

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

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, and networking 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):

- 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 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.

CAMPUS SERVICES

- 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.
- 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 or email questions to 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 voice mail

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.

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 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.

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 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 dean de servicios para estudiantes, al 661-362-3261, o vaya al edificio de administración, oficina A-108.

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 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 Dean of Student Services (661-362-3261; or Web address: www.canyons.edu/dsps) located in A-108 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 the 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.

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 campus 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 Para más información, favor de comunicarse al (661) 362-3215.

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. Students may apply any time prior to June 30, 2012 for the 2011-2012 school year.

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 Web page 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.

BOGW Fee Waiver

The Board of Governors Enrollment Fee Waiver (BOGW) is for California residents 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.

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. 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. 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 log on to the college website at www.canyons.edu/money4college to check available job listings.

FOSTER & KINSHIP CARE EDUCATION

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

THE 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 information about the Honors Program, please email Dr. Patty Robinson, Dean, Social Sciences and Business Division at patty.robinson@canyons.edu, or visit her in SCOH-310. Also, see the Honors Webpage at 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 available at the Valencia Campus library include reference assistance, orientations, copy machines, group study rooms, instructor reserves, an open computer lab (with Internet access and word processing available), and inter-library 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; audiovisual media such as videotapes, DVDs, CDs and CD-ROMs. A number of online databases are accessible to students, faculty, and staff on campus and at home; these include ProQuest (a large full-text periodical database), Biography Resource Center, and Ebsco Host eBooks.

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. Services available at the CCC Library include reference, instructor reserves, networked computers for student use, and free printing (up to 15 pages a day).

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. The library also has a Facebook page, linked to the library homepage.

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.

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.

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
- Smoking cessation

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

CAMPUS SERVICES

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.

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/transfer-center to get information on activities and events.

DRUG FREE CAMPUS

As students and employees, you should be aware that illicit drug use and alcohol abuse may lead to financial, health, psychological, work, school and legal problems. College of the Canyons presents these facts to make you aware of the dangers of abuse of illicit drugs and alcohol.

HEALTH RISKS

The following are commonly abused drugs and their associated health risks:

Alcohol

- Brain, heart, liver disease
- Fetal alcohol syndrome
- Some forms of cancer
- Addiction
- Reduced life expectancy
- Death from severe overdoses causing respiratory and heart shutdown

Alcohol is involved in two-thirds of violent behavior, one-half of all injuries, one-third of all emotional difficulties and one-third of all academic problems on college campuses. The use of alcohol is detrimental to athletic and academic skills, and impairs concentration, judgment and body coordination.

Marijuana

- Breast enlargement in men
- Increased appetite
- Loss of motivation and purpose
- Heavy psychological dependence
- Loss of sex drive and reduced fertility
- May cause heart and lung damage
- Insomnia for up to 6 months after quit using

Cocaine

- Excitability and restlessness
- False feeling of self-confidence
- Painful nose bleeds and nasal erosion
- Quick addiction
- Depression
- Easy overdose leading to heart failure
- Crack babies
- Behavior leading to exposure to the AIDS virus and syphilis

Stimulants

- Loss of appetite
- Insomnia
- High distractibility
- Anxiety and severe depression
- Suicidal tendencies, anger, violence, and psychotic or criminal behavior

In addition to the above, opiates, depressants, deliriants, hallucinogens and tobacco have significant health risks.

Tobacco use is the leading preventable cause of disease and premature death in the United States. Tobacco use causes more deaths each year than alcohol use, car crashes, suicide, AIDS, homicide, and illegal drug use combined. Save your health and your money: schedule a free appointment with the tobacco cessation counselor at the Student Health and Wellness Center (661)362-3259.

Therapeutic drugs, when used for medical treatment, can have beneficial and predictable results. Drugs used for non-medical reasons can cause serious physical and psychological problems.

APPLICABLE LEGAL SANCTIONS

Laws and regulations forbidding substance abuse include the Federal Controlled Standards Act, the California State Business and Professional Code, and the California State Penal Code.

