

## CAMPUS SERVICES

### ACADEMY OF THE CANYONS

College of the Canyons and the Wm. S. Hart Union School District have established a middle college high school, Academy of the Canyons, that began offering classes in Fall 2000. The program provides an opportunity for motivated 9th to 12th grade students to begin taking college courses while they are still in high school.

More than 400 students take high school and college classes daily on the Valencia campus allowing these students to get a head start on their college educations. For more information, contact Academy of the Canyons at (661) 362-3056.

### BOOKSTORE

#### Bookstore Hours

Please call the bookstore at (661) 362-3255 for current store hours.

The Campus Bookstore, located in Room STCN-134A of the Student Center Building, serves the general needs of the student body. The store stocks current semester textbooks, paperbacks, greeting cards, clothing, and miscellaneous supplies for sale to students, faculty and campus visitors. A satellite bookstore is located on the Canyon Country campus in Quad 3.

#### Buyback

Students may sell their books back to the bookstore for cash every day. However, the best time for students to sell back their books and receive up to 50% of the retail price back is during finals week in May and December. Books sold back to the bookstore outside of finals week are not kept in the bookstore and students are not offered as much back.

All books sold back must be in good condition without water damage, missing pages or excessive writing. The covers of the books must be in good condition without tears or spine damage.

#### Website

Textbooks and COC clothing may be purchased 24 hours a day at the bookstore Website [www.coc.bkstore.com](http://www.coc.bkstore.com). Customers can request that orders be picked up at either campus bookstore location or shipped for their convenience. Please visit the Website for additional information and updates including current store hours.

#### Refund Policy

##### Textbooks:

Full refund, if returned within the first week of class, in your original form of payment with a receipt.

- With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first 30 days of classes.
- No refunds or exchanges given on textbooks without a receipt.

- No refunds given on custom course materials, outlines or study guides.
- Textbooks must be in original condition with no opened shrink-wrap for full refund.

##### All Other Merchandise:

Full refund in your original form of payment with a receipt within 30 days of purchase.

- No refunds given on magazines or prepaid phone cards.
- All merchandise must be in original condition with a receipt.

### CALWORKS PROGRAM

The legislative intent for the California Community Colleges CalWORKs program is to provide special services to CalWORKs students. The CalWORKs program receives funds to assist students who receive cash aid to achieve long-term self sufficiency through coordinated student services offered at the community colleges including work study, other educational-related work experiences, job placement services, and coordination with the county welfare offices to determine eligibility and availability of these services. For more information, please contact CalWORKs at (661) 362-3279. CalWORKs is located in X-9.

### CAMPUS ACTIVITIES AND STUDENT LIFE

Students are strongly encouraged to become involved with student development activities and opportunities for enrichment outside the classroom. These activities can be found on campus, online or in the surrounding community. Participation in such activities helps students apply, in practical situations, the theory they learn in the classroom. Benefits include leadership development, skill-building, interacting with people and understanding group dynamics, all of which can be utilized throughout one's life.

Information about all of the following programs and services can be obtained by visiting the staff of the Office of Student Development located in Room STCN-102 in the Student Center.

#### Emerging Leaders Program

This program is designed to provide opportunities for students to develop their leadership skills and techniques through workshop attendance and to network with local leaders in business, industry and city government.

The program has five core categories of leadership including ethics and values; leadership development; communication; interpersonal skills; and process management. Within each of these core categories are numerous specific workshops in which students can participate.

Student Development has established a partnership with the SCV Jaycees to sponsor the program. The SCV

Jaycees are active members of the Chamber of Commerce and are comprised of business professionals between 21 and 40 years of age. Generally, the facilitators for the Emerging Leaders Program will be provided by members of the SCV Jaycees.

The Emerging Leaders Program is self-paced, meaning students can choose how often they attend. They may choose to participate in one or more workshops per semester or year. When a College of the Canyons student participates in and completes a total of 12 workshops and engages in a service project coordinated by the Jaycees, he/she will receive an official certificate of completion that can be attached to a resumé, or university or scholarship application.

Students who attain the certificate of completion will have their first year's membership dues in the SCV Jaycees paid for by the Associated Student Government, a sponsor of the Emerging Leaders Program.

For more information, please call (661) 362-3983 or drop by the Student Development Office in Room STCN-102 of the Student Center on the Valencia campus.

