

# Support Services and Programs



SUPPORT SERVICES AND PROGRAMS

**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 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 visit [www.academyofthecanyons.com](http://www.academyofthecanyons.com).

**BOOKSTORE**

The College of the Canyons bookstore, located in Room STCN-134A of the Student Center building on the Valencia Campus, serves the general needs of the student body. The College of the Canyons bookstore is your source for rental, digital, used and new books.

The store stocks current semester textbooks, reference materials, paperbacks, clothing, gifts, school supplies and snacks for sale to students, faculty and campus visitors.

**Hours**

Please visit the College of the Canyons bookstore website at [coc.bncollege.com](http://coc.bncollege.com) or call the bookstore at (661) 362-3255 for current store hours.

**Buyback**

The best time for students to sell back their books and potentially receive up to 50% of the retail price back is during finals week in May and December.

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, COC clothing and gifts and school supplies may be purchased 24 hours a day at the bookstore website at [www.coc.bncollege.com](http://www.coc.bncollege.com). Customers can request that orders be picked up at the Valencia campus bookstore location or shipped for their convenience. Please visit the website for additional information and updates including current store hours.

The bookstore app can also be downloaded to your Android and Apple phone to keep you current on the status of your online orders and store promotions. Click on the App Store and search for My College Bookstore.

**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 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. 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 community college to work or to the 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. 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](http://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 Office of Student Development located in room STCN-102 in the Student Center on the Valencia Campus.

### **Associated Student Government (ASG)**

The purpose of the Associated Student Government (ASG) is to promote the general welfare of the students, to guarantee equality of opportunity among students, to offer experience in the practice of American democratic government, and to encourage participation in planning student activities as permitted under the Education Code of the State of California and the policies of the Board of Trustees of the Santa Clarita Community College District.

The officers of the student government are elected by the student body to represent all students in interactions with the college administration, staff and faculty, and with state legislators and statewide organizations. Student government personnel serve on district committees and represent student viewpoints and opinions on matters of policy, curriculum, and other college issues.

The activity program supported by the ASG is a college-wide enterprise. Its operation is a direct benefit to each student. Cooperative financial support enables students to pay their own way for value received and at the same time makes a better and more extensive program possible.

### **ASG Benefits/Student Support Fee**

The Associated Student Government provides benefits to all students who pay the student support fee at the time of registration, each term. The revenue generated from the student support fee funds student services, programs and campus activities that benefit all students and the campus.

ASG benefits also include reduced rates or free admission to most ASG-sponsored programs and activities such as concerts, athletic events, and lectures, as well as the following (subject to change without notice):

- FREE 25 Score Card (10-50% discount to 650+ merchants; learn more at [www.25score.com](http://www.25score.com))
- Discount movie tickets priced from \$7.00 to \$9.00 each for Regal, AMC, Cinemark and Pacific Theatres. To purchase, go to STCN-102, Valencia Campus or room 204, Canyon Country Campus.
- Discount tickets and coupons to Southern California theme parks and attractions.
- ASG Computer Lab (STCN-124) and CCC ASG Computer Lounge (room 204) privileges including the use of PC's, iMAC's, free color and black and white printers (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 during the first six weeks of the spring semester through the Financial Aid Department).

**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 building 1C at the Canyon Country Campus during posted 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 webpages on the college's website at [www.canyons.edu](http://www.canyons.edu) or email questions to [studentsupportfee@canyons.edu](mailto:studentsupportfee@canyons.edu).

### **Clubs and Organizations**

Many opportunities for involvement exist through membership and participation in student clubs and organizations. More than six 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.

### **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:

#### 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.

### **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.

### 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 Student Support Fee 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 Campus Safety Department 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  
On-duty cell: 510-3881

If there is no one in the office, you may reach Campus Safety through the Communication Center by dialing 0 or, if it is an **emergency, dial 7** from any on-campus telephone.

#### Canyon Country Campus:

Campus Safety Office: Room 700A and Room 511  
661-362-3977 office phone with voice mail  
On-duty cell: 661-666-8738  
17252 Sierra Hwy  
On-duty: **Communication Center: Dial 3801**

If there is no one in the office, you may reach Campus Safety through the Communication Center by dialing 0 or, if it is an **emergency, dial 6** from any on-campus telephone.