Legal sanctions may be taken against you if you are

- Driving under the influence of any drug,
- In possession of illegal drugs or controlled substances,
- Using a false I.D. to obtain alcohol,
- Obtaining or providing alcohol for people under legal age,
- Giving prescription drugs to others,
- Selling any drug or controlled substance.

Santa Clarita Community College District Board Policy

In accordance with Public Law 101-226 DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989, the Board of Trustees of Santa Clarita Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property and as part of any college-sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from college or termination from employment and referral for prosecution for violations of the standard of conduct.

The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the chancellor of the college.

DRUG-FREE CAMPUS

COLLEGE OF THE CANYONS RESOURCES

Valencia

Student Health and Wellness Center

(661) 362-3259

Canyon Country

Student Health and Wellness Center

(661) 476-3812

OFF-CAMPUS RESOURCES

National Council on Alcoholism and Drug Dependence of Santa Clarita

24460 Lynons Avenue
Santa Clarita, CA 91321
(661) 299-2888

National Alcohol Hotline

800-ALCOHOL

Cocaine Anonymous (CA)

(818) 760-8402

Narcotics Anonymous (NA)

(661) 299-5599

Alcoholics Anonymous

(661) 250-9922

Substance Abuse and Mental Health Services Administration

(800) 662-HELP(4357)

Personal health insurance policies may have their own treatment or referral services.

COLLEGE OF THE CANYONS STATEMENT ON ACADEMIC INTEGRITY AND PLAGIARISM

Approved by Academic Senate in May, 2010

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. To facilitate a culture of academic integrity, College of the Canyons has defined plagiarism and academic dishonesty. Due process procedures have been established when plagiarism or academic dishonesty is suspected.

At College of the Canyons, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the current instructor's knowledge and approval.

To be specific, below are some of the situations that will be considered plagiarism at College of the Canyons:

- Use information from any source, online or in print, in one's own writing without acknowledging the source in the content and in the reference page of the assignment;
- Simply list the sources in the reference page, without parenthetical citations in the body of the essay;
- Take more than one printed line of words consecutively from the source without putting quotation marks around them, even though the student has put the author's name in the parentheses or in the reference page;
- Turn in work done for other classes, regardless how big or small the assignment may be, without the current instructor's approval—this is considered "self-plagiarism," which is a form of academic dishonesty; or,
- Turn in work by another student, even by accident.

In addition, College of the Canyons has strict rules against using electronic devices during exams without the instructor's approval. To be specific, absolutely no cell phones or any electronic devices can be on the desk or in sight during test or exam without the instructor's approval. The presence of electronic devices in sight during exams may be considered as intention to cheat and will be processed as a form of academic dishonesty.

Cases of alleged academic dishonesty, such as plagiarism or cheating, will be referred to the Dean of Student Services for investigation. See your syllabus for course specific policies, rules, and guidelines on plagiarism and academic dishonesty.

5529 STUDENT CONDUCT

5529.1 Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

For the purposes of this policy, student is defined as an individual who:

1. has submitted an application to the College and has engaged in the admissions process;
2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;
3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.
- E. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.
- F. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.
- G. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.

- H. Disorderly, lewd, indecent, obscene or offensive conduct or language on College-owned or controlled property or at College-sponsored or supervised functions.
- I. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- J. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8
- K. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- L. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, web site, social network, or by posting on an official bulletin board designated for this purpose.
- M. Soliciting or assisting another to undertake any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- N. Abusive behavior directed toward, or hazing of, a member of the College community.
- O. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.
- Q. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.
- R. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- S. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;
- T. Gambling on College or District property.
- U. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- V. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.
- W. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.
- X. Attempting to perform any actions that are cause for disciplinary action identified above.

BP 5530 DISCIPLINARY ACTION

5530.1 The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

Types of Disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

1. Warning

Noticed to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.

2. Restitution

The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.

3. Fine

A fine, as established in the associated Administrative Procedures 5530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a Hold on the student's records and ability to register, in any district program, for future terms.

4. Official Reprimand

A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed four years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

5. Disciplinary Probation

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than four (4) college years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

6. Removal by Instructor

An instructor may remove a student from his/her class, field trip, lab, or other educational program when the student has interfered with the instructional process. The duration will be for the day of the removal, at a minimum, and the next class meeting at the instructor's discretion. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

7. Disciplinary Suspension

Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic, noncredit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, free workshops, and extracurricular purposes. A student may be suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation." Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.

