



**Dear Colleagues:** Welcome to the Canyon Country Campus! We are so pleased that you will be teaching at the Canyon Country Campus as we celebrate the 10<sup>th</sup> Anniversary (2007-2017).

**Communication Center:** Mailboxes are located in Room-502A, which is also home to the Communication Center (Switchboard, Mail room, & Reprographics). If you teach only at the Canyon Country Campus, 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 x3801.

**Keys:** We have already ordered your keys for you! You may pick up your keys in Room-502A at the Communication Center. Please call the Communication Center at x3801 for assistance.

**Copy Services:** Reprographic services are located in Room-502A. A menu of available services is located at the counter. To send an electronic file to Reprographics, email [ccc repro@canyons.edu](mailto:ccc repro@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 working day for print jobs to be completed and be conscientious of the many parallel requests being handled by Repro. Contact the office at x3831 for more details.

**Tech Support:** Computer Support is located at the Canyon Country Campus in Room-205. 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 many of the classrooms, allowing you to wirelessly pair your laptop or device to the overhead display. Call x3533 for questions or instructions.

**Equipment Checkout:** Computer Support offers iPads, microphones, laptops, projector carts, and other equipment for faculty to check-out. For more information, call Computer Support at x3533 or stop by their office in Room-205, or online at: <http://app.canyons.edu/offices/css/Forms/Checkout.asp>.

**Faculty Drop-In Office Space:** Private offices for full-time faculty members may be available in CCC-512. Please contact the Academic Senate for more information. In addition, there are drop-in cubicles for faculty teaching at the Canyon Country Campus located in Room-507 and additional computing stations are available in Room-205 on a drop-in basis. Please also provide a listing of your office hours at CCC (if applicable) to the Communication Center so that they can better direct students. Also note that Rooms-205 and 507 have a refrigerator, microwave, and printer and Room-507 has a round table and chairs for meeting with students.

**Campus Safety:** District Safety offices are located in the 511 command post below the Communication Center. If you need to contact District Safety, please call x3977 or (661) 666-8738 (cell phone). In the event of an emergency dial "77" to reach the Communication Center on a priority line. Emergency procedures are posted in each classroom, including evacuation zones, and information is available online at: <http://www.canyons.edu/Offices/CampusSafety/emergencypops>.

**Classroom/Equipment Security:** As a reminder, please remember to lock your classroom whenever you leave so that all the equipment is safe and secure. If you should forget your key, please contact the Communication Center so that they can have Campus Safety secure the room.

**Emergency Operations:** Please take a moment to familiarize yourself with the "Emergency Response Quick Reference Guide" provided here (<http://bit.ly/1RNTR55>), as well as the emergency information

Fall 2017

THE CANYON COUNTRY CAMPUS

17200 Sierra Highway, Canyon Country, CA 91351

(661) 362-3800 • [www.canyons.edu/ccc](http://www.canyons.edu/ccc)



available on the Campus Safety website. Your room will also be stocked with a quick reference guide and evacuation procedure poster. 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.

**Office Hours with Campus Administration:** Several standing “office hour” appointments will be made each semester with Ryan Theule, Vice President, and Anthony Michaelides, Dean. Consult the schedule at the Communication Center for details, or contact Jamie Page (x3802). We welcome your insights, ideas, comments, and company for these brainstorming sessions, which will be open to staff and students. We look forward to meeting with you, especially if we have not yet been introduced!

**Student Services:** Please take a moment to familiarize yourself with the student support services available on campus at <http://www.canyons.edu/ccc>. For assistance with rosters and adds/drops, visit Admissions and Records in Bldg 1C, or at x3900. Also in Bldg 1C is the Student Business Office (x3901). Counseling (x3811) and Financial Aid (x3904) are in Bldg 1A. Student Health (x3812), Veterans Center (x3815), and many other services are also offered in Bldg 1B. You may wish to briefly highlight campus services for your students or include them in your syllabus.

**Food Service and Supplies:** Canyons Café, located on Cougar Way, provides quality coffee and food service. Check out their menu and weekly specials. The Canyon Country Campus vending room is located in Room-303, has snacks and beverages, and is open during all campus hours. In addition, there are beverage vending machines throughout the campus. School supplies such as Bluebooks, Scantrons, paper, pens and pencils are available in vending machines located in Room-303 and outside 700. The Bookstore at the Valencia campus is also available to all students.