### CAREER CENTER

The Career Center offers services for major exploration, career counseling, job development, and assisting with internship placement. In fall 2018, the Cooperative Work Experience Education (internships) program merged services with the Career Center.

Students are provided tools and preparation needed to explore career opportunities and majors that lead to a path associated with a desired career. Through career assessments, and one-on-one counseling or advisement, students may develop a plan to achieve their academic and career goals. A Job Developer can help students with full and part-time employment, and internship exploration. Job and internship search assistance includes resume and cover letter development and critique, interview prep, and new job and internship opportunities posted daily in the MyJobs portal. The Center utilizes LinkedIn as a key tool for job search and allowing students manage their professional and alumni profile after college. A variety of workshops and orientations are provided throughout the year as well as a variety of focused job fairs for COC students. The Center continues to offer the annual fall job fair open to students and the community.

Appointments are available to meet with a Career Counselor, Advisor or Job Developer by calling (661) 362-3286, or stop by Canyons Hall, room 102 (Valencia Campus), or Room 202A at the Canyon Country Campus.

### CHILD CARE ON CAMPUS

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

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

For information on morning, afternoon or all-day sessions and/or to see if you qualify, please call (661) 362-3501 or (661) 362-3531.

Under various state-funded programs, free and sliding scale enrollment may be possible. Openings are limited and subject to specific State requirements.

### CIVIC CENTER

The Civic Center Office is responsible for processing facility requests for use of the college facilities. Facility requests are available online at [canyons.edu/facilities/civicccenter](http://canyons.edu/facilities/civicccenter). Please submit a request at least two weeks prior to the event/needs. Facility use questions can be answered by calling (661) 362-3240.

### COMMUNITY-BASED LEARNING

Community-Based Learning (CBL) opportunities exist through various courses on campus and encourages reflective thinking of social issues as students connect classroom to community. The Community-Based Learning Office provides three models of experiential learning and assists students with placement, guidance, and support.

For more information, email [COC-CBL@canyons.edu](mailto:COC-CBL@canyons.edu) or call 661.362.3231.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program dedicated to assisting single parents who receive cash aid. Since 1998 CARE has been a joint effort between the California Employment Development Department, Department of Public Social Services, California Community College Chancellor's Office, and College of the Canyons to help the student reach his or her educational and career goals. CARE offers academic, economic, and emotional support to the student who is on the road to becoming independent. CARE emphasizes services to ensure student success and is sensitive to the student's needs. Qualified students may receive, but are not limited to:

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

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

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

## COUNSELING & PROGRAM ADVISEMENT

The mission of the Counseling Department is to provide educational, career, and personal counseling and program advisement. Our purpose is to empower students by providing program information and by counseling students to establish goals, evaluate options, develop an educational plan, and learn to study effectively so they may reach their educational and career goals. Counseling faculty are trained to meet with students individually in private counseling appointments for educational counseling, career counseling, and personal counseling; they help students develop educational plans, they facilitate group counseling workshops, and they teach counseling courses. Counseling involves teaching students self-awareness, establishing goals, exploring alternative plans of action and possible consequences, considering possible

challenges and how to overcome them, establishing a support network, and evaluating actions.

**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.

**Academic Advisors** are available to meet with new first-time college students with less than 12 units to create a one semester plan in a workshop or an advisement appointment. 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 one semester plan of classes to take their first semester at COC.

**Counselors** are available for private 30 - 60 minute counseling appointments. 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. Counselors also guide students in career exploration through the use and analysis of career assessment.

Students should contact the Counseling Department or the Counseling webpage at [www.canyons.edu/counseling](http://www.canyons.edu/counseling) to schedule 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.

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 First Year Promise program, DSP&S, EOPS, ISP, Reentry, Student Athletics and CalWORKs.

## PROGRAMAS Y SERVICIOS PARA ESTUDIANTES INCAPACITADOS (DSP&S)

*Si usted está inscrito en el programa de DSPS, consulte con dicha oficina ya que los recientes cortes presupuestales pueden haber alterado la información impresa en este programa.*

La Oficina de Programas y Servicios para Estudiantes Incapacitados ofrece servicios de apoyo a estudiantes que tengan incapacidades físicas, psicológicas, lingüísticas y de aprendizaje. Algunos de los servicios que se ofrecen son: ayuda con la inscripción y con la selección de clases, asesoramiento académico y vocacional, tutorías, intérpretes, facilidades para tomar exámenes, ayuda para escribir las notas de clase, y conversión de textos a audio.

