

WELCOME



LETTER



Note: Canyon Country Campus facilities are abbreviated as follows in Colleague (Datatel) and on the campus map: **CCLB**="Canyon Country Lab Building," (Takeda Science Center); **CCSS**="Canyon Country Student Services" (Student Services & Learning Resources Center); **CCC#**=Modular Buildings; **ATEC**=Applied Technology Education Center. www.canyons.edu/maps

Welcome to the Canyon Country Campus and thank you for your anticipated instruction at CCC.

Campus Basics: Mail, Keys, Copy Services, Office Space

- **Communication Center/Mailroom:** Mailboxes are located in CCSS-335, along with the Switchboard. If you teach only at the Canyon Country Campus this semester, your mailbox will be here. If you teach at both the Valencia and Canyon Country Campuses, your mailbox will be at the Valencia Campus. For mailbox questions, please call x3831. A scantron machine is also available at the Communication Center for faculty use.

- **Keys:** All exterior door locks have been upgraded by Facilities. If you have a gray FOB key from the Valencia Campus, it has been programmed to unlock your classroom door(s) at the Canyon Country Campus. You will need the smaller round black FOB if you teach in either the Science Center or the Student Services Center. If your FOB key does not work, contact the Communication Center at x3831 or stop by CCSS-335. If you have not been issued a gray or black FOB key, one has been ordered for you. You may pick up your key at the Communication Center, CCSS-335. Please call the Communication Center at x3831 for assistance.

- **Copy Services:** Reprographic services are located in CCSS-336. A menu of available services is located at the counter. To send an electronic copy request to Reprographics, email cccrepro@canyons.edu. Please make sure to include the number of copies needed as well as any finishing requests in the body of the email to expedite processing. Allow at least one business day for print jobs to be completed. Also, please stop by to use our new self-service copier, open specified hours M-Th, as needed. Contact the office at x3831 for details.

- **Faculty Drop-In and Office Space:** Offices for full-time faculty members may be available in CCC-512, 700, and the Science Center. Please contact the Academic Senate or your department chair for current info. Drop-in spaces are also located in CCC-204, 507, 700, the Science Center, and the Faculty/Staff Tech Center in CCSS-403. Please provide your office hours at CCC (if applicable) to the Communication Center so that they can best direct students. Also note that CCC-507, CCC-204, and the third floor Science Center have a refrigerator, microwave, and printer. CCC-507 also has a round meeting table, and group study rooms in the Science Center or Library are also available.

- **Takeda Science Center:** Info on the Science Center is noted throughout this letter, but please contact campus administration and/or David Vakil, Dean, School of Math, Sciences, and Engineering at david.vakil@canyons.edu or (661) 362-3078 with any specific department questions. A FLEX workshop scheduled for January 31st at 11:00 am will also provide additional details on campus facilities, study & meeting spaces, and a brief campus tour.

Computer Support and Technology

- **Tech Support:** If you need technical support using your smart classroom technology, please call x3533 from any classroom phone for assistance. Wi-Di capable projectors are available in most classrooms, allowing you to wirelessly pair your device to the overhead display. Also note, cell phone call and data features are enhanced by the extensive Wi-Fi network on campus. **To make/receive cell calls and texts** on campus regardless of signal strength, simply enable "Wi-Fi calling" on your phone (supported by most carriers) and connect to the wireless network (Canyons-Student, Canyons-Employee, or Canyons_Guest). Call x3533 for assistance.

- **Equipment Checkout:** Computer Support offers iPads, microphones, laptops, projector carts, and other equipment to check-out. Please contact Computer Support at x3533 or helpdesk@canyons.edu.

Parking, Campus Safety and Emergency Preparedness

- **Parking:** Faculty/Staff parking is located in designated spaces in Lots 3 and 6, and in Staff Lots 4, 4B, and 5. See the latest campus map online at www.canyons.edu/maps.

SPRING 2024

THE CANYON COUNTRY CAMPUS

17200 Sierra Highway, Canyon Country, CA 91351
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- **Classroom/Equipment Security:** As a reminder, please remember to lock your classroom whenever you leave so that all the equipment is secure. If you forget your key, please lock the door using the button located on the inside of the door.
- **Campus Safety:** The Campus Safety office is located in CCC-511. Campus Safety can be reached at x3977 or (661) 666-8738 (cell phone). Dial “6” from any classroom phone in the event of an emergency to reach the Communication Center on a priority line. Emergency procedure and evacuation information is posted in each classroom, with additional info found in the Emergency Operation Plan (EOP): www.canyons.edu/student-services/campus-safety/emergencyops.php
- **Emergency Operations:** Take a moment to familiarize yourself with Emergency Preparedness materials and the student guide to emergencies: www.canyons.edu/administration/pio/prepare.php. Additional info, such as evacuation procedures, is posted in each classroom near the door. Please notify us if any of these materials are missing. In the event of a campus emergency, text, phone, email, and/or instructor workstation messages will be sent to students and faculty through our emergency notification system. In addition, each classroom will have an emergency supplies bin, and most semesters, an emergency drill will be conducted consisting of an evacuation or a lockdown scenario. A planned collegewide emergency drill is also scheduled for Tuesday, March 12th in both morning and evening timeslots, with additional information to be sent in advance.