8. Expulsion

Expulsion consists of the permanent and unconditional removal of the student from the College and all its programs. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the CEO (Education Code 76030). Notation of the expulsion will be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 5531.3(F) – Due Process.

9. Interim Suspension

Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

(a) Imposed by the CEO of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students

and staff members or for the protection of the District property;

- a. Imposed by the CEO of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- b. Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
- c. For not more than a maximum of ten (10) College days.

Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues: (a) the reliability of the information concerning the student's conduct, (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

Interim Suspension shall be:

- a. Imposed by the chancellor of the college, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of district property.
- b. Limited to only that period of time necessary to assure that the purposes of interim suspension are accomplished.
- c. For not more than a maximum of ten (10) college days. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues:

- a. the reliability of the information concerning the student's conduct.
- b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on campus poses a substantial threat to the student or to others, or to the stability and continuance of normal college functions. This hearing does not preclude the initiation of regular disciplinary action.

BP 5531 DUE PROCESS - STUDENT DISCIPLINARY ACTION

5531.1 Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

The following procedures outlined in sections 5531.2 and 5531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined

below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

5531.2 Definition of Terms

Student: The term “student” means an individual who:

1. has submitted an application to the College and has engaged in the admissions process;
2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;
3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

Notice: Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student’s permanent address of record, shall constitute notice..

Days: For purposes of this Policy, the term “days” means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

Student Conduct Committee: This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 5531.4 for additional information.

5531.3 Due Process

A. Referral of Cases

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The CEO may grant exceptions.

B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction.

The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;
 - a. **Campus Restraining Order (CRO):** In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Policy 5529.2(D) and/or 5529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student’s status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.
2. a copy of the student conduct procedures; and
3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student’s records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for hearing.

D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;
2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;

3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, at the student's request, and;
6. counsel the student regarding the campus discipline process as appropriate.
7. Student may be accompanied by any person(s) of their choice at the initial hearing.

E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In the cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction.

2. Informal Agreement of Resolution

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 5529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- a. Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- b. Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- c. Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- d. Retention of the case file and the Informal Agreement of Resolution in the Dean of Student's Office for two years from the date appearing on the Agreement. During those two years, should

the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be subject of College disciplinary action.

3. Formal Disciplinary Action:

- a. If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.
- b. If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 5530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the CEO within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The CEO's review of such appeal shall be in accordance with the provisions set forth in Section 5531.5, The CEO, below. The CEO's decision is final.

5531.4 The Student Conduct Committee

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.
- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of proce-

dures. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.
- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
 1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person

may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.

2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.

H. Responsibility for Presentation of Cases:

1. At the hearing, the accused must represent him or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to him or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the CEO, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

STUDENT RIGHT-TO-KNOW RATES

COMPLETION RATE: 26.85%

TRANSFER RATE: 17.04%

FROM 2007 COHORT DATA

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Santa Clarita Community College District and College of the Canyons to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2006, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at College of the Canyons, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.85 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2006 to Spring 2009. Students who are 'transfer-prepared' have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 17.04 percent transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2007 to Spring 2009.

The College Student Right-to-Know (SRTK) rates can also be viewed at the California Community College Systems Chancellor's Office SRTK rate disclosure Website, <http://srtk.cccco.edu/index.asp> along with the rates for all community colleges in the state. The College's SRTK rate can be viewed directly at <http://srtk.cccco.edu/661/07index.htm>.

STUDENT RIGHTS AND RESPONSIBILITIES

J. Reports to the CEO:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the CEO of:

1. the Committee's specific finding of fact;
2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation.

The CEO may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the CEO.

- K. A copy of all reports required to be submitted to the CEO by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the CEO.
- L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the CEO any written argument supporting the student's position.
- M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

5531.5 The CEO

A. Decision by the CEO:

The final decision regarding the case shall be made by the CEO except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

B. Basis for Decision:

The CEO shall base his or her decision upon:

1. the report submitted by the Student Conduct Committee,
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

C. Sanctions:

The CEO may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 5530, with the exception of expulsion (discussed below). The CEO is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee,

even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

D. Recommendation for Expulsion:

Should the Dean, CEO, or CEO designee recommend a sanction of expulsion, the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanctions(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be public record of the District.

