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.

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.academyofthecanyons.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. 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.

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.

**Associated Student Government (ASG)**
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):

- **FREE 25 Score Card** (10-50% discount to 650+ merchants; learn more at 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 Quadrangle 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 first six weeks of
Benefits subject to change without notice.

Students are encouraged to develop new special interest groups on campus in addition to those which currently 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 that are 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 on participating, or just volunteering in the community, 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 7 – 700A
17252 Sierra Hwy
Switchboard: Dial 3801
Emergency: Dial 77
661-476-3977 office phone with voice mail

CAREER SERVICES/JOBS 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; interview prep; 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.

CHILD CARE ON CAMPUS
The Children's Program in the Valencia Campus Center for Early Childhood Education has child care openings for financially qualified student-parents of children 12 months to five years of age. The Children’s Program on the Canyon Country Campus has child care openings for financially qualified student-parents of children three and four years of age.

In addition to subsidized childcare, there is placement available to students, staff/faculty and the community for a monthly tuition.

For information on morning, afternoon or all-day sessions and/or to see if you qualify, please call (661) 362-3501 or (661) 362-3531.
Under various state-funded programs, free and sliding scale enrollment may be possible. Openings are limited and subject to specific State requirements.

**CIVIC CENTER**
The Civic Center Office is responsible for processing facility requests for use of the college facilities. Facility requests are available in the Administration Building (see Switchboard) or on the intranet under Facilities Planning Services, click the Services tab, scroll to Civic Center and click on the request link. Please submit a request at least two weeks prior to the event/needs. Facility use questions can be answered by calling (661) 362-3240.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**
CARE is a state-funded program dedicated to assisting single parents who receive cash aid. At College of the Canyons since 1993, CARE is a joint effort between the California Employment Development Department, Department of Public Social Services, California Community College Chancellor’s Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent. CARE emphasizes services to ensure student success and is sensitive to the student’s needs. Qualified students may receive, but are not limited to:

- Counseling
- CARE peer advisement
- First-day book services
- Parenting workshops
- Group support seminars
- Referral services
- Child care grants
- Self-esteem seminars
- Other services, as determined by need eligibility criteria

*To be eligible for CARE, a student must:*

- Apply for financial aid
- Be EOPS-eligible
- Be single and head of household
- Be 18 years of age or older
- Have a dependent child under age 14
- Be enrolled full time (12 units or more)
- Be pursuing a certificate, associate degree, or a transfer program
- Be a legal resident of California for over a year
- Receive current assistance from CalWORKs, TANF, or AFDC. CARE information is available in the Student Support Center on the Valencia campus or by calling (661) 362-3279 or www.canyons.edu/offices/eops/.

**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 Webpage at 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 university 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 STUDENT PROGRAMS AND 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 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/dsp) located in A-101 for more information.

ECONOMIC DEVELOPMENT DIVISION

Services for the Community:

Small Business Development Center

SBDC offers free assistance to emerging businesses in the Santa Clarita Valley (SCV) by providing a wide variety of information and consulting.

For more information or to schedule a free appointment, call (661) 362-5900 or visit the Website at www.canyonsecondev.org and click on SBDC.

Employee Training Institute (ETI)

ETIs focus is to drive down costs, expand the talent pool in the local workforce, and help businesses adopt continuous improvement methods and processes. The ETI offers training programs customized to the needs of each business or organization. Training classes and services are offered at the client’s site or at one of several college training locations. Class schedules are flexible with schedules based on the needs of the client. They can be offered before, during, or after business hours.

Training offerings can be short or long-term, ranging from a single workshop to a series that runs over several months.

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 279.

Center for Applied Competitive Technologies

The Center for Applied Competitive Technologies (CACT) is one of six technology centers hosted at California community colleges. This center is dedicated to helping California manufacturers compete successfully in the global marketplace by providing them with a single point of access to advanced technology training.

Call (661) 362-3111 or visit www.canyonsecondev.org and click on CACT for more information.

