

CAÑADA COLLEGE

2003–2004 CATALOG



4200 Farm Hill Boulevard
Redwood City, CA 94061
650 306-3100
TDD/TTY: 650 306-3181
www.canadacollege.net

ACCREDITATION

Cañada College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, [707] 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

WELCOME TO CAÑADA COLLEGE

The Cañada College faculty, staff, and administration welcome you to Cañada College. Whether you are a new student, a continuing student, or a former student, we are here to help you acquire the knowledge, skills, and experience to achieve your goals.

This catalog is more than a list of courses. It is your guide to the academic programs and excellent support services Cañada College has to offer you. We urge you to take full advantage of the many educational opportunities available and to ask for our help when you need it.

Our warmest wishes for your success at Cañada College!

BIENVENIDOS AL COLEGIO DE CAÑADA

La facultad, administración y personal de Cañada College les da una cordial bienvenida al colegio. Si es usted un estudiante nuevo, un estudiante que esta continuando o que haya sido estudiante anteriormente, estamos aquí para ayudarle a adquirir conocimientos habilidades, experiencia, y determinación para descubrir lo que desee realizar y alcanzar.

Este catálogo es más que una lista de cursos. Es una guía para sus valiosos estudios académicos y excelentes servicios de apoyo que Cañada College tiene para ofrecerle. Le recomendamos que aproveche de lleno todas las oportunidades educativas disponibles y que solicite nuestra ayuda cuando lo necesite.

Nuestros mejores deseos para su éxito en Cañada College.

Accuracy Statement

The San Mateo County Community College District and Cañada College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the San Mateo County Community College District or Cañada College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. At the time of publication, the fees described in this catalog are accurate. However, at any time, local or state mandated fees may be imposed or increased. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

Open Enrollment Statement

The policy of this district is that, unless specifically exempted by statute or regulation, 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(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Americans with Disabilities Act Statement

This document may be made available in alternate format as a reasonable accommodation for a person with a documented disability. To request a reasonable accommodation, please contact the Disability Resource Center at 650-306-3259 a minimum of five (5) work days prior to the date needed.

ADMINISTRATION

Rosa G. Perez, President

Marilyn McBride, Interim Vice President, Instruction

Denise Swett, Vice President, Student Services

Linda Hayes, Dean

Business and Workforce Development

Position Vacant, Dean

Science and Technology

Kuni Hay, Dean

Humanities

Phyllis C. Lucas-Woods, Dean

University Center and Academic Support Services

BOARD OF TRUSTEES

Cañada College is part of the San Mateo County Community College District which also operates College of San Mateo in San Mateo and Skyline College in San Bruno. The District and its Colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the District for a one-year term.

Helen Hausman, President

Thomas L. Constantino, Vice President-Clerk

Richard Holober

Patricia Miljanich

Karen Schwarz

Ashish Jha, Student Trustee, 2003–2004

Ron Galatolo, District Chancellor

Acknowledgements

Curriculum & Database Technician

José Peña

Cover Design/Layout/Production

Roberta Chock

CALENDAR OF IMPORTANT DATES

Placement Tests and Registration: see www.canadacollege.edu or Schedule of Classes for dates, times, locations.

Fall Semester-2003 (84 Total Days: 84 Instruction plus 2 flex)

August 18-19.....	Faculty Orientation Days (Flex Days)
August 20.....	First Day of Instruction
August 30-31.....	Declared Recess
September 1.....	Holiday -Labor Day
September 3.....	Last Day to Drop with Eligibility for Partial Refund
September 3.....	Last Day to Add Semester Length Class
September 8.....	Census Day
September 12.....	Last Day to Drop Without Appearing on Record
October 3.....	Last Day to Apply for Degree/Certificate
November 11.....	Holiday - Veteran's Day
November 18.....	Last Day to Withdraw Semester Length Class
November 26.....	Recess-Evening Classes only
November 27.....	Holiday -Thanksgiving
November 28-30.....	Declared Recess
December 13-19.....	Final Examinations (Day & Evening Classes)
December 19.....	Day & Evening Classes Close

Spring Semester-2004 (88 Total Days: 87 Instruction plus 2 flex)

January 15-16.....	Faculty Orientation Days (Flex Days)
January 19.....	Holiday -Martin Luther King Jr.
January 20.....	First Day of Instruction
February 2.....	Last Day to Drop with Eligibility for Partial Refund
February 2.....	Last day to Add Semester Length Class
February 9.....	Census Day
February 13.....	Holiday – Lincoln's Birthday
February 14 & 15.....	Declared Recess
February 16.....	Holiday – President's Day
February 17.....	Last Day to Drop Without Appearing on Record
March 5.....	Last Day to Apply for Degree/Certificate
April 12-18.....	Spring Recess
April 29.....	Last Day to Withdraw Semester Length Class
May 22-28.....	Final Examinations (Day & Evening Classes)
May 28.....	Day & Evening Classes Close
May 29 & 30.....	Declared Recess
May 31.....	Holiday -Memorial Day
<i>To be determined</i>	Commencement