E. Discussion With Student:

If the CEO deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

F. Decision by the Chancellor:

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the CEO's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the CEO, and
3. the Dean of Student Services.

The CEO may also notify other parties of his or her decision. The CEO may direct the Dean of Student Services to notify others, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

College of the Canyons maintains student records to ensure the privacy of all such records in accordance with statutes set forth in the Family Educational Rights and Privacy Act of 1974. By law, the college shall not permit access to or release of records or information to outside agencies without an educational interest unless the College obtains the student's written permission. **This statute applies regardless of the student's age. Once a student under the age of 18 is admitted, they are considered a college student and this law applies to their records.**

The one area of student records that can be released is called "Directory Information." Directory information is defined as: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received,

participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student. Directory information will only be blocked from release by written request of the student. Students may file a written release to block such information in the Admissions & Records office. The College, at its discretion, may limit or deny the release of student directory information to public or private persons or organizations based on the best interests of the students.

In accordance with the privacy act, the College also has the right to release students' records to institutions and agencies on the basis of educational interest. These are examples of situations where records would be released on the basis of educational interest: college officials, state and federal educational and auditing officers, requests in connection with the application for or receipt of financial aid, subpoenas, recovery services and court orders.

Any student has the right to inspect and review his or her student records, within five days of making an official request. The student may challenge the accuracy of the record or the appropriateness of its retention. Records maintained under this statute include, but are not limited to information regarding: college admission, registration, academic history, official transcripts from other schools and colleges, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct and any other information the college feels appropriate. All official transcripts from other schools and colleges become property of the College upon receipt and photocopies are not released.

The College makes a reasonable charge for furnishing copies of any student record, except for the normal College procedures that apply to transcript requests. Particular questions with respect to students' rights under the Family Educational Rights and Privacy Act of 1974 should be directed to the Director of Admissions & Records.

NON-DISCRIMINATION POLICY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints may be directed to the Assistant Superintendent/Vice President, Human Resources, University Center (UCEN) Room 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661)

362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Director to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F, HHH Bldg., Washington, D.C. 20201.

POLÍTICA CONTRA LA DISCRIMINACIÓN

El Distrito de Colegios Comunitarios de Santa Clarita no discrimina por motivos de raza, credo religion, color, origen étnico o nacional, ascendencia, estado de migratorio, miembro de servicio militar, incapacidad física o mental, condición médica, estado civil, sexo, embarazo, edad, orientación sexual, identidad de género, o cualquier otra base protegida en conformidad con Título VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse al Assistant Superintendent/Vicepresidente de Recursos Humanos, del Centro Universitario, de la habitación 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201.

SEXUAL HARASSMENT POLICY

It is the policy of the Santa Clarita Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

STUDENT RIGHTS AND RESPONSIBILITIES

Engaging in sexual harassment (as defined below) shall be a violation of this policy for those authorized to either recommend or take personnel or academic actions affecting employees or students, or those otherwise authorized to transact business or perform other acts or services on behalf of the Santa Clarita Community College District. Within the education environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non-employees and employees.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that are made either explicitly or implicitly a term or condition of an individual's employment, academic status or progress; are used as a basis for employment or academic decisions affecting the individual's welfare; have the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance; create an intimidating, hostile, offensive or demeaning work or educational environment; or are used as the basis for any decision affecting an individual regarding benefits and services, honors, programs, or activities available at or through the College.

This summary is intended to familiarize faculty, students, and staff of the Santa Clarita Community College District with the general meaning of Board policy on sexual harassment. For further information on complaint procedures associated with the policy, please contact the Assistant Superintendent/Vice President, Human Resources, in the University Center (UCEN) Room 360, or by telephone, (661) 362-3424 or see Board Policy 813, www.canyons.edu/info/boardpolicies.

