

**Office and Meeting Space Use at the Canyon Country Campus****Updated 9/21/23**

The Canyon Country Campus has a variety of spaces for faculty use, including:

- Full-time faculty offices available for permanent assignment
- Drop-in office cubicles
- Group study rooms
- Conference rooms
- Technology center

General procedures to request/utilize these office and meeting spaces is summarized below, including pertinent contact information:

<b>TYPE</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>PROCESS</b>	<b>CONTACT INFO</b>
<b>Full-time Faculty Offices</b>	Single- and double-offices available	Science Center (3 <sup>rd</sup> floor); CCC-700 (ATEC);  CCC-512;	Assigned by faculty request according to the Academic Senate office seniority policy	Marilyn Jimenez (x3058); Academic Senate
<b>Drop-In Offices</b>	Partitioned workstations w/ desk, computer, phone	CCC-204;  CCC-507; CCC-700	First-come-first-serve use	N/A; Contact Communications Center (x3802) if questions
<b>Temporary Swing/Drop-In Office Spaces</b>	double-offices available	CCLB-329	First come, first serve use	N/A; Contact Communications Center (x3802) if questions
<b>Group Study Rooms</b>	Offices with tables or couches, chairs, TV/computer setup	Science Center (1 <sup>st</sup> -3 <sup>rd</sup> floor) SSLRC (3 <sup>rd</sup> floor)	First-come-first-serve use	N/A; Contact Anthony Michaelides (x3253), Maria Sanchez (x3114) if questions
<b>Conference Rooms</b>	Small and medium conference rooms	Science Center (3 <sup>rd</sup> floor);  SSLRC (1 <sup>st</sup> - 4 <sup>th</sup> floors)	Request via TAMIS facility request system online or contact CCC admin	<a href="https://tamis.canyons.edu/FR">https://tamis.canyons.edu/FR</a> Anthony Michaelides (x3253) Maria Sanchez (x3114)
<b>Technology Center</b>	Faculty/Staff computer lab	CCSS-403 (SSLRC 4 <sup>th</sup> floor)	Computer Support will schedule regular hours beginning this semester	Computer Support (x3533)  Anthony Michaelides (x3253)  Maria Sanchez (x3114)