

## CAMPUS SERVICES

### ACADEMY OF THE CANYONS

College of the Canyons has several important partnerships with the William S. Hart Union High School District. One of them is Academy of the Canyons, located in the Dr. Dianne G. Van Hook University Center on the Valencia Campus.

Academy of the Canyons (AOC) began as a middle college high school in which 11th and 12th grade students could take required high school classes and college classes at the same time. AOC now includes the Early College High School Program (ECHS), which is also in collaboration with the William S. Hart Union High School District and funded through the Bill and Melinda Gates Foundation. ECHS focuses on providing students, who are typically underrepresented in postsecondary education, an accelerated academic program leading to completion of a high school diploma along with up to two years of college course work while in high school.

Academy of the Canyons is now a 4-year high school blending both the middle college and early college initiatives. This program is designed for students who are mature and ready for a college campus experience. Applications are made through the high school district. For information regarding AOC, contact the principal at (661) 362-3056 or by [www.academy-ofthecanyons.com](http://www.academy-ofthecanyons.com)

### 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 on the Valencia campus, 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.

#### 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.bncollege.com](http://www.coc.bncollege.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

CalWORKs is a state-funded program that provides supportive services and encouragement to students who receive cash aid (i.e. AFDC, TANF) and are the parent of a dependent child. The program provides support to qualified students in the attainment of their educational goals and in their transition from college to work or to university. Students may receive:

- Work Study opportunities that ensure all earnings are 100 percent exempt from cash aid
- Personal and academic counseling in a supportive and informative environment that encourages student success
- Vocational and career counseling
- Confidential liaison between program participant, the College, the Department of Public Social Services (DPSS), GAIN and other agencies
- Referral to other departments at the College and to other agencies when required

#### CalWORKs Eligibility Criteria

1. The student must be a legal resident of the State of California
2. The student must be on cash aid (i.e. AFDC, TANF)
3. The student must be in compliance with DPSS and GAIN program requirements
4. A CalWORKs contract must be signed and followed by the student
5. The student must be in compliance with the College CalWORKs program requirements
6. The student must maintain normal progress (as defined by college policies) toward a certificate or degree leading to employment while maintaining a satisfactory grade point average of 2.0 or higher

CalWORKs is available in the Student Support Center or call (661) 362-3271 on the Valencia campus. Information is available at [www.canyons.edu/offices/calworks](http://www.canyons.edu/offices/calworks).

### CAMPUS ACTIVITIES AND STUDENT DEVELOPMENT

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 on the Valencia campus.

### Emerging Leaders Program

This program is designed to provide opportunities for students to develop their leadership skills and techniques through workshop attendance, participants 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 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 on 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.

### 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.

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 (subject to change without notice):

Student Support Fee sticker for admittance).

- FREE 25 Score Card (10-50% discount to 650+ merchants; learn more at [www.25score.com](http://www.25score.com))
- Discount movie tickets priced from \$6.50 to \$8.00 each for Regal, AMC and Pacific Theatres. To purchase, go to STCN-102, Valencia Campus or Quad 1C, Canyon Country Campus.
- Discount tickets and coupons to Southern California theme parks and attractions.
- ASG Computer Lab (STCN-124) privileges, including the use of 36 PC's, 3iMAC's, free color & black and white printed (limited use), copier, fax, scanner, and other general office supplies (need Student Support Fee sticker to use).
- FREE entry to all COC home athletic events (need Student Support Fee sticker for admittance).
- FREE or reduced prices to all ASG campus events.
- Over \$27,000 in ASG scholarship opportunities (apply at the Financial Aid office 1st six weeks of spring semester; receive funds following fall semester).
- FREE legal services (consultation fee waived; legal consultant list is available in STCN-102).

### Enjoy the following Performing Arts Center (PAC) savings:

- 50% off the regular ticket price on all "Arts on Campus" productions (Performing Arts Department productions).
- \$20.00 rear balcony seats for all "COC Presents" (professional engagement) shows.
- \$5.00 rear balcony seats for "Almost Free Family Series" shows.
- Student Rush: Day of Event Only, \$20.00 tickets for all "COC Presents" events and \$5.00 tickets for "Almost Free Family Series" shows. Pending availability at time of discount offer.

## CAMPUS SERVICES

- Receive \$5.00 off the regular ticket price for specified “COC Presents” events (professional engagements at the PAC) with your 25Score Card. Excludes “Almost Free Family” shows along with rear orchestra and rear balcony sections.

