiving Day (Holiday)
November	27 - 29	..... Declared Recess
December	13 - 19	..... Final Examinations (Day and Evening Classes)
December	18	..... Day Classes End
December	19	..... Evening Classes End
December	24 - Jan 1	Winter Recess (Total of Seven District Work Days)

**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 an emergency or situations requiring additional 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 or
- their cellular 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.

**FRIDAYS & WEEKENDS:**

If you need assistance on Fridays or Weekends, please call the Public Safety Office at:

- extension 3420 from an on-campus phone or
- (650) 306-3420 from an off campus phone or cell phone or
- their cellular 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: 8:30 a.m. to 2:30 p.m. Monday through Thursday  
9:00 a.m. to noon Friday

Evening Hours: 4:30 p.m. to 7:00 p.m. Tuesday and Wednesday

Location: Building 5, Room 204 (near Cafeteria)

Phone No.: (650) 306-3309 Office or 642-7002 Cellular

***The Nurse should be contacted in all cases of medical emergency. If the emergency seems to be life threatening, or if the nurse cannot be reached, call 9-911 from an on-campus phone or 9-1-1 from the pay phone located outside the Bookstore and ask that "Cañada One" be notified.***

**IF YOU TEACH OR WORK IN THE EVENING OR ON SATURDAYS**

• **CAMPUS EVENING ASSISTANT**

Hours: 5:30 to 9:00 P.M. Monday, Tuesday, Wednesday, Thursday

Phone No.: (650) 306-3191 or (650) 642-7743 cell

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) 642-7743 cell

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.

- **ADMISSIONS & RECORDS**

Hours: **8/19/09 – 9/4/09**

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

8:00 a.m. to 2:00 p.m. Fridays

**9/8 through the Fall Semester**

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

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

8:00 a.m. to noon Fridays

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.

- **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).

**Hours of operation are:**

**Fall 2009 - August 17 to 23, 2009**

***Monday 8:00 a.m. to 7:00 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 7:00 p.m.***

***Friday 8:00 a.m. to 7:00 p.m.***

***Saturday 8:00 a.m. to 7:00 p.m.***

***Sunday 8:00 a.m. to 7:00 p.m.***

**Fall 2009 – August 24 to 30, 2009**

***Monday 8:00 a.m. to 9:00 p.m.***

***Tuesday 8:00 a.m. to 9:00 p.m.***

***Wednesday 8:00 a.m. to 9:00 p.m.***

***Thursday 8:00 a.m. to 9:00 p.m.***

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

***Saturday Closed***

***Sunday Closed***

**Bookstore resumes REGULAR HOURS beginning August 31**

**Mon-Thurs 8:00 a.m. to 7:15 p.m.**

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

The SMCCD Bookstores are closed Saturdays, Sundays, SMCCD 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 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.

- **CASHIER (BUSINESS OFFICE)**

Hours: 8:00 a.m. to 3:30 p.m. Monday through Friday

Location: Building 9, First Floor – Room 119

Phone No: (650) 306-3270 – day, (650) 306-3226 or (650) 306-3492 – evenings

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

- **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 16-G05

Phone No.: (650) 306-3315

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

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

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

8:00 a.m. to noon on Friday.

Location: Building 9, First Floor - Room 120

How to access counseling services:

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 Counter 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.

- **DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)**

Hours: Monday, Tuesday, Wednesday 8:30 a.m. to 4:00 p.m.

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

Fridays 8:00 a.m. to noon

Location: Building 5-207

Phone No.: (650) 306-3259

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

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

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

8:00 a.m. to noon on Friday.

Location: Building 9, First Floor – Room 133

Phone No: (650) 306-3300

Website Link: <http://www.smccd.net/accounts/canada/student/eops/>

The EOPS/CARE Office schedules all counseling appointments for EOPS students. EOPS and CARE programs provide a variety of support services including book voucher assistance to students who meet income and other qualifications.

- **FACILITIES**

For service requests please use our on-line help center: <http://www/smccd.net/account/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](mailto:canfac@smccd.edu)

- **FINANCIAL AID DEPARTMENT**

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

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

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

**Extended Hours for Late Registration, August 19 – September 1:**

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

8:00 a.m. to 4:30 p.m., Fridays

Location: Building 9, First Floor – Room 109

Phone No.: (650) 306-3307 <http://www.canadacollege.edu/financialaid/index.shtml>

**Please contact our office if you would like a financial aid/scholarship classroom presentation for your students.**

There are several kinds of financial aid available to help eligible students including the Pell Grant up to \$5,350 per year, SEOG up to \$800 per year, Federal Work Study, Academic Competitiveness Grant up to \$1,300 per year, Chafee Grant up to \$5,000 per year for former Foster Youth, Board of Governor's Fee Waiver and Fee Deferral for students with pending financial aid approval and scholarships. Student loans are also an option for students who need additional resources to support their educational costs. Cañada participates in the Federal Family Educational Loan Program for Stafford and PLUS loans. Please refer students interested in loans to our office. All students must complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) before any federal assistance can be considered. Our first objective is to provide students with "free" money before approving loans. Emergency Loans of up to \$200 may be requested and as funding permits. These short-terms loans generally require repayment within 30-days.