**Library and TLC:** The TLC is located in Room-306 and the Library is located in Room-307. A private Test Proctoring Center (part of the TLC) is available in Room-305A. The TLC provides math, English, and computer tutors free to students. Students may also complete supplemental learning activities at the TLC.

**Student Printing:** Students have several printing options on campus. The ASG lounge (Room 204) allows 15 pages (less if color) of free printing with paid student support fee. TLC, Library, and the Student Study Lounge allow printing with paid Print Cards that can be purchased in the TLC or Student Study Lounge in 302. Students can also print in the Student Services Lab, Bldg 1B, but need to supply their own paper.

**Evening Campus Escort Service:** We have Campus Escort cart service available Monday through Thursday evenings from 5:30 pm to 10:00 pm. Campus escorts pick up at various locations on the campus and deliver students to the parking lots. Dial x3977 or x3801 for details.

**Bus Schedule for Students:** The Santa Clarita Transit picks up and drops off on campus across the road from Room 400 (designated bus stop). The campus is served by Route 5, with service from approx. 7:00 am -10:00 pm M-Th, 7:00 am – 6:00 pm F, and 8:45 am – 2:45 pm on Saturday. Check the schedule at [www.santaclaritatransit.com](http://www.santaclaritatransit.com) for the most accurate information. For evening students who depend upon bus transportation, it is very important that they catch the last bus leaving campus around 10:00 pm.

**Events:** Please check [www.canyons.edu/ccc](http://www.canyons.edu/ccc) for a listing of upcoming events. Information about upcoming celebration activities for the **10<sup>th</sup> anniversary** is also available online.

*If you have any other questions, want to share an idea, or talk about your experience teaching at the Canyon Country Campus, please contact either one of us directly. We wish you a wonderful and productive semester on campus!*

**Respectfully,**

*Ryan Theule*

**Dr. Ryan W. Theule**, Vice President, Canyon Country Campus & Grants Development, [ryan.theule@canyons.edu](mailto:ryan.theule@canyons.edu), x5930

*Anthony Michaelides*

**Mr. Anthony Michaelides**, Dean, Campus Services & Operations, [anthony.michaelides@canyons.edu](mailto:anthony.michaelides@canyons.edu), x3253

# College of the Canyons CANYON COUNTRY CAMPUS

17200 Sierra Highway, Canyon Country, CA 91351-1622  
(661) 362-3800 • (661) 362-3979 Fax

- 1-A VP's Office, Counseling & Program Advisement, Financial Aid
- 1-B Student Health & Wellness Center, EOPS, CalWorks, DSPS, Veterans & Outreach/Adult Reentry, Computer Lab, Assessment Center
- 1-C Admissions & Records, Dean's Office, Student Business Office

- 200-201 Early Childhood Education (ECE)
- 202A Job & Career Center, CWEE/ Internships
- 204 ASG Student Computer Lounge
- 205 Faculty Offices/Tech Support
- 302 Student Study Lounge
- 303 Vending Cafe
- 304-305 Computer Lab
- 305A TLC Testing
- 306 TLC Lab
- 307 Library
- 308 Skills 4 Success Lab
- 502A Communication Center (Switchboard/Reprographics)
- 507 Faculty Offices
- 511 Campus Safety (North)
- 512 Faculty Offices

**Applied Technology Education Center (ATEC):**

- 700 Campus Safety (South), Faculty Offices
- 703 Computer Lab
- 706 Auto Workshop
- 707 Plumbing Workshop
- 708 Solar/Alternative Energy Workshop

**Student Parking Lots 1, 2, 3 and Campus Drive**

- ✘ Parking Permit Vending Machines Lots 1, 2, and 3
- ♿ Handicapped Parking
- ♿ Restrooms
- ☕ Coffee/Food Services
- ◆ Motorcycle Parking
- 🚲 Bicycle Rack
- \* Bus Stop
- 🚗 Electric Charging Station
- Campus Evening Shuttle Stops
- 💰 ATM Machine in Room 303
- 🌿 Campus Gardens

**Food/Vending Machines:**

- Outside room 300; 311/312
- Room 303 Snack/Supply Vending Machines
- North side of room 508
- ATEC: Snack/Supply Vending Machines
- Cougar Way: Coffee / Food Services