Para más información, comuníquese con el vice-rector de servicios para estudiantes, al (661) 362-3292.

## DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

*If you are enrolled in the DSP&S program, budget cuts may have created changes to the program subsequent to the printing of this schedule. Please check with the DSP&S office for any changes that may apply to you.*

The Disabled Students Programs & Services (DSP&S) offers educational support services for students with a variety of disabilities, including those students with physical, psychological, communicative and learning disabilities.

Support services and accommodations include, but are not limited to, priority registration, scheduling assistance, academic and vocational counseling, tutorial lab, interpreters, test-taking accommodations, assistive technology and recorded text. 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.

For students who are enrolled in college classes, and meet the appropriate criteria, DSP&S offers assessment to determine individual strengths and weaknesses and program eligibility according to the California Community College criteria.

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 at the Valencia campus. 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 accommodations and services. Contact the Associate Vice-President of Student Services (661) 362-3261; or [www.canyons.edu/studentservices/dsps](http://www.canyons.edu/studentservices/dsps) for more information.

## ECONOMIC DEVELOPMENT DIVISION Services for the Community:

### Center for Applied Competitive Technologies (CACT)

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

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

### Center for International Trade Development (CITD)

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

For more information call the Small Business Development Center at 661-362-5900.

### Employee Training Institute (ETI)

ETIs focus is to drive down costs, expand the talent pool in the local workforce, and help businesses adopt continuous improvement methods and processes. The ETI offers training programs customized to the needs of each business or organization. Training classes and services are offered at the client's site or at one of several college training locations. Class schedules are flexible with schedules based on the needs of the client. They can be offered before, during, or after business hours. Training offerings can be short or long-term, ranging from a single workshop to a series that runs over several months.

ETI's fees are competitively priced, and ETI also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows companies to stretch their precious training dollars farther. Call 661-362-3245 for more information, or come by our office in the University Center, room 279.

### Fast Track Institute

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

For more information visit [www.canyonsecondev.org](http://www.canyonsecondev.org)

### Healthcare Workforce Initiative (HWI)

The Health Sector works with specific workforce services that are coordinated by the Deputy Sector Navigator Health who align community college and other workforce development resources with the needs of health sector that result in highly specialized industry training, technical consulting and business development. Healthcare businesses can access the Health Workforce Initiative (HWI) that is dedicated to serving California's healthcare companies with innovative solutions that are unique and customized to your business. We identify the workforce needs of California's health care delivery systems and develop solutions through a comprehensive problem-solving process that includes assessment and analysis, planning and development, and implementation and evaluation. We provide education and training programs to meet emerging demands for California's health care industry workers; to determine needs, facilitate development of innovative solutions and to locate resources to implement planned responses; to evaluate and initialize health-related educational programs.



- **Expands** – California’s Vital Health Care Workforce
- **Trains** – Health Care Job Analysis and Curriculum Development
- **Partners** – Solving Challenges in Health Care

### Doing What MATTERS for Jobs and the Economy, California Community Colleges

**CCC Website:** <http://doingwhatmatters.cccco.edu/>

### Health Workforce Initiative

**Website:** <http://ca-hwi.org/>

### Information Communications Technologies (ICT)

Information And Communications Technologies and Digital Media (ICT-DM) works with educators on behalf of businesses, shaping and aligning college curriculum to reflect emerging IT demands in the workplace. ICT-DM partners with the college’s Employee Training Institute to deliver intense immersion and fast-paced technical training programs. ICT-DM advocates and encourages adaptations of industry recognized IT and Digital Media certifications as part of our educational offerings.

Services at a Glance

- IT Project Management
- Programming/Web Development
- Big Data/Analytics
- Networking
- IT Security

Call (661) 362-5108 or visit [www.canyons.econdev.org](http://www.canyons.econdev.org)

### Small Business Development Center (SBDC)

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

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

### Strong Workforce Apprenticeship Group (SWAG)

Strong Workforce Apprenticeship Group (SWAG) is a partnership between College of the Canyons and Goodwill Southern California. The mission of SWAG is to collaborate with employers, educational institutions, and community-based organizations to drive the expansion of apprenticeship throughout the State of California.