The Financial Aid Department also coordinates the Cañada Scholarship Program. Applications for 2010-2011 will be available in early January with a March 2, 2010 deadline. Last year we awarded over \$80,000 in scholarships to current and transferring Cañada students. Our office also takes responsibility for sharing outside scholarship information with the College community as it becomes available. Please make every effort to share scholarship information you receive from our office with your students. Requests for scholarship applications and additional information should be referred to the Financial Aid Department. Copies of current scholarship applications are generally posted on the Scholarship Bulletin Board in Building 9 (bottom floor) and additional resources are maintained in the Career Center, Building 9-113, and posted to the scholarship page on our website at <http://www.canadacollege.edu/financialaid/scholarship.shtml>. Encourage students to check regularly for updated scholarship information.

- **FOOD SERVICE/PACIFIC DINING CAFE**

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

Hours: 7:30 a.m. to 8:30 p.m. Monday through Thursday

7:30 a.m. to 2:00 p.m. Fridays

Closed Saturdays and Sundays

Location: Building 5, Student Center/Cafeteria

Phone No.: (650) 306-3374

- **VENDING MACHINES AND BOOKSTORE (EVENING & WEEKENDS)**

The Bookstore has light snacks, a variety of hot and cold beverages and is open until 7:15 p.m. Monday through Thursday evenings. 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, Building 1 – lower level and Building 5 – Student Center.

- **HEALTH CENTER**

Day Hours: 8:30 a.m. to 2:30 p.m. Monday through Thursday

9:00 a.m. to noon Friday

Evening Hours: 4:30 p.m. to 7:00 p.m. Tuesday and Wednesday

Location: Building 5, Room 204

Phone No.: (650) 306-3309 or 642-7002 Cellular

***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.***

- **LEARNING CENTER**

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

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

CLOSED Weekends, Holidays and all Declared Recesses

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 in all subject areas, one to one and for groups, is available in the Tutorial Center and the Math Lab.

- **LIBRARY**

Hours: 8:00 a.m. to 8:00 p.m., Monday through Thursday

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

CLOSED Weekends, Holidays and all Declared Recesses

Location: Building 9, Third Floor

Phone No.: (650) 306-3267 <http://canadacollege.edu/library/>

We have [50,000 books](#), [two dozen databases](#), plenty of computers, lots of quiet places to work, [some great films](#), and a friendly staff to help you find what you need. The Library also offers a log-in computer where students can record “one extra hour by arrangement” time just like in the Learning Center. Faculty can request [research workshops](#) for their classes. Students can enroll in [Library 100](#), a one unit introduction to using the Library’s print and online resources.

- **MAIL ROOM/SHIPPING & RECEIVING**

Hours: 7:00 a.m. to 3:00 p.m. Monday through Friday  
Location: Building 16 - G05  
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: Monday through Thursday- 7:30 a.m.-1:30 p.m.; 5:00 p.m.-8:30 p.m.  
Closed on Fridays  
Location: Building 12

- **PSYCHOLOGICAL SERVICES**

Hours: Call for an appointment  
Location: Building 5, Room 207  
Phone: (650) 306-3259

- **PUBLIC SAFETY OFFICE (Campus Security)** - The Public Safety Office should be contacted in case of an emergency or situations requiring additional assistance.

- Location: Building 9, Room 151
- Phone No: Extension 3420 from on-campus phone or  
(650) 306-3420 from off campus phone or cell phone or  
(650) 642-7001 Public Safety Office cellular 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.

- **STUDENT ACTIVITIES**

Phone No.: 306-3364  
Hours: Monday through Thursday 9:00 A.M. to 5:00 P.M.  
Fridays 9:00 A.M. to 4:30 P.M.  
Location: Building 5, Room 211A

Student Activities provides a wide variety of College extra-curricular and student co-curricular activities, special events and campus-wide programs and services.

## 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 16-G05**

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. The energy crisis does affect Central Duplicating. Large jobs requiring two sided copying is best accommodated in the early morning because it is cooler. The Xerox Copier is very sensitive to the heat, causing the paper to misfeed in the machine. Heated paper can also curl which makes it difficult to run two sided jobs through the copier. Your materials will produce better in the cooler environment.
5. 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.
6. 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.
7. 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. The College Bookstore is also available to make copies. There is a small fee for this service.

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