

VETERAN AFFAIRS

College of the Canyons has been authorized to offer educational training for veterans and veterans' dependents under all laws which establish such benefits. Students who plan to take advantage of these benefits should apply at the Veteran Affairs Office located in X-9.

Students will need to bring a copy of their DD214 and must submit application materials prior to the beginning of the new semester.

Veterans continuing from previous semesters must submit a Semester/Session Request for VA Payment form each semester or term at the time of registration. Failure to do so will result in not being certified by the college to the Department of Veteran Affairs and consequent loss or interruption of benefits.

The Veteran Affairs Office will be available to assist veterans by appointment only. Please visit our Website at www.canyons.edu to make an appointment. Please call (661) 362-3469 or email veterans@canyons.edu for more information.

FERPA AND DIRECTORY INFORMATION

The Santa Clarita Community College District regards the following as "Directory Information" which can be released to the public: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received from the College, participation in officially recognized activities and sports, weight and height of members of athletic teams, the most recent public or private school attended by the student. If you desire to withhold "Directory Information," you must file a written request with the Admissions & Records Office.

In accordance with the Family Educational Rights and Privacy Act of 1974, all other student information, excluding that designated as Directory Information, cannot be released to a third party without written permission submitted to the college by the student. This law applies to all students attending College of the Canyons, regardless of the student's age. Please see Student Rights at the end of this booklet for more information.

TRANSCRIPTS

Unofficial Transcripts: Unofficial transcripts are free and can be printed from your printer or you can have them emailed to you. Please visit our Website at www.canyons.edu and click on **My Canyons**. You will need a user name and password to use this option. If you do not have a user name and password, you can create one under Student Profile. If you decide to come on campus to request an unofficial transcript, a picture ID will be required.

Official Transcripts: College of the Canyons has partnered with Credential's Solutions to accept official transcript orders via the internet on a secured site. You can order official transcripts online at www.canyons.edu and click on **My Canyons**. You will need a user name and password to use this option. If you do not have a user name and password, you can create one under Student Profile. This will eliminate the need to come to the College, stand in line, or mail in a request. This service also allows you to check on the status of your order and will communicate with you via email about your order.

Your first two transcripts are free. You may request your free transcripts in person. You will not be able to order your free transcripts via the internet. The request for your free transcripts must be made in person or by mail. The cost of an official transcript is \$5 and a Rush is \$8. There is a small handling fee charged for the order via the Internet. The Admissions and Records office is located in the Administration and Admissions Building on the Valencia campus or in the Student Services office in Quad 1 at the Canyon Country Campus.

If you wish to mail in your transcript request, you may send your name, dates of attendance, contact information, where you would like the transcript sent and your signature to:

Transcript Office
College of the Canyons
 26455 Rockwell Cyn Rd
 Santa Clarita, CA 91355

DEGREE AND ENROLLMENT VERIFICATIONS

College of the Canyons has authorized the National Student Clearinghouse to provide degree and enrollment verifications. The National Student Clearinghouse can be contacted at www.studentclearinghouse.org or www.degreeverify.org. The fax number is (703) 742-4239 and the mailing address is National Student Clearinghouse, 13454 Sunrise Valley Drive, Suite 300, Herndon, VA, 20171. Enrollment verifications for students are free through this service. Employers and entities acting on behalf of the student are required to pay a nominal fee.

Continuing Education (noncredit) enrollment verifications must be requested at the Continuing Education office on the Valencia campus, room V-110.

GRADES

Final grades can be obtained on My Canyons on our Website at www.canyons.edu. You will need to log in to see your grades. Grades are available by the date listed in the College Calendar at the beginning of this schedule of classes.