SWAG currently has 50 apprentices working at 12 companies in industry sectors such as Advanced Manufacturing, Cyber Security, and Logistics. SWAG has 12 occupations registered with the US Department of Labor and the Division of Apprenticeship Standards.

SWAG also operates a pre-apprenticeship in collaboration with Jobs for the Future. The curriculum, which is provided by Google will prepare students for entry level careers in information technology. Students will also receive a Certificate of Completion from Google, as well as SWAG. Over 100 students have registered for the pre-apprenticeship, which includes more than 30 Veterans. The program also has an equity component, with more than 70% of its participants coming from challenged backgrounds.

To learn more about SWAG visit them at [www.sw-apprenticeshipgroup.com](http://www.sw-apprenticeshipgroup.com)

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The Extended Opportunity Programs and Services (EOPS) is a state-funded retention program that recruits, and transitions to work or to university, those students who are eligible. The program’s goal is to serve and encourage students from various backgrounds to continue their education at the community college level. The specific responsibility of EOPS is to develop programs, services, techniques, and activities that are over and above traditional college programs. Qualified students may receive, but are not limited to:

- Academic counseling
- Personal counseling
- Vocational/Career counseling
- Peer advising
- Priority registration
- Meal cards
- Financial aid referrals
- Transfer assistance
- College survival workshops
- Special tutoring
- First-day book services
- School supplies
- Computer usage
- Study skills workshops
- Cultural awareness activities
- Study Center
- Other services as determined by need

### EOPS Eligibility Criteria

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

EOPS applications and information are available in the Student Success Center on the Valencia Campus, and Building 1B (by appointment) on the Canyon Country Campus or by calling (661) 362-3279 or [www.canyons.edu/student-services/eops](http://www.canyons.edu/student-services/eops).

### PROGRAMA Y SERVICIO DE OPORTUNIDAD EXTENDIDA (EOPS)

El Programa y Servicio de Oportunidad Extendida (EOPS en inglés) es una programa estatal de retención de estudiantes, cuya misión es reclutar y ayudar a estudiantes cualificados, que no 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 al la oficina de EOPS en el camus de Valencia o puede comunicarse a (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 (CHCS-123) o por el Internet en [www.fafsa.ed.gov](http://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.

COC participates in these financial aid programs:

- California College Promise Grant
- Cal Grants
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy
- Federal Direct Loans
  - Subsidized
  - Unsubsidized
  - PLUS (Parent Loan for Undergraduate Students)
- Student Success Completion Grant

Grant, loan or 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](http://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 at webpage [www.canyons.edu/money4college](http://www.canyons.edu/money4college). Additional information regarding financial aid services is available in the Financial Aid office located in CHCS-142, or by calling (661) 362-3215, or email at [finaid@canyons.edu](mailto:finaid@canyons.edu). On the Canyon Country Campus go to Building 1A or call (661) 362-3215.

### **California College Promise Grant (CCPG)**

The California College Promise Grant (CCPG) program waives enrollment fees for eligible students for the academic year. A student may receive a waiver for any number of units, with no minimum. The CCPG waives ENROLLMENT FEES only. Students are responsible to pay any fees not covered by the CCPG at the time of registration to avoid being dropped for non-payment.

Students must meet academic and progress standards at College of the Canyons in order to remain eligible for the fee waiver. Students can apply for the CCPG by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). For more information on the CCPG program, visit the Financial Aid Office website at [www.canyons.edu/money4college](http://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 Grants, and Student Success Completion Grant.

### **Loans**

Low-interest loans made by the Federal government, are available to students to help pay for education costs. College of the Canyons offers three types of Federal Stafford student loans – subsidized, unsubsidized and PLUS loans. The Stafford student loans must be repaid by the student usually beginning six months after leaving college. Current and former students who are in default on their Federal Stafford Loan will not be permitted to receive financial aid, grades, transcripts, or diplomas, nor will copies of their grades be forwarded to other institutions.

### **SCHOLARSHIP PROGRAMS**

College of the Canyons offers two types of scholarship programs:

#### **College of the Canyons Scholarship Awards**

Students applying for the annual College of the Canyons scholarship awards program must submit an online scholarship application. Applications are available annually in February at [www.canyons.edu/scholarships](http://www.canyons.edu/scholarships). Student notification is in May for awards which will be disbursed in the following academic year.