### **College Ambassador Program**

The College Ambassadors at College of the Canyons are a group of highly motivated, energetic, well-spoken, and friendly students who act as official representatives of the college to the community. The ambassadors are responsible for providing outreach to potential students and their families, answering questions about College of the Canyons, and promoting the latest advances and achievements of the college. College Ambassadors strive to represent the college in a manner that exemplifies campus pride. They have a strong base of knowledge about the campus and leave a positive and lasting impression of College of the Canyons to those who come in contact with the Ambassadors.

The College Ambassador's mission is to promote College of the Canyons in a responsible, ethical, positive, and professional manner to prospective and current students as well as faculty, staff and the community. The College Ambassadors work directly with various college departments in order to serve as a public relations and institutional advancement team.

College Ambassadors are hired as college assistants in the summer for a one year commitment. Students interested in applying for the 2010 year, should stop by the Student Development Office to obtain an application.

### **Student Resource Center**

The Student Resource Center is a free service provided to all first-year students at College of the Canyons. The Center offers a variety of programs and services that help first-year students adjust to college life including:

### Cougar Mentor Program:

The Cougar Mentor Program is a peer advisement program that provides support and guidance to new students during their first year of college. Students can meet with a Cougar Mentor to find out about campus resources, student success tips, and how to navigate their way through College of the Canyons.

### Student Success Seminars:

Student Success Seminars are a series of free workshops offered to new students and any student who needs assistance. They are coordinated by the Cougar Mentor Program and facilitated by Cougar Mentors, faculty, and staff. Topics addressed at these workshops range from how to adjust to college life, to ways to succeed inside the classroom.

### Student Involvement Campaign:

A key to college success is becoming involved in an extracurricular activity. The Student Involvement Campaign is coordinated each fall semester to encourage students to become connected to the College by joining a campus club, organization or student government, or by participating in an extracurricular campus activity.

### **Associated Student Government**

The purpose of the Associated Student Government (ASG) is to promote the general welfare of the students, to guarantee equality of opportunity among students, to offer experience in the practice of American democratic government, and to encourage participation in planning student activities as permitted under the Education Code of the State of California and the policies of the Board of Trustees of the Santa Clarita Community College District.

The officers of the student government are elected by the student body to represent all students in interactions with the college administration, staff and faculty, and with state legislators and statewide organizations. Student government personnel serve on District committees and represent student viewpoints and opinions on matters of policy, curriculum, and other college issues.

The activity program supported by the ASG is a college-wide enterprise. Its operation is a direct benefit to each student. Cooperative financial support enables students to pay their own way for value received and at the same time makes a better and more extensive program possible.

### **ASG Benefits/Student Support Fee**

The Associated Student Government provides benefits to all students who pay the student support fee at the time of registration, each term. The revenue generated from the student support fee funds student services, programs and campus activities that benefit all students and the campus.

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ASG benefits also include reduced rates or free admission to most ASG-sponsored programs and activities such as concerts, athletic events, and lectures, as well as the following:

- **FREE 25 SCORE card** that provides 10-50% discounts from 700-plus local merchants;
- Use of the computer lab in the Student Center including use of black and white, and color laser printers; photocopier; and FAX services;
- FREE legal services (30-minute consultation);
- FREE entry to all regular season COC home athletic events;
- FREE or reduced prices to all ASG campus events
- Half off the regular ticket price on all "Best of COC" (Performing Arts Department productions) at the Performing Arts Center.
- \$20.00 "student rush" tickets available for all "COC Presents" (Professional touring productions) shows at the Performing Arts Center pending availability. All Performing Arts Center information subject to change without notice; contact the Performing Arts Center Box Office for additional information and to purchase tickets.
- Ability to purchase movie tickets for \$6.50 and \$7.50 each for Edwards Regal theaters; \$6.50 for Pacific theaters; and \$6.50 and \$8 for AMC theaters\*;
- Discount **Disneyland, SeaWorld, Legoland, Aquarium of the Pacific, Hurricane Harbor, Knott's Berry Farm, Magic Mountain, and Universal Studios** tickets available for purchase\*;
- Use of the copy and fax machine at Canyon Country Student Lounge
- Eligibility to compete for over \$18,000 in ASG scholarships.

\*available through the Office of Student Development, Student Center Room STCN-102

**Note:** Benefits subject to change without notice.

Students who wish to opt out of the student support fee must do so in person at the Office of Student Development, Student Center Room STCN-102. Check individual schedule printout for refund deadline. Students enrolling for the first time in the semester after this date may opt out within one week of their initial enrollment. For more information, please check the Student Development Web pages on the college's Web site at [www.canyons.edu](http://www.canyons.edu) or email questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu)

### Clubs and Organizations

Many opportunities for involvement exist through membership and participation in student clubs and organizations. More than two dozen charters are on file for a variety of clubs and organizations. Please check with the

Office of Student Development for currently active clubs and organizations.