TABLE OF CONTENTS

Administration	2
The District & Cañada College	4
Off-Campus Centers.....	5
Off-Campus Program (CBET).....	5
University Center.....	5
General Information	6
Student Conduct	6
Policies	8
Fees	12
Información En Español	14
Resources and Special Services for You	20
Adaptive P.E.....	21
Athletics Programs.....	21
Bookstore.....	21
Cooperative Education/Work Experience.....	21
Disabled Student Program	21
Financial Assistance Programs	22
Freshman Success Program & Learning Communities.....	23
Health Services	23
Learning Centers.....	23
Library	24
MESA Program	24
Programs for High School Students.....	24
Middle College	25
Student Life.....	25
Veterans Affairs.....	26
Workability III	26
Steps to Your Success at Cañada	27
Admission	28
Assessment/Placement.....	29
Counseling	30
Registration.....	31
Grades and Academic Standing	32
Tools for Planning Your Educational Program	36
Graduation Requirements	37
Certificate Requirements.....	37
Associate Degree Requirements	37
AA/AS Degree worksheet.....	40
CSU General Education Certification form.....	42
IGETC (University of California) transfer form	43
CSU Transfer Courses list	44
UC Transfer Courses list.....	46
Transfer Programs, Associate Degrees, & Certificates	48
COURSES	81
Cañada College Faculty	147
Index of All Catalog Topics	150
Other Educational Opportunities	149
Parking Information & Policies	152
Campus Directory	152
Campus Map	Inside Back Cover

THE DISTRICT

District Mission Statement

Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, and realize their individual potential. The District is committed to leadership by providing quality education and lifelong learning in partnership with its community and its surrounding educational institutions. It actively participates in the economic, social and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

1. provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement;
2. provide lower division programs to enable students to transfer to baccalaureate institutions;
3. provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;
4. provide developmental and remedial education in language and computational skills required for the successful completion of educational goals;
5. provide a range of student services to assist students in attaining their education and career goals;
6. provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community;
7. celebrate the community's rich cultural diversity; reflect this diversity in student enrollment; and promote it in its staff and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

CAÑADA COLLEGE

Cañada College opened in 1968. Its 131-acre site is located in the western part of Redwood City and overlooks the Bay. The College takes its name from Cañada Road, which winds its way through the valley to the west of the college; the Spanish word "cañada" means "long valley." Cañada is one of three community colleges in the San Mateo County Community College District and its primary service area is the southern portion of San Mateo County, Redwood City, San Carlos, Menlo Park, Atherton, East Palo Alto, La Honda, Portola Valley and Woodside.

Mission Statement

It is the mission of Cañada College to ensure that students from diverse backgrounds achieve their educational goals by providing quality instruction in transfer and general education courses, professional/technical programs, basic skills and activities that foster students' personal development and academic success. Cañada College accepts responsibility for serving the community's diverse needs for lifelong enrichment and highly values close teacher to student teaching and learning relationships, support services and a co-curricular environment that contributes to personal growth and success for students.

Vision

Cañada College ensures student success through personalized, flexible, and innovative instruction. The College infuses essential skills and competencies throughout the curriculum and assesses student learning and institutional effectiveness to make continuous improvement. Cañada responds to the changing needs of the people it serves by being involved in and responsive to the community, developing new programs and partnerships and incorporating new technologies and methodologies into its programs and services.

Values

Striving to produce responsible, lifelong learners who become resourceful, adaptive, independent, and productive employees, employers, and members of their community, Cañada College values and actively promotes:

- Personalized instruction and service
- Active learning and interaction
- High standards of excellence
- Increased student access
- Diversity in staff, student body, and curriculum
- Partnerships with business, schools, colleges and universities, governments, and community based organizations

Programs

Cañada College awards the Associate in Arts and Associate in Science Degrees and Occupational Certificates through traditional semester courses, accelerated and intensive formats, distance education, or combinations of all three. The College specializes in:

- **Transfer** courses articulated with the University of California, California State Universities, other public universities and many private institutions.
- **Professional/Technical** courses in:
 - Accounting
 - Business
 - Business/Office Technology
 - Computer Information Systems
 - Early Childhood Education/Child Development
 - Fashion Design
 - Human Services
 - Information Technology Specialist