#### **Outside Scholarships**

In addition to the annual program for students, many community groups and organizations also sponsor student scholarships as a means of expressing confidence in College of the Canyons students. Scholarships usually range in amounts from \$200 to \$2500 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](http://www.canyons.edu/money4college). Further information is available from the Financial Aid office which is located in CHCS-142, (661) 362-3215. Information is also available at the Canyon Country Campus, call (661) 362-3215 or go to building 1A.

### **Student Employment - Work-Study**

The Federal Workstudy Program (FWS) allows students to earn money for their educationally-related expenses through a variety of on-campus work-study positions. These positions are usually tied to community service or to the student's educational major. Federal Work-study is awarded through the FAFSA application and funding is limited. While participating in the Federal Work-study program, a student must be enrolled at least half-time (six or more units) and maintain a minimum 2.0 GPA.

### **HOUSING**

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

### **INTERNATIONAL SERVICES & PROGRAMS (ISP)**

ISP assists non-U.S. students attending the college. Located in Student Support Center 123, the ISP team supports prospective and current students in meeting academic objectives and transferring to bachelor degree programs around the country. Programs include student support in class selection, cultural acclimation, personal counseling, and career consulting. In addition, ISP runs short-term programs of 1 month or less on English language proficiency and local cultural experience. ISP is the main check-in and monitoring point for students to learn about the services available on and off campus. ISP can be reached at [ISP@canyons.edu](mailto:ISP@canyons.edu) or by phone at 661-362-3580.

### **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.

#### **Online Education**

Online Education opportunities support the District's mission to provide education, training, and lifelong learning opportunities to all who seek them. Technology is utilized to make a wide range of college courses available to students unable or who do not wish to attend traditional on-campus classes. Online Education currently includes three formats: online, hybrid, and educational travel. Each of these options offers a variety of learning opportunities and delivery methods and are listed in each schedule of classes and at [www.canyons.edu/onlineeducation](http://www.canyons.edu/onlineeducation) or call (661) 362-3600.

#### **Online Classes**

Online classes require no on-campus meetings. Note: Some classes may require proctored testing that can be arranged through the college's TLC on the Valencia campus. To access the class, regular access to a computer with Internet access is required. Communication occurs with instructor(s) and other online students using communication tools within an online classroom.

#### **Hybrid Online-based Classes**

Hybrid classes meet on campus at least once during the semester with remaining classwork conducted online via the Internet. There may also be on-campus orientation meetings and periodic on-campus testing. The same level of technology as used with online classes is required.

#### **Library**

The college library serves students, staff, faculty, and the community. Services include reference assistance, orientation, copy machines, group study rooms, course reserves, and interlibrary loans. Printing from many computer stations is possible with the purchase of a print card in the library or TLC Lab. Materials include books, magazines, and newspapers; audiovisual media such as DVDs and CDs are also available. A number of online databases are accessible to students, faculty, and staff on campus and at home; these include Academic Search Premier, JSTOR, LexisNexis Academic, ProQuest, and the EBSCOhost eBook Collection.

The library on the Canyon Country Campus is located in Room 307.

The library website, with links to online databases, the online catalog and many special resources, can be accessed at [www.canyons.edu/library](http://www.canyons.edu/library).

#### **Tutoring - The Learning Center (TLC)**

The Learning Center (TLC) provides free tutoring and academic support for College of the Canyons coursework in mathematics, writing in any discipline, computers and many other fields for students registered at College of the Canyons. Drop-in tutoring takes place both in-person and online. TLC offers supplemental learning in the form of group workshops, Guided Learning Activities (GLAs), and math test review jams. TLC's writing center offers specialized services for international students and students for whom English is not their primary language.

Students can use TLC computers equipped with Multimedia (MACs and PCs), Computer Science, Web Development, Microsoft Office, and other software required for a variety of coursework. Other services for students include Canvas support and test proctoring for COC and outside university classes.

The Valencia Campus TLC is located adjacent to the Library in LTLC-126. The Canyon Country Campus TLC is located in room 306. Student ID card is required. For further information please visit The Learning Center's webpage at [www.canyons.edu/TLC](http://www.canyons.edu/TLC) or call (661) 362-3351.

## MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

Mathematics, Engineering, Science Achievement (MESA) is an enrichment program for students majoring in math, engineering, physics, computer science, biology and chemistry. Participation in the program helps to build the skills needed to be successful in math and science courses at COC and beyond. We will also assist with the transfer process. Academic Excellence workshops help in gaining content mastery for courses such as calculus, physics and chemistry. The program also supports the development of student learning networks, access to technology, academic advisement, and many other support services. The MESA Student Study Center, located in Aliso Lab, room ALLB-114 on the Valencia Campus, provides a learning community where students can study, participate in workshops, and receive free academic support. For more information about the program please call (661) 362-3448 or go to our website <https://www.canyons.edu/Offices/MESA>.

## 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 \$35.

### Refund of Parking Fees

See Refund Policy on page 16.

### Citations

The Campus Safety 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, 7, 8, 13, 14 and 15 on the Valencia campus and in lots #2 and 3 on the Canyon Country Campus, which requires \$3.00 in dollar bills or credit/debit cards for an all-day parking permit good in any student lot, on both campuses.
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.
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, 7, 8, 13, 14 and 15 on the Valencia campus and lots 1, 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 handicapped areas or red zones.

**MOTORCYCLES** - Motorcycles may park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia Campus and in the end caps of each row in lots 1, 2 and 3 on the Canyon Country Campus. A student motorcycle permit is required. A staff permit is required on all motorcycles parking in staff lots.

For additional parking information visit our website at [www.canyons.edu/campussafety](http://www.canyons.edu/campussafety).

### Parking Lot Security

The College provides personnel to patrol the parking lots. However, persons parking on District property do so at their own risk. Santa Clarita Community College District does not assume any responsibility for loss or damage

to vehicles or their contents while parked anywhere on district property.

### **PATHWAY TO LAW SCHOOL**

The Pathway to Law School is a California Community College initiative in partnership with eight California law schools to increase the diversity in the legal profession. The purpose of the Program is to provide a pathway to a law school education for students whose post-secondary education begins at the community college level. This program will provide a clear pathway from community college to law school, after obtaining a Bachelor's degree. For more information about the program please visit [www.canyons.edu/lawschoolpathway](http://www.canyons.edu/lawschoolpathway).

### **PERFORMING ARTS CENTER**

The Santa Clarita Performing Arts Center at College of the Canyons is the cultural center for the Santa Clarita Valley. It opened in 2004 and provides performance space for college instructional productions, professional and community entertainment and informational programs. Developed in partnership with the City of Santa Clarita, the PAC boasts a spectacular proscenium theater seating 886 and a state-of-the-art sound system, as well as an experimental "black box" theater. Information may be found at [www.canyonspac.com](http://www.canyonspac.com).

### **PHYSICAL EDUCATION/ATHLETICS (KPEI)**

The college has 17 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, tennis, track and field, and volleyball. Intercollegiate athletic competition is governed by the California Community College Commission on Athletic Association. Information may be found at [cocathletics.com](http://cocathletics.com)

To be eligible for intercollegiate competition, student athletes must be enrolled in a minimum of 12 units during the season of sport (nine of these units must be degree applicable). Between seasons of sport, student athletes are required to complete 24 units, 18 of which must be degree applicable, with a 2.0 grade point average. Consult the athletic director or athletic counselor (in WPEK-107) to determine athletic eligibility and to complete a student educational plan.

### **STUDENT HEALTH & WELLNESS CENTER**

The mission of the Student Health & Wellness Center is to keep students physically and emotionally healthy so they can succeed in school and life. Quality clinical services, innovative health promotion activities, and referrals to on and off campus resources. The health center provides assistance with securing affordable health insurance, homelessness, and food insecurity. All services 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, immunizations, and prescription medications.

#### **Personnel**

A registered nurse and/or nurse practitioner/physician assistant, medical assistant, mental health counselors and a case manager are available by appointment during Student Health & Wellness Center hours.

#### **Services include:**

- Treatment of acute illness and minor injuries
- Mental-health counseling
- Blood pressure checks
- Family planning: information, pap tests, birth control, pregnancy tests
- Screening and treatment for sexually transmitted infections
- Assistance with Covered California, Medi-Cal, and FamilyPACT applications
- Vaccinations
- Referrals to physicians and other community agencies
- First aid
- T.B. assessment/skin test
- Laboratory testing

#### **Treatment of a Minor**

Any student under the age of 18 is required to have a parental consent form signed prior to receiving treatment, except in emergencies or cases exempted by state law. A minor student's parent must sign permission for treatment at time of enrollment.