SEXUAL ASSAULT

The Santa Clarita Community College District is committed to creating and maintaining an environment which promotes safety and mutual respect of all members of the campus community. The Santa Clarita Community College District is committed to doing all within its power to apprehend and discipline assailants when rape or any other sexual assault crimes occur on campus property or at college-sponsored events and to provide prompt and compassionate services to students who are raped or sexually assaulted. (See Board Policy 813 at www.canyons.edu/info/boardpolicies.)

OPEN CLASSES

It is the policy of the Santa Clarita Community College District that, unless specifically exempted by statute, every course, course section or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Article 205 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

ACCESO A EDUCACIÓN VOCACIONAL

La falta de habilidad en el manejo del inglés no es impedimento para inscribirse en los programas de educación vocacional.

Access to Vocational Education

Lack of English proficiency will not preclude enrollment in vocational education programs.

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. Vehicles parked in these areas must leave flashers on.
 - c. **GREEN ZONE** - indicates thirty- (30) minute parking as marked.
 - d. **BLUE ZONE** - indicates handicapped persons' parking area only with special permit.

STUDENT RIGHTS AND RESPONSIBILITIES

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/campusafety.

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.

2007 TO 2009 CLERY ACT CRIME STATISTICS Santa Clarita Community College District • College of the Canyons Availability of the Annual Security Report

Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following Website: <http://www.canyons.edu/offices/CampusSafety/Cleary>

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	-	-	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	-	-	0	0	0	0
SEX OFFENSES, FORCIBLE	1	1	1	-	-	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	-	-	0	0	0	0
Incest	-	-	0	-	-	0	0	0	0
Statutory Rape	-	-	0	-	-	0	0	0	0
ROBBERY	0	0	0	-	-	0	0	0	0
AGGRAVATED ASSAULT	0	0	2	-	-	0	0	0	0
BURGLARY	2	3	8	-	-	0	0	0	0
MOTOR VEHICLE THEFT	0	1	1	-	-	0	0	0	0
ARSON	0	0	0	-	-	0	0	0	0
* ARRESTS:									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION:									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
* Drug Abuse Violations	0	0	1	0	0	0	0	0	0
* Liquor Law Violations	0	0	0	0	0	0	0	0	0

HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)

2007 There were no reported hate crimes
 2008 There were no reported hate crimes
 2009 There were no reported hate crimes

* Does NOT include drunkenness or driving under the influence.

ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS

College of the Canyons students are prohibited from using the college information network to illegally download or share music, video and all other copyrighted intellectual property. College of the Canyons supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the college information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college (per SCCC Policy 529.2P) as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com.

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies at http://www.canyons.edu/info/BoardPolicies/500/BP_529.pdf. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access www.riaa.com



ACCURACY STATEMENT

The Santa Clarita Community College District and College of the Canyons have made every reasonable effort to determine that everything stated in this publication is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the college for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the college. The college further reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

Let's make the SMOKING POLICY work!

BOARD POLICY

BP 3900 Smoking/Tobacco Usage In and On Campus Facilities

In the interest of promoting health and well being of district students, staff and visitors and maintaining the safety of district facilities, it shall be the policy of the district to limit or prohibit smoking/tobacco usage in and on campus facilities.

ADMINISTRATIVE PROCEDURE

AP 3900 Smoking/Tobacco Usage In and On Campus Facilities

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the district, in accordance with state law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal district users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, in the Cougar Stadium, and in all college vehicles.
- B. Smoking shall be allowed in a designated area near Cougar Stadium. In addition, smoking is allowed in perimeter parking lots away from the central campus.
- C. Smoking is not permitted in the parking area directly adjacent to Boykin Hall and the lot adjacent to the Early Childhood Education Center
- D. Following recommendations from the Health and Welfare Committee, other smoking areas may be designated by the chief executive officer of the district.
- E. All other tobacco usage in and on district facilities is expressly prohibited.
- F. Violators shall be subject to appropriate disciplinary action.
- G. Questions regarding this policy shall be directed to the chief executive officer of the district or his/her designee. Any review and decision by the chief executive officer of the district or his/her designee shall be deemed to be final.



Santa Clarita Community College District

26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu