

# PROGRESS



# & PATHWAYS



*Dear Colleagues: Welcome to the Canyon Country Campus (CCC). We are so pleased that you will be teaching at CCC this semester as the Science Center and campus academic pathways continue to develop!*

**Communication Center:** Mailboxes are located in Room-502A, which is also home to the Communication Center (Switchboard, Mailroom, & 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 [cccrepro@canyons.edu](mailto: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 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. Also note, cell phone call and data features are enhanced by the Wi-Fi network on campus. Simply enable "Wi-Fi calling" on your phone (if supported) and connect to the wireless network (ccc-students or ccc-faculty).

**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: <https://app2.canyons.edu/offices/css/Forms/Checkout.asp>.

**Faculty Drop-In Office Space:** Private offices for full-time faculty members may be available in Room-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 Rooms 507 and 700. Additional computing stations are available in Room-205 on a drop-in basis. Please 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 "6" to reach the Communication Center on a priority line. Emergency procedure and evacuation zone information is posted in each classroom and the comprehensive Emergency Operation Plan (EOP) contains additional emergency information:

<http://www.canyons.edu/Offices/CampusSafety/Documents/EOP2015.pdf>.

Spring Semester 2019

THE CANYON COUNTRY CAMPUS

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



**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 available on the Campus Safety website. Additional information, such as evacuation procedure, is posted in your classroom near the door. Please let us know 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.

**Student Services:** Please take a moment to familiarize yourself with the many student support services available on campus at <http://www.canyons.edu/offices/ccs>. 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. You may wish to highlight campus services for your students or include them in your syllabus. Please refer students to Student Development/ASG in Room-204 for ID Cards, movie tickets, and discount bus passes.

**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 tutoring (including math, English, computer, etc.) 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 their 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 6:00 pm to 10:30 pm. Campus escorts pick up and drop off at various locations on the campus and 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- F, and 8:00 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. Bus passes can be purchased in Student Development/ASG in Room-204 for \$20 (cash or check).

**Events:** Please check [www.canyons.edu/ccs](http://www.canyons.edu/ccs) for a listing of upcoming events including student life activities, Star Parties, Movie Nights, and other events. We will continue the “CCC Patio Talks,” and expect to offer two sessions during the Spring semester. If you are interested in presenting at a Patio Talks session, please let us know, as this is a great opportunity to build campus community and highlight the variety of disciplines being taught with excellence on campus.

**Office Hours with Campus Administration:** Office hour appointments are available. Please contact Jamie Page to request an appointment (x3802). Your insights, ideas, comments, and company are welcomed! Have a wonderful semester!

*Ryan Theule*

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