#### **Accident Insurance**

Accident insurance is included in the student health fee and provides on-campus accident coverage while attending college or college-sponsored activities. It is recommended that each student carry voluntary insurance coverage for off-campus emergencies and illnesses.

Information on various health insurance options may be obtained in the Student Health & Wellness Center, Student Center, room STCN-122 on the Valencia Campus and in Building 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  
Building 1B  
(661) 362-3812

**TRANSFER CENTER**

The Transfer Center serves as a clearing house for transfer activities and information. The Transfer Center provides a variety of services and information for students who are interested in transferring to a four-year college or university.

In the Transfer Center, students will receive assistance in reaching their transfer goals. In addition, the center offers workshops to assist transfer-ready students in completing admission's applications, the writing of personal statements and the overall knowledge of the transfer process.

University representatives are available by appointment to provide counseling on up-to-date information on their admission requirements, financial aid, housing facilities, majors and much more. Also available is a one unit CSU transferable course entitled, Counseling 120 "University Transfer Planning."

Students may obtain additional information by visiting the Transfer Center, Canyons Hall, room 214, 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/transfercenter](http://www.canyons.edu/transfercenter) to get information on activities and events.

**UNIVERSITY CENTER**

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

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

**VETERANS RESOURCE CENTER**

**Building X-9, (661) 362-3469**

The Veterans Resource Center (VRC) at College of the Canyons provides a comprehensive program of services for our student veterans.

The center provides the essential components in academic support services for student veterans and staff to compliment classroom learning and college success.

There are VA Education Benefits Advisors, a computer lab, conference table, study desk, hospitality table, information boards, new student veteran initial advisements and orientations, veteran mentors and relevant support programs.

The VRC provides a relaxing place for student veterans to meet, do homework, get help with their classes, find a mentor, receive the latest veteran benefits information,

request Veteran Education Benefits, coordinate with a veteran's network, attend workshops, and meet with veterans' service providers.

The VRC is a centralized resource hub, easily accessible and widely available to all student veterans and veteran dependents. The center's primary goal is to assist veterans for a successful transition to academic life.

**Veteran Education and Vocational Programs**

College of the Canyons provides assistance to veterans for the following benefit programs:

- **Chapter 30** - Active Duty Educational Assistance Program, Montgomery GI Bill
- **Chapter 31** - Vocational Rehabilitation
- **Chapter 33** - Post-9/11 GI Bill
- **Chapter 35** - Survivors and Dependents Educational Assistance Program
- **Chapter 1606** - Selected Reserve Educational Assistance Program
- **Chapter 1607** - Reserve Educational Assistance Program (REAP)

**Veteran Registration**

Veterans may be eligible for priority registration for 15 years following their discharge from active duty. In order to be eligible, veterans must take a copy of their DD214 discharge papers to the Veteran Resource Center. Active duty military need to show proof of their military ID and orders. Once a level 1 registration date has been assigned you can view it through your My Canyons student account.

Veterans seeking to use VA Educational Benefits apply online at [www.gibill.va.gov](http://www.gibill.va.gov) for their Certificate of Eligibility. One copy must be given to the Veteran Resource Center. For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1. While waiting for the Certificate of Eligibility, students are advised to complete the College of the Canyons enrollment process, such as completing the online admission application and, if required, proceed with completing the placement test and online orientation.

Veterans that wish to receive Veterans Education Benefits should only register for classes required to complete their VA approved program on or after their assigned registration date/time. Check with the Veteran Resource Center for a list of VA approved programs.

**Veteran Financial Aid**

Other financial aid may be available by completing a FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov). For additional information:

- Contact the Veteran Resource Center at (661) 362-3469 or email [veterans@canyons.edu](mailto:veterans@canyons.edu). Additional information is available at <http://www.canyons.edu/offices/va/Pages/default.aspx>.

**Veteran Residency**

College of the Canyons adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act).

College of the Canyons exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational

purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces who is classified as a California resident is also exempt from non-resident tuition. A qualified veteran and/or dependent who reside in California and are attending a California school within 3 years of discharge will receive Resident Tuition Rate.