Students are encouraged to develop new special interest groups on campus in addition to those which already exist. Before a new group is recognized officially, a constitution must be submitted and approved for charter by the Office of Student Development, the ASG and the Inter-Club Council.

No student enrolled at the College may join or become a member of any fraternity, sorority, or club in violation of Section 10604 of the Education Code. Any student who violates Section 76035 or any other section of the Education Code will be subject to disciplinary action.

### Student Development Transcript Program

The Student Development Transcript Program (SDTP) offers students the opportunity to maintain an official record of their involvement in co-curricular activities. When applying for scholarships, jobs, and/or admission to colleges and universities that they wish to transfer to, students are able to supplement their record of academic achievements with the addition of their Student Development Transcript.

The Student Development Transcript Program is offered through the Office of Student Development (STCN-102). In order to receive a Student Development Transcript, each student must first register to be enrolled in the program. Students are encouraged to register for the program as soon as possible to ensure a complete transcript by the time they are ready to apply to transfer to a university or apply for a professional job or scholarships. The Student Development Transcript Program is not retroactive and only activities that have been verified for the current semester can be documented.

To register for the SDTP or for more information, drop by the Office of Student Development, located in the Student Center, STCN-102 or call (661) 362-3983.

### Photo Identification Card

All students are encouraged to obtain a student photo identification card through the Office of Student Development. Besides serving as a form of photo identification, the card is also used by many departments providing student services such as the tutorial lab, fitness center and the library, which uses the card for books and materials checkout.

Once a student receives the initial card, he or she should keep the card for the entire time period during which the student may attend the College, even during periods of non-enrollment.

The initial card is the only one the student will receive during the student's attendance at the College. The same card is used each semester the student is enrolled. It is necessary for the student to receive a new validation

sticker from the Office of Student Development at the beginning of each semester to validate student benefits for that semester.

### CAMPUS SAFETY DEPARTMENT

The Department of Campus Safety is committed to providing and maintaining a safe and secure instructional environment while respecting the rights and dignity of individuals utilizing programs and facilities of College of the Canyons. The mission shall be accomplished within the constraints of federal, state and local laws and ordinances.

#### Valencia Campus:

Campus Safety Office X-2  
661-362-3229 and 661-362-3239

If there is no one in the office, you may reach Campus Safety through the switchboard by dialing 0 or, if it is an emergency, dial 7 from any on-campus telephone.

#### Canyon Country Campus:

Campus Safety Office: Quad 3 – 305A  
17252 Sierra Hwy

**Switchboard:** Dial 3801

**Emergency:** Dial 77

661-476-3977 office phone with answer machine

### CAREER SERVICES/JOB PLACEMENT

The Career Center offers students and community members the tools needed to explore career opportunities, market themselves to potential employers, and find full- or part-time employment.

Career Services offers career exploration, assessment and advisement; jobs posted daily; on-campus student employment; resume, interviewing, job fair prep and job search workshops; Internet access; resume-critique and development; use of fax and phone for job search; semi-annual job & intern fairs and employer on-campus recruitment. Appointments are available. The Career Center is located in Seco Hall Room 103 on the Valencia campus and in Building 1B on the Canyon Country campus. For more information call (661) 362-3286.

### COMMUNITY AND CONTINUING EDUCATION

The Community and Continuing Education Program provides lifelong learning opportunities for the entire community through short-term classes, workshops and seminars in a wide variety of topics, including: financial management; fitness and recreation; arts and crafts; home improvement; dance; business; traffic violator's school; classes for kids; classes for seniors; English as a Second Language and many others. None of the classes earn college credit; they are designed to provide unique educational experiences for adults and young people throughout the community. For more information please call the Community and Continuing Education Office at (661) 362-3300 or visit [www.canyons.edu/communityed](http://www.canyons.edu/communityed).

### COMMUNITY EDUCATION

The Community Education Program provides learning opportunities for the entire community through short-term classes in a variety of topics, including: short term vocational programs, summer youth programs; recreation; dance; business; traffic school; driver's education; and hundreds of online classes in a wide variety of subjects. None of the classes earn college credit and are offered for a nominal fee. For more information please call the Community Education Office at (661) 362-3300 or visit [www.canyons.edu/communityed](http://www.canyons.edu/communityed).

### CONTINUING EDUCATION (NONCREDIT CLASSES)

Continuing Education classes, also known as "noncredit," are financially supported by the state of California and are offered tuition-free. Continuing Education classes are designed to provide students with a high-quality learning experience, but these classes do not earn college credit. Tuition-free classes include GED Preparation, ESL (English as a Second Language) and Citizenship, Emeritus College courses for older adults, and Health and Safety Courses. Some courses may require a materials fee or the purchase of a textbook. For more information please call the Continuing Education Office at (661) 362-3304 or visit [www.canyons.edu/offices/ContinuingEducation](http://www.canyons.edu/offices/ContinuingEducation).

### CHILD CARE – ON CAMPUS

The Center for Early Childhood Education has infant/Toddler and Preschool programs on the Valencia Campus and a Preschool Program on the Canyon Country Campus. Both of the Centers provide early childhood education services available to financially qualified student-parents, staff/faculty and community members. Under various State-funded programs, full funding or sliding scale fees may be possible. Openings are limited and subject to funding terms and conditions. For more information on morning, afternoon or all-day sessions and/or to see if you may be qualified for financial assistance, please call (661) 362-3531.

### COUNSELING & PROGRAM ADVISEMENT

#### Counseling

Students are encouraged to meet with a counselor during their first semester and throughout their education at the college. Counselors provide valuable assistance with goal setting and educational and career planning.

The goal of the counseling staff is to assist students with the effective use of resources and opportunities. Counselors assist students to determine, analyze, and understand their interests, aptitudes and abilities. Counselors also offer workshops and courses that teach

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study skills and strategies that positively impact academic success. Counselors are available online, by appointment and on a walk-in basis. To make an appointment with a counselor, access Counseling at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling).

Specialized counseling is also provided for targeted populations through Disabled Students Programs & Services (DSP&S), Extended Opportunity Programs & Services (EOPS/CARE), and the International Students Program.

### Program Advisement

Program advisors are available in the Counseling Office on a walk-in basis. They assist students by providing information about certificate, degree, and transfer requirements as well as by explaining college policies and procedures.

### PROGRAMAS Y SERVICIOS PARA ESTUDIANTES INCAPACITADOS

*Si usted está inscrito en el programa de DSPS, consulte con dicha oficina ya que los recientes cortes presupuestales pueden haber alterado la información impresa en este programa.*

La Oficina de Programas y Servicios para Estudiantes Incapacitados ofrece servicios de apoyo a estudiantes que tengan incapacidades físicas, psicológicas, lingüísticas y de aprendizaje. Algunos de los servicios que se ofrecen son: ayuda con la inscripción y con la selección de clases, asesoramiento académico y vocacional, tutorías, intérpretes, facilidades para tomar exámenes, ayuda para escribir las notas de clase, y conversión de textos a audio.

Para más información, comuníquese con el vice-rector de servicios para estudiantes, al 259-7800, extensión 3292, o vaya al edificio de administración, oficina A-101.

### DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

*If you are enrolled in the DSPS program, budget cuts may have created changes to the program subsequent to the printing of this schedule. Please check with the DSPS office for any changes that may apply to you.*

The Disabled Students Programs & Services (DSP&S) offers educational support services for students with a variety of disabilities, including those students with physical, psychological, communicative and learning disabilities.

Support services and accommodations include, but are not limited to, priority registration, scheduling assistance, academic and vocational counseling, tutorial lab, interpreters, test-taking accommodations, assistive technology and taped text.

For students with learning disabilities or suspected of a learning disability who are enrolled in college classes, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria. Students with verified disabilities who require alternate formats of college publications and resources should check with Disabled Students Programs & Services. Materials available include, but are not limited to, Braille, large print, books on tape, and electronic text. These formats help accommodate students' specific needs and are created in the timeliest manner possible.

DSP&S serves as a liaison with the campus and community agencies on behalf of students with disabilities. Students may contact DSP&S in Seco Hall room 103 AND [Canyons.edu](http://Canyons.edu) or by calling (661) 362-3341 in Valencia. In Canyon Country go to Quad 1 or call (661) 476-3813.

Students with verifiable disabilities who do not wish to avail themselves of the services of the Disabled Students Programs & Services Department may still be eligible for reasonable accommodation and service. Contact the Vice President of Student Services (259-7800, extension 3292; or Web address: [www.canyons.edu/dsps](http://www.canyons.edu/dsps)) located in A-101 for more information.

### EMPLOYEE TRAINING INSTITUTE

The goal of the Employee Training Institute is to be the preferred provider of contract training and education services to businesses in the Santa Clarita Valley, helping them to become more competitive globally.

ETI partners with local businesses and business associations such as the Valley Industrial Association and the Chamber of Commerce to provide seminars, workshops, consulting, and courses, all tailored to employers' specific needs. Flexibility is a theme. ETI offers customized training specific to the needs of each employer, providing options for local companies wanting onsite, customized educational services.

Courses are offered on a wide range of topics:

- Manufacturing---Customized courses on numerous topics, such as inspection techniques, CNC machining, geometric dimensioning and tolerancing, hazard, and biotech clean room techniques;
- Computers---Customized courses in all levels and types of software, including CAD and CAM programs;
- Business and professional skills---Customized courses in customer service, leadership, management skills, language, and math;
- Continuous improvement---Customized courses in Six Sigma, lean manufacturing, Kaizen, and quality assurance.

ETI fees are competitively priced, and ETI also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows companies to stretch their precious training dollars farther. Call 661-362-3245 for more information, or come by our office in building X-8 on the Valencia campus.

## EOPS/CARE

### Extended Opportunity Programs & Services

*If you are enrolled in the EOPS program, budget cuts may have created changes to the program subsequent to the printing of this schedule. Please check with the EOPS office for any changes that may apply to you.*

EOPS is a state-funded retention program that recruits and assists eligible students who otherwise might not be able to attend college.

The program's aim is to serve and encourage people from various backgrounds to continue their education on the community college level. The specific charge of EOPS is to develop programs, services, techniques, and activities that are over and above traditional college programs. Peer advisor assistance is also available.

EOPS applications and information are available in X-9 on the Valencia campus or by calling (661) 362-3279. The EOPS application can also be found online at [www.canyons.edu/offices/eops](http://www.canyons.edu/offices/eops). On the Canyon Country Campus EOPS is in Quad 1 Building B.

## PROGRAMA Y SERVICIO DE OPORTUNIDAD EXTENDIDA (EOPS)

*Si usted está inscrito en el programa de EOPS, consulte con dicha oficina ya que los recientes cortes presupuestales pueden haber alterado la información impresa en este programa.*

El Programa y Servicio de Oportunidad Extendida (EOPS en inglés) es una programa estatal de retención de estudiantes, cuya misión es reclutar y ayudar a estudiantes cualificados, que no podrían asistir de otro modo a la universidad.

El objetivo del programa es servir a personas de diferente extracción social, animándolas y ayudándolas para que continúen su educación a nivel de la universidad comunitaria. De forma más concreta, el Programa y Servicio de Oportunidad Extendida desarrolla programas, servicios, técnicas, y actividades adicionales a los programas universitarios tradicionales. Hay también estudiantes asesores a su disposición para ayudarlo.

Para obtener solicitudes del Programa y Servicio de Oportunidad Extendida, o para más información, puede ir al la oficina de EOPS (X-9) en el camus de Valencia o puede comunicarse a (661) 362-3279.

## Cooperative Agencies Resources for Education (CARE)

CARE helps the community college student reach his/her educational and career goals by offering economic and emotional support to the student who is on the road to being independent. CARE emphasizes services to ensure student success while at the same time being sensitive to the student's needs. CARE students may receive cash grants for child care expenses, vouchers for books, supplies, and help with transportation; support group seminars; referral services; and CARE peer advisement.

CARE applications and information are available in room X-9 on the Valencia campus or call (661) 362-3279.

## AYUDA ECONÓMICA

Cualquier estudiante puede solicitar ayuda económica (becas, préstamos y/o trabajo). Para ello, debe llenar la solitudud de Ayuda Federal para Estudiantes (FAFSA). Puede obtenerse en persona en la oficina de Ayuda Económica para estudiantes (SCOH-110) o por el Internet en [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Para más información, favor de comunicarse al (661) 362-3215.

## FINANCIAL AID

Federally and state funded student financial aid provides access to a college education to those students who otherwise would not be able to afford one. The Financial Aid Office provides a complete array of student services that are designed to help students with educationally related expenses pay for their college education. Students may apply any time prior to June 30, 2010 for the 2009-2010 school year.

COC participates in these financial aid programs:

- Board of Governors Enrollment Fee Waiver (BOGW)
- Cal Grant B & C
- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy
- Stafford Student Loans
  - Subsidized
  - Unsubsidized
  - PLUS (Parent Loan for Undergraduate Students)
- Book Scrip Loan

Grant, loan and workstudy job opportunities may be available to any College of the Canyons student who establishes financial need by completing the financial aid process. Students must complete a financial aid application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Eligible students will be awarded financial aid through various types of programs as funding is available. Eligible applicants will be

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expected to maintain standards of progress to remain eligible for financial aid.

Additional information and criteria for each of the grant, loan and work study programs can be obtained on the College of the Canyons Financial Aid Web page [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Additional information regarding financial aid services is available in the Financial Aid Office located in SCOH-110, or by calling (661) 362-3215, or email at [finaid@canyons.edu](mailto:finaid@canyons.edu). On the Canyon Country campus go to Quad 1 or call (661) 476-3804.

### Board of Governors Enrollment Fee Waiver (BOGW)

The Board of Governors Enrollment Fee Waiver (BOGW) is for California residents only. If a student qualifies for the BOGW, the total cost of his or her attendance is reduced to a maximum of \$43 for the fall and spring semesters, and a maximum of \$15 for the winter and summer sessions. By applying via the FAFSA, students will be considered for all of the financial aid programs, including the BOGW enrollment fee waiver. There is also a separate BOGW application available in the Financial Aid Office, in the College of the Canyons class schedule or on the college Website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college).

### Grants

A grant is an award, based upon demonstrated financial need and other criteria, that does NOT have to be repaid. The College participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Cal Grant B and Cal Grant C.

### Loans

Low-interest loans made by lenders such as banks, credit unions or savings and loan associations, are available to students to help pay for education costs. College of the Canyons offers three types of Federal Stafford student loans – subsidized, unsubsidized and PLUS loans. The Stafford student loans must be repaid by the student borrower as specified by the lender, with repayment usually beginning six months after leaving college. Current and former students who are in default on their Federal Stafford Loan will not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be forwarded to other institutions.

### Textbook Rental Program (TRiP)

College of the Canyons offers a Textbook Rental Program, called TRiP, to help students better afford the cost of college textbooks. TRiP allows students to rent their textbooks at a 75 percent savings over the cost of the textbook at the COC Bookstore.

#### What textbooks are available to rent?

Currently, the TRiP program offers five titles for student rental which include textbooks for the following classes: BIOSCI-100, COMS-105, HLHSCI-100, MATH-103 and PSYCH-101. Be sure to check the Website, as new titles

are added occasionally. To view a detailed list of available TRiP textbook go to [www.canyons.edu/offices/finaid/TRIP.asp](http://www.canyons.edu/offices/finaid/TRIP.asp).

#### What are the student eligibility requirements?

The Student must be attending College of the Canyons as a "regular student" and be currently enrolled in at least one of the classes on the **TRiP Textbook Availability List**. Additional student eligibility criteria are listed below.

*This program operates on a first-come, first-serve basis and has two tiers. TIER I is available two weeks prior to the first day of the semester/term. TIER II is available only after the first day of the semester/term to both TIER I and TIER II students, with priority given to TIER I students.*

- **TIER I** - Students must be eligible for the **Board of Governors Enrollment Fee Waiver (BOGW)** and have a **minimum 2.00 cumulative grade point average**.
- **TIER II** - Students must be enrolled **full-time** (minimum of 12 units), have a **minimum 3.00 cumulative grade point average**, and have a **valid ASG student ID card**. There is no requirement for financial aid eligibility in Tier II.

#### How do I apply?

- Complete the TRiP Student Application Form online at [www.canyons.edu/offices/finaid/TRIP.asp](http://www.canyons.edu/offices/finaid/TRIP.asp).
- Financial Aid Office Hours –
  - o **Valencia Campus (Seco Hall, Room 110)**  
Monday - Thursday 10 AM to 7 PM  
Closed Friday – Sunday
  - o **Canyon Country Campus (Quad 1-A)**  
Monday - Wednesday 10 AM to 5 PM  
Thursday 10 AM - 7 PM  
Closed Friday - Sunday

**This program is co-sponsored by funding from the Associated Student Government and the COC Foundation.**

#### The CTE Lending Library

The CTE Lending Library allows eligible students to "borrow" a career and technology education textbook at no cost to use for the semester. Of course, there's a catch. The book is loaned to the student with the condition that the book must be returned so it can be loaned out again to future eligible students. The free textbooks in the CTE Lending Library are sponsored by funding from a Career and Technical Education – Perkins IV Title IC Grant.

The CTE Lending Library provides FREE textbooks in areas including: Administration of Justice, Business, Culinary Arts, Early Childhood Education, Fire Technology, Health Science EMT, Journalism, Nursing, Paralegal Studies, Photography and Radio, TV and Film. Textbooks are approved on a first-come, first-served basis with application processing beginning two weeks before the 1st day of the upcoming semester. Additional textbook titles may be added as funding allows, so be sure to check the Website each semester.

To learn more about CTE Lending Library, visit the college's Financial Aid Website at [www.canyons.edu/offices/FinAid/CTELendingLibrary.asp](http://www.canyons.edu/offices/FinAid/CTELendingLibrary.asp).

## SCHOLARSHIPS

College of the Canyons offers two types of scholarship programs:

### Institutional Scholarships

Students applying for the COC annual institutional scholarship program must submit an online scholarship application. Applications are available annually in February at [www.canyons.edu/scholarships](http://www.canyons.edu/scholarships). Student notification is some time in May for awards which will be disbursed in the following academic year.

### Outside Scholarships

In addition to the annual program for students, many community groups and organizations also sponsor student scholarships as a means of expressing confidence in College of the Canyons students. Scholarships usually range in amounts from \$200 to \$1000 and are made available intermittently throughout the year. Student eligibility varies according to each individual scholarship, therefore scholarship applications must be filed for each individual scholarship for which the student wishes to be considered. Scholarship deadlines vary. Scholarships have pre-established criteria which may include any or all of the following: academic merit, specific educational major, financial need, college/community involvement, and/or transfer to 4-year college/university. Scholarship applications may also require letters of recommendation.

An up-to-date listing of available scholarships is available on the financial aid Webpage at [www.canyons.edu/money4college](http://www.canyons.edu/money4college) and on the Scholarship bulletin board located outside the Financial Aid Office. Further information is available from the Financial Aid Office which is located in SCOH-110, (661) 362-3242. Information is also available at the Canyon Country Campus, call (661) 476-3804 or go to Quad 1.

### Student Employment - Workstudy

The Federal Workstudy Program (FWS) allows students to earn money for their educationally related expenses through a variety of on-campus workstudy positions. These positions are usually tied to community service or to the student's educational major. Federal Workstudy is awarded through the FAFSA application and funding is limited. While participating in the Federal Workstudy program, a student must be enrolled at least half-time (six or more units) and maintain a minimum 2.0 GPA. Students awarded Federal Workstudy can visit Career Services, located in Room SCOH-103, or log on to the college Website at [www.canyons.edu/money4college](http://www.canyons.edu/money4college) to check available job listings.

## FOSTER & KINSHIP CARE EDUCATION

The college provides the required pre-service and in-service training for L.A. County foster and kinship care providers. For more information, please call (661) 362-3512.

## THE NEW COC HONORS PROGRAM

The former High Intensity Transfer and Enrichment (HITE) Club has transitioned into the COC Honors Program. The program offers students the opportunity to enroll in semester-length Honors courses, each of which is designated by an "H" (e.g., SOCI 101H). These classes are designed to enhance reading, writing, critical thinking, and research skills. The overall program strives to recognize academic excellence, provide transfer information, and increase the number of students who transfer from COC to 4-year colleges and universities. Community service, scholarships, and enrichment activities are also available to students who join Alpha Gamma Sigma (a California honor society) or Phi Theta Kappa (an international honor society). The Transfer Alliance Program (TAP) will also benefit Honors students transferring to UCLA. In addition, transfer alliance agreements exist with Pomona College, Chapman University, UC Riverside, UC Santa Cruz, and other colleges and universities. For more information about the Honors Program, please email Dr. Patty Robinson, Dean, Social Sciences and Business Division at [patty.robinson@canyons.edu](mailto:patty.robinson@canyons.edu), or visit her in SCOH-310.

## INTERNATIONAL STUDENTS PROGRAM (ISP)

The International Students Program (ISP) assists all foreign students attending the college. Located in SCOH-101, the ISP staff can assist students who wish to obtain I-20 certification as a step to receiving an F-1 student visa. Counseling of foreign students is available from the ISP staff, who will provide academic, vocational and personal counseling to foreign students. Students are encouraged to contact the ISP Office by calling (661) 362-3580 to make an appointment.

## LEARNING RESOURCES

The primary goal of Learning Resources is to support the college curriculum. To achieve this goal, Learning Resources, primarily through the Library and the TLC Lab, provides services and materials to assist instruction, enhance student success, and support life-long learning.

## LIBRARY - LIBR

The college library serves students, staff, faculty, and the community. Services include reference assistance, orientations, copy machines, group study rooms on the Valencia campus, instructor reserves, an open computer lab (with Internet access and word processing available), and interlibrary loans. Printing from many computer stations is possible with the purchase of a print card (10 cents/page) in the library or TLC Lab. Materials include books, pamphlets, magazines and newspapers;

## CAMPUS SERVICES

audiovisual media such as videotapes, DVDs, CDs and CD-ROMs. A number of online databases are accessible to students, faculty, and staff on campus and at home; these include ProQuest (a large full-text periodical database), Biography Resource Center, and CQ Researcher.

The Open Media Lab on the library's second floor houses the video/DVD library, foreign language instructional materials, and circulates keys for most group study rooms.

In Canyon Country the library is in Quad 3, Room 307.

The library Website, with links to our online databases, the online library catalog, and many special resources, can be accessed at [www.canyons.edu/library](http://www.canyons.edu/library).

### TLC Lab - BONH (Bonelli Hall)-209

The Tutoring/Learning/Computing Lab provides no-cost tutorial assistance in English, mathematics, and many other disciplines on a walk-in basis. In addition, computers with Web development software (such as Photoshop, Dreamweaver, and Flash), Microsoft Office, which includes Word, Excel, Powerpoint, and Access) along with many course-related multimedia tutorials (i.e.: Nursing, English, Math, and Chemistry), are available for student use. Tutors are available to assist students with any questions regarding the computers and software. We also offer support for Blackboard.

In addition, the TLC Lab offers the following workshops: Math Anxiety, Study Skills, and Test Anxiety. For an appointment, please call Mojdeh Mahn at (661) 362-3346. In Canyon Country the TLC is in Quad 3.

### PHYSICAL EDUCATION/ATHLETICS (KPEI)

The college has sixteen intercollegiate Cougar athletic teams that compete in the Western State Conference. Cougar men's teams compete in baseball, basketball, soccer, cross country, football, golf, swimming, and track and field. Cougar women's teams compete in basketball, cross country, golf, soccer, softball, swimming, track and field, and volleyball. Intercollegiate athletic competition is governed by the California Community College Commission on Athletics.

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (9 of these units must be degree applicable). Between seasons of sport, student athletes are required to complete 24 units, 18 of which must be degree applicable, with a 2.0 grade point average. Consult the athletic director or athletic counselor (in WPEK-107) to determine athletic eligibility and to complete a student educational plan.

## STUDENT HEALTH & WELLNESS CENTER

Located in STCN-122 at the Valencia campus and in Quad 1 in Canyon Country, we provide accessible, high quality, low cost health care to currently enrolled students. Clinical staff includes Registered Nurses, Nurse Practitioners, Psychologists, a physician and a Registered Dietitian. We offer nonprescription medications, low cost vaccinations and TB tests. We treat people for acute illness, provide first aid, nutrition counseling, health education, STD screening and family planning services. We offer short-term mental health and crisis counseling, smoking cessation counseling and refer to community agencies if needed. Low cost lab tests and prescription medications are available here, as well as information about optional student health insurance. We help eligible students enroll in state insurance programs (Medi-Cal, Healthy Families, Family PACT). We host a weekly men's and women's reproductive health clinic. All currently enrolled students are welcome. To schedule an appointment at either campus location, call (661) 362-3259.

## TRAFFIC SAFETY SCHOOL

Effective August 23, 2009 Community Education no longer provides in-person traffic safety school. We do provide convenient online traffic school in Spanish and English. Online traffic school is available 24 hours a day, 7 days a week and gives you credit for the 8 hour requirement in CA – we do not have a 12 hour course option at this time. You must be at least 18 years old to be eligible for online traffic school. To register, go to the traffic school website at [www.canyons.edu/trafficschool](http://www.canyons.edu/trafficschool).

## TRANSFER CENTER

The Transfer Center serves as a resource center to the potential transfer student. Assistance is provided with researching information on transfer institutions and majors. The center provides resource materials including college catalogs, information on articulation agreements for specific majors, and access to computer programs containing transfer and financial aid information.

The center also assists the student in completing the procedures for transfer, including application workshops, counseling advisement, college representative visits, Transfer Day activities, and a 1-unit transfer course (Counseling 120 University Transfer Planning) for the potential transfer student.

Interested students are encouraged to visit the Transfer Center in STCN-123 in Valencia, Quad 1 in Canyon Country, or phone (661) 362-3455 for information or to inquire about our transfer admission guarantees.