

CAMPUS



PROGRESS



Dear Colleagues: Welcome to the Canyon Country Campus (CCC). We are so pleased that you will be teaching at CCC this semester as campus programs and facilities continue to develop! Notably, the new Takeda Science Center brings online 55,000 sf of new classrooms, labs, group study rooms, offices, and study areas on campus. For our campus map, go to: www.canyons.edu/about/campusmaps.php

Campus Basics: Mail, Keys, Copy Services, Office Space

- **Communication Center:** Mailboxes are located in Room 502A, which is also home to the Communication Center (Switchboard, Mailroom, & Reprographics). If you teach only at the Canyon Country Campus this semester, your mailbox will be here. If you teach at both the Valencia and Canyon Country Campuses, your mailbox will be at the Valencia Campus. For mailbox questions, please call x3801.

- **Keys:** All exterior door locks have been upgraded by Facilities. If you have a gray FOB key from the Valencia Campus, it has been programmed to unlock your classroom door(s) at the Canyon Country Campus. If your gray FOB key does not work, contact the Communication Center at x3801 or stop by room 502A. If you have not been issued a gray FOB key, one has been ordered for you. You may pick up your key at the Communication Center, room 502A. Please call the Communication Center at x3801 for assistance.

- **Copy Services:** Reprographic services are located in Room 502A. A menu of available services is located at the counter. To send an electronic copy request to Reprographics, email cccrepro@canyons.edu. Please make sure to include the number of copies needed as well as any finishing requests in the body of the email to expedite processing. Allow at least one working day for print jobs to be completed and please be conscientious of the many parallel requests being handled by Reprographics. Contact the office at x3831 for more details.

- **Faculty Drop-In Office Space:** Offices for full-time faculty members may be available in CCC 512, 700, and the Science Center. Please contact the Academic Senate for more info. In addition, there are drop-in cubicles located in Rooms 507, 700, and the Science Center and additional drop-in computing stations in Room-205. Please provide your office hours at CCC (if applicable) to the Communication Center so that they can better direct students. Also note that Rooms 205, 507, and the Science Center (third floor) have a refrigerator, microwave, and printer. Room 507 also has a round table for meeting with students in addition to group studies in the Science Center.

- **Takeda Science Center:** Information on the Science Center is noted throughout this letter, but please contact campus administration and/or Dr. Ann Hamilton, Dean, School of Math, Sciences, and Engineering at ann.hamilton@canyons.edu or (661) 362-3294. A FLEX workshop scheduled for February 2 at 1 pm will also provide additional details on this facility.

Computer Support and Technology

- **Tech Support:** Computer Support is located at the Canyon Country Campus in Room 205. If you need technical support using your smart classroom technology, please call x3533, from any classroom phone for assistance. Wi-Di capable projectors are available in many of the classrooms, allowing you to wirelessly pair your laptop or device to the overhead display. Also note, cell phone call and data features are enhanced by the Wi-Fi network on campus. Simply enable "Wi-Fi calling" on your phone (most carriers support this) and connect to the wireless network (ccc-students or ccc-faculty). Please call x3533 for questions or instructions.

- **Equipment Checkout:** Computer Support offers iPads, microphones, laptops, projector carts, and other equipment for faculty to check-out. For more information, call Computer Support at x3533 or stop by their office in Room 205, or online at: app2.canyons.edu/offices/css/forms/checkout.asp.

SPRING SEMESTER 2022

THE CANYON COUNTRY CAMPUS

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Campus Safety and Emergency Preparedness

- **Classroom/Equipment Security:** As a reminder, please remember to lock your classroom whenever you leave so that all the equipment is secure. If you forget your key, please lock the door using the button located on the inside of the door.

- **Campus Safety:** Safety offices are located in Building 511, the command post below the Communication Center. Campus Safety can be reached at x3977 or (661) 666-8738 (cell phone). Dial "6" in the event of emergency to reach the Communication Center on a priority line. Emergency procedure and evacuation information is posted in each classroom with additional info in the Emergency Operation Plan (EOP): www.canyons.edu/student-services/campus-safety/emergency-ops.php

- **Emergency Operations:** Take a moment to familiarize yourself with Emergency Preparedness materials and the student guide to emergencies: www.canyons.edu/administration/pio/prepare.php. Additional info, such as evacuation procedures, is posted in each classroom near the door. Please notify us if any materials are missing. In the event of a campus emergency, text, phone, email, and/or instructor workstation messages will be sent to students and faculty through our emergency notification system.

Student Support Services

- **Student Services:** Please take a moment to familiarize yourself with the many student support services available on campus at www.canyons.edu/canyoncountry/student-services/hours.php. For assistance with adds/drops and grade changes, visit Admissions and Records in Bldg. 1C, or at x3970. Counseling (x3811) and Financial Aid (x3215) are in Bldg. 1A. You may wish to highlight campus services for your students at the beginning of the semester or include them in your syllabus. Also note, a forthcoming Student Services & Learning Resources facility is currently under construction immediately to the south of the Science Center as a future home for many of these services along with instructional support resources.

- **Food Service and Supplies:** Vending food options are located in Room 302, Quad 700, and on the third floor of the Science Center, and are open during all campus hours. A recent café remodel has been completed in Room 303 with future information forthcoming when a vendor is selected. School supplies such as Bluebooks, Scantrons, paper, pens and pencils are also available in vending machines located in Room 302 and outside 700.

- **The Learning Center (TLC):** The TLC is located in Room 306. A private Test Proctoring Center is also available in Room 305A. The TLC provides tutoring, including math, English, computer, and other subjects free to students. Students may also complete supplemental learning activities at the TLC.

- **The Library:** The Library is located in Room 307, and provides access to computers, printing and scanning services, course textbooks on reserve, and a diverse collection of physical books and electronic research resources. The Library offers comfortable seating and space for research or leisure reading.

- **Student Printing:** Students have several printing options on campus. The ASG lounge (Room 204) allows 15 pages (less if color) of free printing with their paid student support fee. TLC, Library, and the Student Lounge allow printing with paid print cards that can be purchased in the TLC or Student Lounge in Room 302. Students can also print with their own paper in Bldg. 1B.

- **Evening Campus Escort Service:** Most semesters, we have Campus Escort cart service available Mon-Thu from 6:00 pm to 10:00 pm. Campus escorts pick up/drop off at various locations on the campus and parking lots. Dial x3977 or x3801 for details.

- **Bus Schedule for Students:** The Santa Clarita Transit picks up and drops off on campus across the road from Room 400 (designated bus stop). The campus is served by Route 5. Check the schedule at santaclaritatransit.com/2021/12/16/route-5-and-routes-501-502-schedule-changes for the most accurate information.

- **Events:** A list of upcoming events is posted at www.canyons.edu/canyoncountry including the ongoing "Science Talks" series. If you are potentially interested in serving as a presenter, please contact us. Note that campus administration will hold open office hours. Please contact Jamie Page at x3802 to request a time. Have a wonderful semester!

Ryan Theule

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