### Schedule of Fees For Veterans

Fees are due at the time of registration each semester or each time materials are acquired or services rendered, unless you are eligible for the Post 9/11 GI Bill (Chapter 33) or VA Vocational Rehabilitation (Chapter 31) and establish a sponsor account. Fees must be paid at the time of registration. Any fees that are not covered by the Department of Veteran Affairs are the student's responsibility. If all fees are not paid at the time of registration, the student will be removed from all courses.

Veteran Benefits Initial Advisement and Orientation must be completed in the Veteran Resource Center in order to begin the process of certification for VA Education or Vocational Benefits. Certification may take 2-3 weeks during peak times for processing. A request for VA payment must be submitted to the College of the Canyons Veteran Resource Center every term via a VP-20 form in order to initiate the process for benefits and if you are eligible for Chapter 31 or 33, this will help to avoid being dropped from courses for non-payment.

### Prior Credit, CFR 521.4253 (d) (3)

All prior credit must be reviewed and credit granted as appropriate to an approved program that has been selected by the veteran student. Whenever a student initially enrolls or changes programs a Veteran Student Education Plan (VA SEP) must be completed before a request for VA Education Benefits can be processed.

### Repeating Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.

Classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that course may be repeated and certified to VA again.

**Example 1**, if a nursing program requires a "B" or better in biology, then that class may be repeated if a "B" or better was not earned. That requirement must be in the school catalog.

**Example 2**. If a course is required for graduation, a student may repeat the course and be certified for it until it is successfully completed. No further information needs to be provided to VA regarding those courses.

**Example 3**. If a student chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to VA.

### Academic Counseling for Veteran Students

Veteran students using benefits must complete the matriculation process as required of all students. The new student advisement is especially important for

veterans because the veteran is required to select an approved program and can only receive benefits for taking courses that are required to complete the approved program. The first-semester education plan is helpful in selecting classes for the first term and can be used for VA Education Benefits.

Veterans using benefits may schedule counseling appointments with a Veterans Academic Counselor or with general counseling. Veteran students should be reminded that all transcripts must be submitted and all prior credit must be evaluated. The counselor will create a SEP which is written to the VA standards and used in the certification process.

### Veterans Attendance Standards

Veterans are expected to adhere to all school attendance policies. In addition to the schools policy, the Veterans Administration regulations (21.4253, 21.4277, 21.4135, and 21.4203) have established a requirement that all schools set standards of attendance and progress for attending veterans. The following guidelines have been developed to meet these requirements.

The last date of attendance /effective date for each course is reported to the VA when a student officially withdraws, is administratively withdrawn or stops attending without officially withdrawing. For VA Education Benefits a W grade is considered punitive and the last date of attendance must be reported to the VA.

All changes in credit must be reported to the Veteran Resource Center using Form VP-30 Veterans Notice of Change in Schedule. If changes are not reported in a timely manner it can cause an overpayment of VA Educational Benefits.

Veteran students that withdraw from classes as a result of a conflict with military duty may request MW (military withdrawal) grade in the Veteran Resource Center. When submitting a request for Military Withdrawal you must submit a copy of military orders that demonstrate a conflict with completing registered courses.

### Probation and Disqualification of Veterans Benefits

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. In other cases, benefits cannot be resumed unless VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities.

The VA is notified of unsatisfactory progress and academic progress. It is important to note poor academic standing may impact your education or vocational benefits.

- Academic probation means that your cumulative GPA at COC is below a 2.0.
- Progress probation means that more than half of the total number of classes you have attempted have ended up with Incompletes, Withdrawals, or No Pass notations.

For more information on academic standing please see the Academic Counselor.

### **INTERNSHIPS AND WORK EXPERIENCE**

The Internships Department is part of the Career Center. Internships allow students to apply knowledge gained in courses to an actual work setting and allows students to sample career choices to help them select a major that is right for them.

Students earn CSU transferable units by registering in an internship course, Cooperative Work Experience Education (CWE). CWE courses are integrated into programs throughout the College. Students may also earn college credit for their current job by enrolling in CWE General Work Experience.

Information regarding eligibility is available by calling 661-362-3309. To find out more about how to obtain an internship, visit [www.canyons.edu/interns](http://www.canyons.edu/interns) or stop by Career Central X-6 on the Valencia Campus.