Additional Services and Resource Highlights

- **Student Services & Learning Resources Center (CCSS):** Please visit this facility to familiarize yourself with the many student support resources available to students on campus. A complete list of services offered and operating hours can be found at www.canyons.edu/canyoncountry/student-services/hours.php. For assistance with adds/drops, grade changes, and other student support, visit Admissions and Records on Floor 2 (x3819), Counseling on Floor 1 (x3811) and Financial Aid on Floor 2 (x3215). You may also wish to highlight campus services for your students at the beginning of the semester or include them in your syllabus.
- **Student Printing:** Students have several printing options on campus. The ASG Computer Lab (Quad-1B) allows 80 pages (50 if color) of free printing with their paid student support fee. The TLC, Library, and second floor lobby of the Student Services & Learning Resources Center allow printing with a credit card.
- **Food Service and Supplies:** Visit the **CCC Canyons Café** in CCC-303 for a variety of food and beverage options, including coffee/espresso drinks. Vending food/drink options are also available in the Science Center third floor, the Student Services & Learning Resources Center third floor, Quads 3 and 7, with additional beverage machines in Quads 1 and 5. The BaNC (Quad 1A) offers free snacks for students in need. School supplies such as Bluebooks, Scantrons, paper, pens and pencils are available in vending machines on the third floor of the Student Services & Learning Resources Center, outside CCC-301, and CCC-700. The Bookstore is also expected to offer limited services and distribution for students at CCC at the beginning of Fall 2024.
- **Applied Technology Education Center (ATEC):** ATEC is located in the Quad-7 and offers distinctive CTE programs including Automotive Technology, Construction Management/Technology and Water Systems Technology.
- **The Learning Center (TLC):** The TLC is located in CCSS-315, and includes study space, group study rooms, and test proctoring. The TLC provides tutoring, including math, English, computer, and other subjects free to students. Students may also complete supplemental learning activities at the TLC. This expanded and beautiful space is a wonderful resource on campus.
- **The Library:** The Library is located in CCSS-314, and provides access to computers, printing and scanning services, course textbooks on reserve, and a diverse collection of physical books and electronic research resources. The Library is a popular spot for students, offering comfortable seating, multiple group study rooms, and spaces for research or leisure reading.
- **Evening Campus Escort Service:** Campus Escort cart service is generally available Mon-Thu from 6:00 pm to 10:00 pm. Campus escorts pick up/drop off at various locations on the campus and in the parking lots. Dial x3977 or x3831 for details.
- **Bus Schedule for Students:** The Santa Clarita Transit picks up and drops off on campus across the road from CCC4-400 (designated bus stop). The campus is served by Route 5. Check the schedule at santaclaritatransit.com/2021/12/16/route-5-and-routes-501-502-schedule-changes for the most accurate information.
- **Events:** A list of upcoming events is posted at www.canyons.edu/canyoncountry including the ongoing “**Science Talks**” series. If you are interested in learning more, or serving as a future presenter, please contact us. Campus administration will also hold multiple open office hours this semester or contact Jamie Page at x3802 to request a specific time. Have a wonderful semester!

Ryan Theule

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College of the Canyons CANYON COUNTRY CAMPUS

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Building 1-A	Basic Needs Center (BaNC)
Building 1-B	Campus Life
Building 1-C	ASG Computer Lab
CCC2 200-201	Intercultural Center
CCC2 202-203	Undocumented Resource Center
CCC3 300-301	Early Childhood Education (ECE)
CCC3 302	Classrooms
CCC3 303	Classrooms
CCC3 302	Student Lounge
CCC3 303	Canyons Café
CCC3 304-305, 308	Computer Labs
CCC3 309-311	Science Labs
CCC4 400-405	Classrooms
CCC5 500-501/503-506	Classrooms
CCC5 507	Faculty Offices
CCC5 508-510	Classrooms
CCC5 511	Campus Safety
CCC5 512	Faculty Offices

Takeda Science Center (CCLB):

Floor 1:	
CCLB 110, 116-118	Classrooms
Floor 2:	
CCLB 206-211	Classrooms/Computer Labs
Floor 3:	
CCLB 301-303, 305, 308	Science Labs/Classroom
CCLB 327-336, 344, 346	Faculty Offices
Floor 4:	
CCLB 401-403, 405	Science Labs

Student Services & Learning Resources Center (CCSS):

Floor 1:	
CCSS 122	Counseling/EOPS/CalWorks/Academic Accommodations/Employment Center Student Health Center
CCSS 123	
Floor 2:	
CCSS 202	Admissions/Financial Aid/Personal & Professional Learning/Student Business Office/Veterans Center
Floor 3:	
CCSS 302/315	Library/The Learning Center (TLC)
CCSS 313	Computer Lab
CCSS 335-336	Communication Center/Reprographics
CCSS 337	Welcome Center
Floor 4:	
CCSS 401-402	Classrooms
CCSS 403	Faculty/Staff Tech Center

Applied Technology Education Center (ATEC):

ATEC 700	Faculty Offices
ATEC 703	Computer Lab
ATEC 704-705	Classrooms
ATEC 706-707	Auto Workshop
ATEC 708	Construction Technology

Student Parking Lots 1, 2, 3 and 6 (Dr. Dianne G. Van Hook Drive)

- Parking Information – Lots 1, 2, and 3
- Handicapped Parking
- Restrooms
- Visitor Parking
- Refreshments
- Motorcycle Parking
- Bicycle Rack
- Bus Stop
- Electric Charging Station
- Campus Evening Shuttle Stops
- Campus Gardens

Refreshments/Vending Machines:

- Outside rooms CCC3-300 and CCC3-311 (Drink)
- Room CCC3-302 (Snack/Supply/Drink)
- North side of room CCC5-509 (Drink)
- ATEC (Snack/Supply/Drink)
- Science Center (Floor 3 – Food/Snack/Drink)
- Student Services Center (Floor 3 – Snack/Supply/Drink)