Center for International Trade Development (CITD)

As a newly designated CITD, the college’s goal is to help business owners and entrepreneurs progress through the various stages of export/import trade development and help those businesses grow and succeed. Our CITD is one of nine offices located across the state, providing a full range of free or low cost trade assistance services to both companies and individuals looking to expand their international business presence. For more information call the Small Business Institute at 661-362-5900.

Fast Track Institute

The institute provides fast-paced, intensive, job preparation programs for job seekers, mid-career professionals, recent high school graduates and other community members looking for an opportunity to quickly jumpstart their career. Fast Track has two major focuses: entry level skills and professional certifications. Fast Track entry-level courses teach the job skills needed to quickly begin working in local businesses and industries where applicants with up-to-date training are in high demand. Most Fast Track courses take only a few months to complete, and result in participants completing a complement of skill competencies they can share with potential employers.

For more information visit www.canyonsecondev.org

WorkSource Center

The Santa Clarita WorkSource Center exists to help job seekers find the right job by giving them access to resources including internet access, employment workshops, interview preparation, computers and printers, communication tools including phone, fax and copy machines. Job developers and case managers assist clients with more focused job searches and employers with targeted recruitment.

For more information call: 661-799-WORK or www.canyonsecondev.org and click on WorkSource Center.
Advanced Technology Incubator
The Advanced Technology Incubator program provides entrepreneurs starting or developing technology-based products or services with additional resources and the in-depth support necessary to launch and grow a successful startup technology business.
For more information, visit www.canyonsecondev.org or call (661) 362-3241.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)
The Extended Opportunity Programs and Services (EOPS) is a state-funded retention program that recruits, and transitions to work or to university, those students who are eligible. The program's goal is to serve and encourage students from various backgrounds to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that are over and above traditional college programs. Qualified students may receive, but are not limited to:
- Academic counseling
- Personal counseling
- Vocational/Career counseling
- Peer advising
- Priority registration
- Meal cards
- Financial aid referrals
- Transfer assistance
- College survival workshops
- Special tutoring
- First-day book services
- School supplies
- Computer usage
- Study skills workshops
- Cultural awareness activities
- Other services as determined by need

EOPS Eligibility Criteria
1. Full-time student (12 units or more)
2. Legal resident of the State of California
3. Eligible for the Board of Governors fee waiver
4. An EOPS contract must be signed and followed
5. Maintain normal progress (as defined by College policies) toward a goal, certificate, or degree while maintaining a satisfactory grade point average (2.0 or higher)

EOPS applications and information are available in the Student Success Center on the Valencia campus, and Building 1B (by appointment) on the Canyon Country campus or by calling (661) 362-3279 or www.canyons.edu/offices/eops/.

PROGRAMA Y SERVICIO DE OPORTUNIDAD EXTENDIDA (EOPS)
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 podrian 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 en el campus de Valencia o puede comunicarse a (661) 362-3279.

Ayuda económica

FINANCIAL AID AND SCHOLARSHIP PROGRAMS
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.
COC participates in these financial aid programs:
- Board of Governors Enrollment Fee Waiver (BOGW)
- Cal Grant B & C
- Federal Pell Grant
- 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. 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 Webpage 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. On the Canyon Country Campus go to Quad 1 or call (661) 362-3804.

Fee Waiver
The Board of Governors Enrollment Fee Waiver (BOGW) is for California residents and AB 540 students only. Students who qualify for the BOGW, will have their enrollment fees waived for the fall, spring, 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.

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.

SCHOLARSHIP PROGRAMS
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. Student notification is 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. Further information is available from the Financial Aid Office which is located in SCOH-110, (661) 362-3515. Information is also available at the Canyon Country Campus, call (661) 362-3804 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 log onto the college website at www.canyons.edu/money4college to check available job listings.

HOUSING
The college is a community college serving primarily the students who live within the Santa Clarita Community College District. Most of the students reside within commuting distance of the campus. The college provides no campus housing.

As a service to students living away from home, the Student Development Office maintains an online housing board listing available rooms, apartments, and houses for rent. However, the college assumes no responsibility for inspecting or supervising and validating such housing facilities.

Landlords wishing to have their housing facilities listed must indicate that they, in offering housing, do not discriminate on the basis of race, religion or national origin. A signed statement to this effect must be on file in the Student Development Office. The landlords agreement with this statement must be submitted electronically to the College at the time of completing the online posting of information prior to listing. For more information and to view the online housing board please visit: www.canyons.edu/Offices/Student_Development/housing.

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 lifelong learning.
LIBRARY
The college library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, instructor reserves, 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 in the library or TLC Lab. Materials include books, pamphlets, magazines and newspapers; audiovisual media such as videotapes, DVDs, CDs and CD ROMs are also available. 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), Academic Search Premier, Biography in Context and EBSCO Host eBook Collection.

On the Valencia Campus, the Open Media Lab on the library's second floor houses the video/DVD library, foreign language instructional material, English as a Second Language material, and circulation keys for most group study rooms. The library on the Canyon Country campus is located in Quad 3 room 307.

The library Website, with links to online databases, the online catalog and many special resources, can be accessed at www.canyons.edu/offices/library.

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)
Mathematics, Engineering, Science Achievement (MESA) is an enrichment program for students majoring in math, engineering and the sciences. Participation in the program helps to build the skills needed to be successful in math and science courses at COC and beyond. We will also assist with the transfer process. Academic Excellence Workshops help in gaining content mastery for courses such as calculus and general chemistry. The program also supports the development of student learning networks, access to technology, academic advisement, and other support services. The MESA Student Study Center, located in Aliso Lab, room ALLB-114 on the Valencia campus, provides a place where students can study, participate in workshops, and receive free academic support. For more information about the program please call (661) 362-3448.

PARKING AND TRAFFIC REGULATIONS
Permits are required in all student lots seven days a week, 24 hours a day, 365 days of the year. Student permits are valid in student lots only.

Display of Permit
On both campuses, permits must be displayed clearly from the rear view mirror when parking. Failure to display a valid permit may result in a parking citation for the amount of $25.

Refund of Parking Fees
See Refund Policy

Citations
The Security Department receives its authority to enforce the traffic and parking regulations from the California Penal Code, the California Vehicle Code and the Municipal Court. Ignoring a citation will result in immediate legal action in the form of additional penalties and a hold being placed on your vehicle registration with the Department of Motor Vehicles.

Citations will be issued for violation of provisions of the California Vehicle Code as well as the following special college regulations under Section 21113 C.V.C.:

1. Any vehicle parked in a regular stall shall have displayed a valid Student Parking Permit which must be displayed clearly from the rear view mirror when parking in college parking lots. Students with vehicles without permits may purchase a temporary parking permit from the permit vending machines, located in lots #6, 8, 13 and 15 on the Valencia campus and in lots #2 and 3 on the Canyon Country Campus, which requires $2.00 in coins, dollar bills or credit/debit cards for an all-day parking permit good in any student lot.

2. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code.

3. Parking is not allowed in any area that does not have a clearly marked stall.

4. Vehicles parked within a stall shall not overlap the lines that designate that stall.

5. All vehicles shall be parked heading into a parking stall.

6. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows.
   a. RED ZONE - indicates no parking or stopping anytime, whether the vehicle is attended or not.
   b. YELLOW ZONE - indicates a fifteen- (15) minute time limit for loading and unloading vehicles.
   c. GREEN ZONE - indicates thirty- (30) minute parking as marked.
   d. BLUE ZONE - indicates handicapped persons’ parking area only with special permit.

7. No person shall abandon, leave standing, any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Campus Safety Department. Violations will result in vehicle removal and storage.

8. No person shall drive any unlicensed vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of College of the Canyons without permission. Any unidentifiable vehicle on campus is subject to removal and storage. Exception is made for district-owned vehicles.

Special Parking Areas
VISITORS: Thirty-minute time areas are designed with green curbs on the Valencia campus and Canyon Country Campus. If any visitor is going to be in a space for longer than the designated time limit, he/she should purchase a temporary parking permit from the permit vending machines. Located in lots 6, 8, 13 and 15 on the Valencia campus and lots 2 and 3 on the Canyon Country Campus.
HANDICAPPED - Several areas on both campuses are designated for handicapped parking. Vehicles parked in these blue-lined parking stalls are required to properly display a California handicapped placard.

STAFF LOTS - Staff members must have properly affixed on their vehicles, a staff parking permit. Staff permits are not valid in metered stalls, handicapped areas or red zones.

MOTORCYCLES - May park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia campus and across from Quad 2 on the Canyon Country Campus. They shall have a student motorcycle permit. A staff permit is required on all motorcycles parking in staff lots.

For additional parking information visit our Website at www.canyons.edu/offices/campussafety.

Parking Lot Security
The college provides personnel to patrol the parking lots. However, persons parking on district property do so at their own risk. Santa Clarita Community College District does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on district property.

PERFORMING ARTS CENTER
The Santa Clarita Performing Arts Center at College of the Canyons opened in 2004 and provides performance space for college instructional productions, professional and community entertainment and informational programs. Developed in partnership with the City of Santa Clarita, the PAC boasts a spectacular proscenium theater seating more than 900 and a state-of-the-art sound system, as well as an experimental “black box” theater. Information may be found at www.canyonspac.com.

PHYSICAL EDUCATION/ATHLETICS (KPEI)
The college has 16 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. Information may be found at cocathletics.com

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (nine 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-diptheria-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

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, Counseling/Admissions Office, Bonelli Hall, second floor, 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 to get information on activities and events.

TUTORING - THE LEARNING CENTER (TLC)
The Learning Center provides no-cost tutorial assistance for registered College of the Canyons students in English, mathematics, and many other disciplines on a walk-in basis. Computers are equipped with Web development, Microsoft Office, and other software and tutorials for a variety of classes and needs. The TLC also offers proctored testing free-of-charge to COC students and to students from outside universities for a small fee. The TLC offers group workshops for Supplemental Learning and individual Guided Learning Activities (GLAs) as well as Workshop Jams clarifying topics contained in many math and science courses. Additionally, The Learning Center offers COC students online tutoring in select subjects along with Blackboard support for any COC online class. The entrance to The Learning Center on the Valencia Campus is located on the west side of the Library in LTLC-126. Canyon Country Campus’s TLC is located in Quad 3, room 306. For further information about the Supplemental Learning Program, including lists of GLA topics and workshop schedules, please visit the S4S website at www.canyons.edu/Offices/CTE/CollegeSuccess, and for more information about The Learning Center including workshop schedules and subject tutor hours please visit The Learning Center’s website at www.canyons.edu/Offices/TLC

UNIVERSITY CENTER
The Dr. Dianne G. Van Hook University Center affords students the opportunity to earn selected bachelor’s and master’s degrees or credential programs from one of several accredited colleges and universities on the College of the Canyons Valencia campus.

The University Center is home to numerous colleges and universities committed to making degree programs readily available to residents and employers of the Santa Clarita Valley. For more information regarding any of the universities and upcoming programs, please call (661) 362-5150, visit the Website at www.cocuniversitycenter.com.

VETERAN’S INFORMATION
The college is approved for veteran’s education and training by the California State Superintendent of Public Instruction. The college is also approved by the Council for Private Post-secondary and Vocational Education for the training of veterans and other eligible persons.

Veterans are encouraged to call (661)362-3469 or go to www.canyons.edu/offices/Admissions/veterans. Veterans Affairs is located in Building X-9 on the Valencia campus concerning any matters relating to veterans’ benefits. Veterans who qualify for training under one of the following categories are eligible for assistance payments for themselves and/or their families:

Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the:
1. Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30),
2. Montgomery GI Bill - Selected Reserve Educational Assistance program (Chapter 1606) and
3. REAP – Reserve Educational Assistance Program (Chapter 1607)
4. VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.
5. Vocational Rehabilitation (Chapter 31) - Veterans who served in the armed forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service which entitles them to compensation or would do so except for the receipt of retirement pay. The Veterans Administration (VA) determines a veteran’s need for vocational rehabilitation to overcome the handicap of their disabilities.
6. Spouses and/or children of the following categories of veterans may be eligible for Dependent’s Educational Assistance Program (Chapter 35):
• Veterans who are 100% permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the armed forces.
• Service persons who were missing in action or captured in the line of duty.
• Service persons forcibly detained or interned in the line of duty by a foreign government or power.

7. New GI Bill – The Post 9/11 GI Bill (Chapter 33).
Additional information regarding any of the above Chapters may be obtained from the Department of Veteran’s Affairs, P. O. Box 8888, Muskogee, OK 74402-8888. For individual questions regarding claims, benefits, or payments call (888) 442-4551.
To start using your benefits, please go to the U.S. Department of Veterans Affairs Website at http://vabenefits.vba.va.gov/vonapp/main.asp. Once you submit your application, you can meet with the VA advisor at College of the Canyons. To make an appointment, please visit the College of the Canyons VA Website at www.canyons.edu/offices/Admissions/veterans.asp.
Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition-free assistance at any California post-secondary educational institution (community college or university). Additional information may be obtained from the Los Angeles County Veterans Service, 335-A East Avenue K #6, Lancaster, CA 93535, (661) 723-4495.

Veterans Policy
Veterans Administration regulations (21.4253, 21.4277, 21.4135, and 21.4203) have established a requirement that all schools set standards of attendance and progress for attending veterans. The following guidelines have been developed to meet these requirements. For the purpose of this policy, the term “veteran” will be considered to mean all veteran-students collecting educational assistance under Chapters 34 and 35, Title 38, U.S Code.
Evaluation of previous education/training, CFR 521.4253 (d) (3)
This institution will conduct an evaluation of previous education and training, grant appropriate credit, shorten the veteran or eligible person’s duration of the course proportionately, and notify the VA and student accordingly.

Counseling
All veterans are required to have course approval and counseling at College of the Canyons prior to the end of their second semester of attendance to help determine the best program available to meet their educational objectives. Veterans are encouraged to consult an advisor prior to each registration and at any other time they have problems concerning their educational program.

Attendance
All students, including veterans, are expected to regularly attend all classes. Any student absent for any reason whatsoever, from any class for one more time than that class meets in one week may be dropped from the class. Students who will be required to leave due to a call to action prior to the end of the term must file an Academic Standards Committee petition with the Veteran’s Office. Official orders must be attached to the petition.

Academic Probation and Disqualification of Veterans Benefits
Federal regulations prohibit the certifying of a veteran or dependent who has been dismissed for substandard academic work or lack of progress. Veterans and dependents follow the same academic standards set for all students attending the College. See the section on “Probation/Dismissal” listed in this catalog for specific information.

Extended Benefits
The Veterans Administration assumes that when students receive an associate degree or complete 70 semester units, they have met their objective. Any additional coursework completed at College of the Canyons beyond this limit requires special justification before benefits may be received. Such special justification might take the form of a letter from a four-year college or university indicating that additional courses required for a specific major will be transferred at full credit.

Duplication of Work
Veterans programs at College of the Canyons cannot duplicate satisfactorily completed previous training. Transcripts of all college work attempted must be on file in the Admissions and Records Office at College of the Canyons prior to certification for veterans’ benefits. (See Credit for Military Service in the following pages.)

INTERNSHIPS AND WORK EXPERIENCE
The Internships Department offers students an opportunity to receive college credit through CooperativeWork Experience Education (CWE) courses. CWE-188 courses have been integrated into programs throughout the College. Internships allow students to apply knowledge gained in courses to an actual work setting. In addition to college credit, students are able to sample career choices and to improve job-readiness skills. This would be in a paid or unpaid work setting. Students may also earn college credit for their current job by enrolling in CWE-189 General Work Experience. Information regarding student eligibility requirements is available from the Internship Office by calling 661-362-3309. To search for an Internship and find out more about how to obtain an internship, visit www.canyons.edu/interns or stop by the office located in Student Center, room STCN-123 on the Valencia campus.