**COC students must purchase tickets in person at the PAC Box Office & Patron Services with valid COC student I.D. to receive the student discount. Limit of 2 tickets per student I.D., per event. No exceptions! Promotions are subject to change. All sales are final!**

Note: Benefits subject to change without notice.

To receive a refund of the optional student support fee, a student must opt out by the refund deadline date on the student's individual class printout. Opting out of the fee and all of its associated benefits must be done in person during the registration period for the semester or term in question at any of the following locations: the Office of Student Development, Student Center, Room 102 or the Student Business Office, Seco Hall, Room 101 on the Valencia campus or Quad 1, building C at the Canyon Country Campus during posted business hours. Both locations will have extended office hours during the first two weeks of each semester and the first week of each term. Students may also contact the Office of Student Development directly at (661) 362-3648 to arrange for a special appointment if they are exclusively online students or if their work schedule does not permit coming to campus during regular or extended business hours. After the refund deadline date for the semester/term has passed, students enrolling for late start classes may opt out within one week of their initial enrollment. For more information, please check the Student Development Web pages on the College's Website at [www.canyons.edu](http://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 three 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 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 providing 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, student government, or by participating in an extracurricular campus activity.

### First Year Experience

As a way to provide further opportunities for success for students, the Student Resource Center offers the First Year Experience programs and services. Prior to, and at the beginning of the fall semester each year, a variety of fun and informative events take place providing a forum for new students to meet other students, staff and faculty. Students learn skills needed to be successful academically and socially at the collegiate level. These activities include Welcome Week, Student Success Seminars and Club Rush. These activities and events encourage new students to learn about student life, campus resources and services, academic programs, and skills needed to be successful students inside and outside of the classroom.

### Empower Hours

The Student Development Office also offers workshops as part of the First Year Experience during the fall semester. These workshops focus on topics aimed at equipping students with skills and tools to help them succeed during the first year of college. Topics are facilitated by various faculty members and range from time management tips to test-taking skills.

### 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.

### Cougar Volunteer Program

The Volunteer and Service-Learning Center has established working agreements with off-campus community agencies and on-campus departments to provide volunteer opportunities for students. Volunteerism through the Cougar Volunteer Program

provides many altruistic rewards for the volunteer. A recognition system exists to acknowledge students' involvement in these volunteer activities.

### Service-Learning

Service-Learning opportunities exist through various courses on campus that provide students the ability to directly tie in their volunteer experience with what they are learning in the classroom while also receiving class credit. The Volunteer and Service-Learning Center, located in the Student Center, room 110 on the Valencia campus, coordinates the placement of students with community agency partners, provides an orientation to the program, and monitors students' experiences. For more information please call (661) 362-3422.

### 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-8

**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 assistance with career exploration including assessment and advisement. Job Search assistance includes resume critique and development; new job opportunities posted daily; Internet access and use of fax and phone for job search; biannual job and career fairs; employer on-campus recruitment; and a series of career-related workshops such as resume development, interview prep, job fair prep, job search,

etc. Appointments are available to meet with a Career Advisor. The Career Center is located in the Student Center, room 123, on the Valencia campus and in Quad 1-B110 at the Canyon Country campus. For more information call (661) 362-3286.

### 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; 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. Tuition-free classes include GED Preparation, ESL (English as a Second Language), Citizenship, and Health and Safety Courses. These classes are offered as the State's funding agenda permits. Some courses may require a materials fee or the purchase of a textbook. These classes do not earn college credit. For more information please call the Continuing Education Office at (661) 362-3304 or visit [www.canyons.edu/CE](http://www.canyons.edu/CE).

### 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

The mission of the Counseling Department is to help students reach their educational and career goals. The specific goals are to assist students with the effective use of campus learning resources, student services, and educational opportunities. Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

**Program Advisors** are available throughout open office hours at the drop-in desk in the Counseling Office for quick consultations. Program Advisors provide information about certificate, degree, and transfer requirements, and college policies and procedures. Students should contact the Counseling Office or the counseling Web page at [www.canyons.edu/offices/counseling](http://www.canyons.edu/offices/counseling) to schedule private half-hour appointments with Counselors. Students should, before the time of their appointments, study this catalog, the catalog of any college or univer-

## CAMPUS SERVICES

sity to which they may seek transfer, and the Schedule of Classes for the upcoming term at College of the Canyons. To obtain the most benefit from the appointment, students need to be able to discuss their long-range educational goals as well as the courses desired in the ensuing term. Students are responsible for making final decisions concerning their college programs.

**New students** may attend a New Student Advisement Workshop after completing the online orientation. By the end of the workshop, students will have developed a plan of classes to take their first semester at COC. All students are encouraged to meet with a counselor for educational and career planning. Counselors help students write individual educational plans that list all the courses needed and in the correct sequence to reach their educational goals.

Counseling classes are taught by Counselors and cover such topics as college-success skills, career development, and transfer planning. See Schedule of Classes for specific offerings. Specialized counseling is also provided through the DSP&S, EOPS, and CalWORKs.

### 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 (DSP&S)

*If you are enrolled in the DSP&S program, budget cuts may have created changes to the program subsequent to the printing of this schedule. Please check with the DSP&S 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 DSP&S. 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 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 DSP&S 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 (ETI)

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, hazmat, 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 the University Center, room 267.

### EOPS

#### 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 Student Support Center 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).

## 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 a la oficina de EOPS 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 Student Support Center 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 solicitud 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, 2011 for the 2010-2011 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
- Federal Direct Loans
  - Subsidized
  - Unsubsidized
  - PLUS (Parent Loan for Undergraduate Students)

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.gov](http://www.fafsa.gov). Eligible students will be awarded financial aid through various types of programs as funding is available. Eligible applicants will be 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.

## Fee Waiver

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 the Federal government, 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 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,

## CAMPUS SERVICES

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-served basis and has two tiers. TRIP application processing begins two weeks prior to the semester or session (Fall, Winter, Spring and Summer).*

- **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 for 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 - Thursday 10 AM to 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/ctelending.asp](http://www.canyons.edu/offices/FinAid/ctelending.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.

## FOOD SERVICES

### Valencia Campus:

#### Cougar Café

Cougar Café in Valencia is open Monday through Thursday from 7:30 a.m. to 6 p.m. and Friday from 7:30 a.m. to 2 p.m.

Subway sandwiches are offered Monday through Thursday from 9 a.m. to 6 p.m. and Friday from 9 a.m. to 2 p.m.

Hot breakfast items are served Monday through Friday from 7:30 a.m. to 10:30 a.m. The lunch grill is open Monday through Thursday from 10:30 a.m. to 5 p.m. and Friday from 10:30 a.m. to 2 p.m.

International concept menu cuisines, hand tossed salads and homemade soups are available Monday through Thursday from

10:30 a.m. to 2:30 p.m. Handmade pizza and calzones are also served Monday through Thursday from 10:30 a.m. to 6 p.m. and Friday from 10:30 a.m. to 2 p.m.

Features in the Cougar Café also include a variety of grab-n-go salads and sandwiches, budget items, and a wide variety of snacks, desserts, and beverages. The café can also service all catering needs on campus.

### Specialty Coffees

Specialty coffees, related drinks, and pastries are available at the following locations:

#### – South Campus near Towsley:

Monday through Thursday 7:30 a.m. to 9:00 p.m.  
Friday and Saturday from 7:30 a.m. until noon.

#### – University Center 1st Floor

Monday-Thursday: 7:00 a.m. -7:00 p.m.  
Friday: 7:30 – 12:00  
Saturday and Sunday: Closed

### Canyon Country Campus:

**Food and beverages** are available in two locations on the Campus. The Canyon Country Campus Café, located in Room 303, offers vending machines with both hot and cold food items such as sandwiches, yogurt, soups, and pizza. The Café also has two microwave ovens, hot and cold beverages, indoor seating and wireless access, a feature found throughout the campus. The Café also has vending machines stocked with school supplies such as Scantrons, Blue Books, notebooks, and other supplies.

**Maui Wowi Coffee**, located adjacent to the Carl A. Rasmussen Amphitheater on Cougar Way, offers specialty coffee drinks, fruit smoothies, cookies, chips, and grab-and-go salads/sandwiches. Lattes, blended coffee, and other specialty drinks are available. The coffee building offers outdoor seating under a shade structure immediately behind the building, with a view of the surrounding hillsides. Wireless internet access is available throughout the campus, and the patio is no exception! Enjoy the beauty of the campus while sipping your latte and connecting with friends.

### 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 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 through COC’s membership with the Honors Transfer Council of California (HTCC). For more infor-

mation 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. Also, see the Honors Web page at [www.canyons.edu/offices/Honors](http://www.canyons.edu/offices/Honors) for more information.

### INTERNATIONAL STUDENTS PROGRAM (ISP)

The International Students Program (ISP) assists all foreign students attending the college. Located in the Student Support Center, 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; audio-visual 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 Net Library.

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 for registered College of the Canyons students in English, mathematics, and many other disciplines on a walk-in basis. In addition, computers with Web development software (such as Photoshop, Dreamweaver, Flash, Microsoft Office which includes Word, Excel, PowerPoint, and Access along with many course-related multimedia tutorials including 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 one-on-one workshops for math anxiety, study skills and test anxiety as well as group workshops for Supplemental Learning and individual Guided Learning Activities. The TLC Lab is located in BONH-209. The Zone, the tutoring lab for student athletes, is located in HSLH-203. On the Canyon Country campus, the TLC Lab is located in Quad 3, Room 306.

## CAMPUS SERVICES

### 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

The mission of the Student Health & Wellness Center is to keep students physically and emotionally healthy so they can succeed in school and life. Quality clinical services, innovative health promotion activities, referrals and assistance in securing affordable health insurance are provided in a caring, confidential, cost effective and convenient manner for COC students.

#### Eligibility

Full-or part-time students, who have paid enrollment fees and are currently enrolled and active in classes are eligible for services.

#### Cost

No charge is made for most services. A nominal fee is charged for certain laboratory tests or injections.

#### Personnel

A registered nurse and/or nurse practitioner, mental health counselors and a registered dietitian are available by appointment during Student Health & Wellness Center hours.

#### Services include:

- Treatment of acute illness
- Mental health counseling with a psychologist
- Blood pressure checks
- Free health literature for personal use
- Family planning: information, pap tests, birth control, pregnancy tests
- Screening and treatment for sexually transmitted infections
- Nutritional counseling with a registered dietitian
- Help to apply for Medi-Cal, Family PACT or group student health insurance
- Vaccinations
- Referrals to physicians and other health agencies
- First aid
- T.B. skin test
- Laboratory testing

#### Treatment of a Minor

Any student under the age of 18 is required to have a parental consent form signed prior to receiving treatment, except in emergencies or cases exempted by state law. A minor student's parent must sign permission for treatment at time of enrollment.

### ACCIDENT INSURANCE

Accident insurance is included in the student health fee and provides on-campus accident coverage while attending college or college-sponsored activities. It is recommended that each student carry voluntary insurance coverage for off-campus emergencies and illnesses.

Information on various insurance carriers may be obtained in the Student Health & Wellness Center, Student Center, room STCN-122 on the Valencia campus and in Quad 1B on the Canyon Country campus or call (661) 362-3259 for further information.

#### Health Recommendation

Each student should be free from any communicable disease. It is strongly recommended that student immunizations are current, including two doses of the measles-mumps-rubella vaccine and a tetanus-diphtheria-pertussis (Tdap) vaccination within the past 10 years.

#### VALENCIA CAMPUS

Student Health and Wellness Center  
Student Center Room 122  
(661) 362-3259

#### CANYON COUNTRY CAMPUS

Student Health and Wellness Center  
Quad 1B  
(661) 362-3812

### TRAFFIC SAFETY SCHOOL

The Community Education office provides 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 clearing house for transfer activities and information. The Transfer Center provides a variety of services and information for students who are interested in transferring to a four-year college or university.

In the Transfer Center students will receive assistance in reaching their transfer goals. In addition, the Center offers workshops to assist transfer-ready students in completing admission's applications, the writing of personal statements and the overall knowledge of the transfer process.

University representatives are available by appointment to provide counseling on up-to-date information on their admission requirements, financial aid, housing facilities, majors and much more. Also available is a 1 unit CSU transferable course entitled, Counseling 120 "University Transfer Planning."

Students may obtain additional information by visiting the Transfer Center, Student Center, "A" Building Counseling Departments on the Valencia campus and Building 1C on the Canyon Country campus or by calling (661) 362-3455. Please go to the Website at [www.canyons.edu/offices/transfercenter](http://www.canyons.edu/offices/transfercenter) to get information on activities and events.