- Interior Design
- Multimedia
- Paralegal
- Radiologic Technology
- Real Estate
- **English Institute (ESL)**
 - English as a Second Language Courses
- **Fine and Performing Arts**

Services

The College capitalizes on its small size and caring staff to provide:

- Advising and Counseling
- CalWORKS
- Child Development Center
- Cooperative Education
- Counseling Center, Educational, Career, and Transfer Services
- Disabled Student Program and Services (DSPS)
- Extended Opportunities Program and Services (EOPS)
- Financial Aid and Scholarship Program
- Fitness Center and Athletics
- Health Services
- International Student Counseling Services
- Internet Services, On-line Courses, Telecourses
- Learning Center
- Library
- Math, Engineering, Science Achievement (MESA) Program
- Off-Campus Centers in Downtown Redwood City and Menlo Park
- Study/Travel Abroad Information Center
- Transfer Services
- Tutorial Center
- University Center
- WorkAbility III

Off-Campus Centers

Cañada College Menlo Park/OICW Center

Located at 1200 O'Brien Drive in Menlo Park, the Menlo Park/OICW site is a partnership between the Community Development Agency of Menlo Park and Cañada College. Housed in the same building as the Opportunities Industrialization Center West (OICW), the site consists of a Basic Skills and ESL Learning Center, a state-of-the-art instructional computer classroom, a general purpose classroom with video conferencing capabilities and counseling/administrative offices.

At the Menlo Park/OICW site, open year-round, Cañada College offers regular credit bearing courses. Programs designed to help students improve communication and math skills needed for the workplace are offered, and courses in Office Technology, Early Childhood Education and other areas leading to certificates and degrees are scheduled there. Custom-designed courses for businesses and industries located in the area are available through Corporate and Community Education as well.

Additional information about Cañada's Menlo Park/OICW facility may be obtained by telephoning 325-6936 or 306-3201.

Cañada College Education & Technology Downtown Center

Located in Redwood City's City Center Plaza, the Cañada College Education & Technology Downtown Center is a result of a partnership between the Redwood City Community Development Agency, and the College. Cañada offers intensive job training in Office Technology, Information Technology, i.e. Hardware/Software Support, a variety of Occupational Education programs, and English skills courses. The training component provides a pool of employees who have the requisite communications, human relations, customer service and technical skills for successful

employment in the local area. Additional information may be obtained by calling 599-9307.

Small Business Development Center (SBDC)

The Small Business Development component at the Cañada College Education & Technology Downtown Center features, at no cost to qualified persons, short-term intensive, college credit small business related courses teaching how to own and operate a small business. The Small Business Development Center works in conjunction with both the California Trade and Commerce Agency and the West Valley-Mission Community College District in Santa Clara County. The Center serves as a Small Business Outreach Site for southern San Mateo County. The Center features for no-fee, or a very low cost, information, counseling, and conference/workshop support for existing small business owners and for individuals planning to begin a new business. Additional information may be obtained by calling 599-9767 or 599-9307.

Off-Campus Program

Community Based English Tutoring

The CBET program provides English as a Second Language classes, materials and childcare, for parents and community members of the Redwood City School District (RCS D). Classes are offered at various elementary school sites within Redwood City. The goal of the program is to build the English skills of parents and community members to enable them to play a greater role in the education of children in the Redwood City School District, such as by tutoring. The CBET program is funded by the State of California through Proposition 227 and is a collaboration between Cañada College and the Redwood City School District. For more information, please contact Linda Martinez at 306-3388, or Jose Romero at 306-3388.

El programa CBET provee cursos y libros de Inglés como segundo idioma para los padres y gente de la comunidad del distrito escolar de Redwood City quienes prometen trabajar como tutores voluntarios, ayudándoles a sus hijos, o a otros niños de la comunidad, tener éxito escolar. El programa es financiado por el estado de California, por la legislación 227, y es una colaboración del distrito escolar de Redwood City y Cañada College. También se ofrece cuidado de niños gratis.

Si desea más información, llame: Linda Martinez, Directora y Instructora, 306-3388, o Jose Romero, Coordinador, 306-3388

University Center at Cañada College

The University Center at Cañada College was established to provide four-year college degree programs, workplace certifications and graduate-level programs that are accessible and convenient for area residents.

The University Center currently offers:

In Partnership with San Francisco State University

- Bachelor of Arts in Child and Adolescent Development
- Bachelor of Science in Business Administration
- Teaching Credentials for Elementary and Secondary Education
- Accelerated Master in Business Administration

In Partnership with California State University-Hayward

- Bachelor of Arts in Liberal Studies, with an option in Business Studies (accelerated degree program)

In Partnership with California State University-Monterey Bay

- Bachelor of Arts in Liberal Studies Distributed

In Partnership with Golden Gate University

- Bachelor of Science in Software Engineering and Network Intergration

The University Center's Programs increase the number of college graduates in high demand transfer and employment areas, improve access to four-year and graduate programs for under-represented, economically disadvantaged and place bound student populations, and provide career advancement opportunities for working students and Silicon Valley technical workers who need more accessible training.

For further information, contact the University Center at Cañada College in Building 22, Room 101, or call (650) 306-3399 or visit www.cañadacollege.edu/university

Role of the Faculty and Students

Cañada College seeks the counsel of its faculty and students through a system of permanent councils, committees and informal consultation. Standing and ad hoc committees are organized under the College Council or the Academic Senate which operates through a Governing Council (elected by the faculty). Classified staff members of committees are appointed by the Classified Senate; student members are appointed by the Associated Student Government. Instructors, students, staff and administrators participate in curriculum development and the learning processes and in the general campus environment as full voting members of the various college committees which provide guidance and assistance to the President.

Statement on Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

Revision of Regulations

Any regulation adopted by the administration of Cañada College or the San Mateo County Community College District will be considered an official ruling and will supersede regulations on the same subject which appear in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

GENERAL INFORMATION

Air Force ROTC

Military Affairs is offered to qualified full-time students at Cañada College. Courses are conducted at the UC Berkeley campus. Cañada students may complete two one unit courses at UCB while enrolled at Cañada. Credit for UCB accredited courses and grades will appear on Cañada College transcripts. Not all orientation, training, and education carries academic credit.

Interested students should call (510) 642-3572; e-mail airforce@uclink.berkeley.edu; or write or visit:

Department of Aerospace Studies
164 Hearst Gymnasium
University of California
Berkeley, CA 94720-3610

Continuing Education for Health Professionals-CEU's

Cañada College offers courses, lectures, conferences, and workshops which comply with the continuing education regulations of California's Board of Registered Nursing. Enrollment is open to all registered and licensed vocational nurses. A certificate of verified units/hours is issued to each participant upon completion of the offering. Provider approved by the California Board of Registered Nursing, Provider Number CEP3180, for one semester unit equal to 15 contact hours. (Lab courses may be more.)

Fines

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to college property. Students delinquent in their financial obligations to the college may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the college authorities.

Lost and Found

Items found in any of the campus buildings are held for 30 days in the Bookstore (Building 2). Call 306-3313 to inquire about lost or found articles.

Student Conduct

All members of the San Mateo County Community College District community share the responsibility for preserving the freedom to learn. The College's policies and procedures are designed to safeguard this freedom. Students attending any college in the San Mateo County Community College District will have full access to the rules and regulations under which these Colleges operate and will be assured an impartial hearing in instances when a regulation allegedly was violated.

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

College Grievance and Appeal Procedure

<i>Subject</i>	<i>First level for decision or action</i>	<i>Second level for decision or action</i>
Academic Matters	Instructor	Division Dean
Academic Probation or Dismissal	Director, Matriculation, Transfer & Articulation	Vice President, Student Services
Admissions and Registration	Assistant Registrar	Vice President, Student Services
Discipline	Vice President, Student Services	President
Discrimination Matters	Vice President, Student Services	President
Fee Payments/Refunds/Non-Resident Tuition	Assistant Registrar	Vice President, Student Services
Financial Aid	Director, Matriculation, Transfer & Articulation	Vice President, Student Services
Matriculation	Director, Matriculation, Transfer & Articulation	Vice President, Student Services
Residency Determination	Assistant Registrar	Vice President, Student Services
Security and Parking	Vice President, Student Services	President
Sexual Harassment	Vice President, Student Services	President
Student Records	Assistant Registrar	Vice President, Student Services
Waiver of Academic Requirements	Director, Matriculation, Transfer & Articulation	Vice President, Student Services
Withdrawal (late)	Director, Matriculation, Transfer & Articulation	Vice President, Student Services

A system of derived authority provides the basis for the regulation of the conduct of students of the San Mateo County Community College District. Authority for the public educational system in California rests with the state. The state legislature has full authority, subject only to the limits placed upon it by the Constitution of the United States and the State of California, and fulfills its duty as follows:

1. By creating laws to regulate public education - these are to be found principally in the Education Code.
2. By delegating authority to local agencies such as the Board of Trustees of the San Mateo County Community College District, which, in turn, may delegate its administrative authority.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct which threatens the health or safety of any person (including any action on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e., obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or other authorized activities on college premises).
6. Use of personal portable sound amplification equipment (e.g.,

radios and tape players) in a manner which disturbs the privacy of other individuals and/or the instructional program of the college. Determination of an acceptable level of amplification will be made by the Vice President, Student Services, or his/her designee(s).

7. Unauthorized entry into, or use of, College facilities.
8. Forgery, falsification, alteration or misuse of College documents, records, or identification.
9. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at any College sponsored or supervised function.
11. Extortion or breach of the peace on College property or at any College sponsored or supervised function.
12. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs (as defined in California statutes) on College property or at any function sponsored or supervised by the College.
13. Possession or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
14. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College sponsored events.
15. Smoking in classrooms or other unauthorized campus areas as designated by the President or his/her designee.
16. Failure to satisfy College financial obligations.
17. Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.

18. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
19. Gambling.
20. Sexual harassment or sexual and racial discrimination.
21. Violation of other applicable federal and state statutes and District and College rules and regulations.

Student Grievances and Appeals

Students are encouraged to pursue their academic studies and become involved in other college sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student believes that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance, in accordance with the relevant District policies and procedures.

The chart above summarizes the appropriate college channels to be utilized by any student seeking redress. Detailed information and copies of the Student Grievance and Appeal Policy and Procedures are in the Student Handbook which is available in the Student Activities Office, Bldg. 5, Room 211C. For further information concerning any aspect of student grievances or right of appeal, students should contact the Office of the Vice President, Student Services, Bldg. 8, Room 310, telephone 306-3234.

POLICIES

(Información en español está en la página 15.)

Matriculation

Matriculation is a state-mandated process designed to support student access and success. The matriculation process begins with steps students must complete to enroll in classes, continues through the students' educational careers at Cañada, and concludes when students accomplish their educational goals and objectives. The matriculation policy applies to those who plan to complete a college certificate program, complete an Associate degree, transfer to a baccalaureate institution, or students who are undecided about specific goals but are considering a certificate, degree, or transfer.

The intention of Matriculation is to bring the College and the student into agreement for the purpose of developing and realizing the student's educational goals. Matriculation components include the following.

Admissions: Through the Admissions Application the College collects and analyzes information on each applicant, identifies student goals, and provides matriculation process information to new and former students.

Placement Test/Assessment: The Placement Test/Assessment measures students' abilities in English, reading, writing, and mathematics. This process is used to identify current academic readiness, select and plan appropriate coursework necessary to accomplish educational goals, provide a pathway to strengthen academic skills, and refer students to special programs and support services. This component of matriculation also includes assessing students' interests and values related to the work of work.

Orientation: The College Orientation Program acquaints students with essential information about the College and includes an overview of educational options and goals, college enrollment procedures, college

policy, special programs and services, how to plan coursework, academic expectations, and College facilities. Orientation programs are offered online at the College website or in-person as indicated in the Schedule of Classes.

Counseling/Advisement: Students are expected to meet with a counselor at least once a semester. Early in the educational process students work with a counselor to develop a Student Educational Plan (SEP). The SEP is a personalized map that identifies semester by semester the courses and sequences of courses that students must complete to meet educational goals. Students meet with counselors each semester to monitor SEP progress and make modifications as necessary. At Cañada College students have the opportunity to identify the counselor they want to work with and the responsibility to schedule counseling appointments through the Counseling Center.

Student Follow-up: Follow-up matriculation services represent a college-wide effort that assists students to stay focused and successfully complete educational goals and objectives. Follow-up includes but is not limited to, use of student support services, programs and activities, use of academic alert systems, access to faculty to support ongoing communication with professors, published processes and procedures.

The Matriculation agreement acknowledges responsibilities of both the student and the College that enable students to achieve educational goals through established college programs, services, and policies. Matriculation identifies both College and student responsibilities.

The College is responsible for providing the following services.

- An admissions process.
- Accessible College Orientation programs.
- Pre-enrollment assessment and advising.
- Advice and counseling for educational planning that includes course selection and the development of a Student Educational Plan.
- Counseling follow-up to monitor educational progress.
- Referrals to use support services.
- Follow-up activities to enhance student success and retention.
- A program of institutional training, research, and evaluation.

Students are responsible to

- Express an educational intent/interest at entrance to the College.
- Declare an educational goal within a reasonable period of enrollment, usually following completion of 15 semester units of degree-applicable coursework.
- Be diligent about class attendance and completing assigned coursework.
- Get to know professors' academic expectations for success.
- Meet with a counselor to discuss and develop a Student Educational Plan.
- At least once a semester meet with a counselor to discuss academic progress, review the Student Educational Plan and make modifications as needed.
- Use support services.

The Matriculation process entitles students to services listed above. A student who believes the College has not afforded him/her the opportunity to use these services may file a complaint in the Office of Matriculation, Transfer, Counseling and Articulation, Building 5, Room 204. Students may request a waiver or exemption of any of the matriculation requirements based on extraordinary circumstances. The Matriculation Exemption Petition is available at the Office of Enrollment Services. For any questions contact the Office of Matriculation, Transfer, Counseling and Articulation at (650) 306-3310.

Alternative Matriculation Procedures

Students with physical, psychological, or learning disabilities who may need modified matriculation services are advised to contact the DSPS, Building 5, Room 207, (650) 306-3259, TDD/TTY (650) 306-3161, www.canadacollege.edu/student/disabled. Students who speak English as a second language and may need additional assistance may contact the English Institute, Building 13, Room 121 or call 306-3412.

Matriculation Exemptions

Any student who has completed an associate degree or higher is exempt from orientation and counseling and may be exempt from assessment depending on the Cañada College course selections. Students are also exempt from matriculation if they are enrolled as a matriculating student at another college or university and only taking classes at Cañada to meet the requirements of the home institution. Students taking classes for personal enrichment or to enhance employment related skills only are exempt from matriculation. Students who have completed college level course work at another accredited American institution may be exempt from placement tests/assessment if they have evidence of successfully completing a college level course in English, reading and/or mathematics. Exempt students may elect to participate in any or all of the matriculation services provided.

Prerequisite and Corequisite Policy

What are Prerequisite, Corequisite, and Recommended Preparations?

A prerequisite (Prereq) is a condition of enrollment that students are required to meet to demonstrate current readiness for enrollment in a course. Students who fail to meet the prerequisite may be involuntarily dropped from the course.

A corequisite (Coreq) is a condition of enrollment consisting of a course that must be taken concurrently with another course. When students register for courses requiring a corequisite, they must register for both courses. Students who fail to meet the corequisite may be involuntarily dropped from the course.

A recommended course is advisory only and reflects a condition of enrollment that is strongly advised by not required.

How Can Students Meet Prerequisite Requirements?

There are several ways for students to meet prerequisite requirements.

1. Students may take the prerequisite courses.
2. Students may go through the placement test/assessment process and place into the target course.
3. Students can complete the prerequisite course or an equivalent course at another accredited college or university in the United States. This equivalency must be approved by the Office of Matriculation, Transfer, Counseling and Articulation.
4. Students may meet prerequisites through the College Board Advanced Placement tests. The use of AP Tests as prerequisites must be approved by the Office of Matriculation, Transfer, Counseling and Articulation.

How Can Prerequisites and Corequisites Be Challenged?

Prerequisites and Corequisites may be challenged. Challenges must be submitted prior to the first day of the term. Prerequisite Challenge Petition forms are available in the Office of Enrollment Services and the Office

of Matriculation, Transfer, Counseling and Articulation. The completed Challenge Petition, a letter justifying the challenge, and all documentation (transcripts, samples of work, letters) must be submitted to the Office of Matriculation, Transfer, Counseling and Articulation, Building 5, Room 204. The challenge is resolved within 5 working days and an appeal to the decision may be made through the Office of the Vice President of Student Services. A challenge to a prerequisite or corequisite must be based on one of the following grounds.

1. The prerequisite or corequisite is not established in accordance with district policies or Title 5 regulations.
2. The student has the knowledge and ability to succeed in the course despite not meeting the course prerequisite.
3. The student is subject to undue delay in goal attainment because the prerequisite or corequisite has not been made reasonably available.
4. The prerequisite or corequisite is unlawfully discriminatory or applied in an unlawfully discriminatory manner.

Prerequisite Checking and Enrollment Blocks

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. Some prerequisites are subject to computerized prerequisite checking and students who have not met the prerequisites are blocked from enrolling in the course. Some prerequisites are enforced by counselors and instructional faculty. A counselor may inform a student that he/she has not met the course prerequisite prior to registration. Instructional faculty may enforce course prerequisites during the first week of instruction. No staff or faculty member can “waive” an enrollment prerequisite or corequisite. Once a prerequisite has been legally established and adopted, all students who wish to enroll in the course must be required to meet the prerequisite and this requirement must be applied consistently. A computerized prerequisite blocking procedure is in place for English 800/836 (Writing Development), English 100 (Reading and Composition), English 110 (Composition & Literature), and English 165 (Advanced Composition). Students are blocked at registration from enrolling in these courses unless they have met the prerequisites. Some students may have met prerequisites through coursework completed at other colleges or universities. These students should contact the Office of Matriculation, Transfer, Counseling and Articulation to verify prerequisite completion and to register for blocked courses.

Policy of Non-discrimination

Cañada College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the College, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans with Disabilities Act of 1990.

It is important that students, staff, and all others associated with the College understand the importance of reporting concerns about possible violations of this policy. The College's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 should contact the Vice President of Student Services, (Building 8, Room 310, 306-3234).

All grievances will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza, Room 239
San Francisco, CA 94102

Policy on Americans with Disabilities Act

The purpose of the Americans with Disabilities Act (ADA), PL 101-336, is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, national origin, sex and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications relay services. The ADA says that no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training; and other terms, conditions, and privileges of employment.

Major employment provisions of the ADA require equal opportunity in selection, testing, and hiring of qualified applicants with disabilities (applicants with disabilities may request that special accommodations be made in order to complete these processes); equal treatment in promotion and benefits; reasonable accommodation for applicants and workers with disabilities when such accommodations would not impose "undue hardship"; and prohibits discrimination against workers with disabilities. (This provision is similar to the Civil Rights Act of 1964 and Title V of the Rehabilitation Act of 1973).

Employers may require that an individual not pose a direct threat to the health and safety of others; may not make pre-employment inquiries about an applicant's disability or conduct pre-employment medical exams; and may conduct a test for illegal drug use and prohibit all workplace use of illegal drugs and alcohol.

If you need further information or if there are any problems or complaints on campus regarding compliance, please contact ADA Coordinator Dr. Denise Swett, Vice President, Student Services, at 306-3234.

Policy on Sexual Harassment

Pursuant to California Code of Regulations Title 5, Section 59300 et seq., it is the policy of San Mateo County Community College District and Cañada College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students, is considered intolerable behavior that will be investigated and acted upon immediately.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violation of this policy should contact Dr. Denise Swett, Vice President, Student Services, Building 8, Room 310, telephone 306-3234.

Additional Redress

In addition to, and concurrently with, the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate

governmental agencies such as the Equal Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal court.

Policy on Smoking

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations, outdoor balconies, terraces and stairs, and within a distance of fifteen (15) feet from any District doorway, entrance to an interior area, or air intake vents. Violation of this policy could lead to disciplinary action under usual disciplinary procedures.

Policy on Drug-Free Campus

The San Mateo County Community College District and Cañada College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property, or at any function sponsored by the District or College. Students are expected to conduct themselves as responsible citizens and in a manner compatible with the community college function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations.

Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing, or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs, should contact Lesli Sachs, College Nurse, Bldg. 5, Room 213 (306-3309).

Privacy Rights of Students - Annual Notification

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380, as amended) requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of Cañada.

Education records generally include documents and information related to admissions, enrollment in courses, grades, and related academic information.

The Dean of Enrollment Services has been designated Records Officer, as required by the Act. Education records will be made available for inspection and review, during working hours, by currently and formerly enrolled students, within 5 days following completion and filing of a request form with the Records Officer.

If a student wishes to challenge any information in the educational record, the student shall review the matter with the Records Officer. During the informal proceedings the Records Officer may make such adjustments or changes not constituting interference or integrity of professional entries.

If these informal proceedings do not settle the dispute with the students records, the student may submit a request in writing to the Designated Officer, the Dean of Enrollment Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 college calendar days to a Hearing Officer. The Hearing Officer will set a date for the hearing. At the conclusion of the hearing he/she will render his/her decision to the President of Cañada who will make the final decision on what action is to be taken.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to "college officials" with "legitimate educational interests". A college official is a person employed by the College or District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the College has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility and/or clearly specified duties.

The Act provides that Cañada may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this College includes: (1) student name address, and telephone number, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees, certificates, and awards received, (5) the most recent previous educational agency or institution attended, (6) height and weight of members of athletic teams.

Upon request, the College discloses education records without consent to officials of another college in which a student seeks or intends to enroll.

Students have the right to withhold any item in "directory information", but must notify the College of such in writing (completion of College form, Request to Withhold release of Directory Information, available at the Admissions and Records Office) within 30 days of applying for admissions to the College.

The eligible student (18 years and over) or parents (of a dependent student 17 years and under) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

A copy of the College policy, the Family Education Rights and Privacy Act (Section 438 P.L. 93-380), and other pertinent information is available for review and inspection in the Admissions & Records Office, Building 8, Room 215, during normal business hours.

Student Right to Know and Campus Security Act

In order to make Cañada College a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Student Right-to-Know and Campus Security Act). Persons seeking information concerning Cañada

campus law enforcement procedures, crime prevention efforts, and crime statistics should contact Campus Security, Building 13, Room 28, or call 306-3420.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Mateo County Community College District and Cañada College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1998, 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 Cañada College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.3 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 1998 to Spring 2001. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 38.7 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 1999 to Spring 2001.

More information about Student Right-to-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-to-Know Information Clearinghouse Website" located at <http://srtk.cccco.edu>.

Secret Organizations

Sororities and fraternities and other secret organizations are banned on community college campuses under the Education Code of the State of California.

Transportation

Field Trip/Excursion Guidelines

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If students choose to participate, they are advised that pursuant to California Code of Regulations, subchapter 5, section 55450, students have agreed to hold the District, its Officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with student participation in the activity.

Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless specifically advised otherwise, students are responsible for arranging for their own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, students are advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

Public Transportation

SamTrans Route 274 provides frequent weekday service to Cañada College, with extended hours Monday through Thursday evenings. Route 274 originates in East Palo Alto and serves parts of Menlo Park, Atherton, and Redwood City. The route is guaranteed wheelchair accessible. Monthly passes may be purchased at the Business Office, Building 8, Room 303. For more information, call the SamTrans Telephone Information Center at 1-800-660-4BUS.

Redi-Wheels Subscription Rides

Once a student's schedule has been determined, Redi-Wheels will try to arrange a subscription transportation schedule for the entire semester or length of the course. For more information, call Brenda Lomax at (650) 508-7940.

FEES

(Información en español está en la página 17.)

(Fees are subject to change.)

Enrollment Fee: \$11 per unit fee required of all students with the exception of high school students enrolling through the Concurrent Enrollment Program.

Health Services Fee: \$12 per semester fee; \$9 for Summer Session. Required of all students except students enrolled in Concurrent Enrollment Program OR students enrolled ONLY in weekend, off-campus or telecourses.

Non-Resident Tuition Fee: \$174+\$7 per unit capital outlay fee required of non-U.S. citizens and F-1 Visa International Students (in addition to the \$11 per unit enrollment fee). \$174 per unit plus \$11 per unit enrollment fee for U.S. citizens who are non-residents of California.

International Student (F-1 Visa) Health Insurance: \$525 per school year for International Student for the San Mateo County Community College District medical and hospitalization plan. Required if the international student does not have the required level of private health insurance.

Parking Permits: \$30 per semester (unless BOGW eligible; then \$20 per semester) or \$1 per day; \$20 per summer session or \$1 per day. Required of all students and visitors parking on campus.

Student Body Fee: \$5 per semester. Optional fee which provides a photo ID card and community discounts; supports student activities and programs. Fee is automatically assessed at time of registration. Student must contact the Student Activities Office for removal or reimbursement of charge if choosing not to pay.

Returned Check Fee: \$10 per returned or cancelled check.

Materials Fee: Required in certain classes in which required materials are provided to students. Fees typically range from \$2-8 per class.

Transcript Fee: \$3 per request for official academic transcript, \$1 for unofficial transcript. The first two requests are free.

Audit Fee: \$15 per unit for designated courses only.

Students may be dropped from enrollment in courses if fees are not paid in a timely way. There are financial aid and fee deferral programs available at Cañada College. Students are strongly encouraged to make use of these services. Please see page 22 under Financial Assistance for more information.

International Students

The current estimate of annual expenses for International Students is \$14,000 (including \$525.00 for the San Mateo County Community College District medical and hospitalization plan).

International students are required to make a \$500.00 pre-payment for their first semester tuition, enrollment fees and health fees upon acceptance and prior to their admission to the College.

Student Representation Fee

A representation fee has been established by an election of the student body at Cañada College held April 26-28, 1993. Under the provision of the California Education Code, section 76060.5 and California Administrative Code (Title V) sections 54801-58405, the students of Cañada College established the representation fee by a two-thirds majority of students voting in the election.

Use of the Fee: The money collected from the student representation fee shall be to provide support for student representatives who may be stating student positions and viewpoints before federal, state, city, county and district governments and before offices and agencies of the state.

Amount of the Fee: This mandatory fee is one dollar (\$1.00) per student per semester/session and is non-refundable.

Right to Refuse to Pay: A student has the right to refuse to pay the fee for religious, political, moral or financial reasons. If registering online or by telephone, this refusal must be submitted in writing prior to registration. Otherwise, written refusal must be submitted in person or by mail with the registration form.

Fee Payment: The \$1.00 fee will be assessed upon registration. The fee is not eligible for payment via financial aid.

Authority: The California Education Code grants authority to the Cañada College Associated Student Senate to serve as the governing body responsible for administration of the Student Representation Fee. For more information or application for use of the Student Representation Fee, contact the Student Activities Office in Building 5, Room 211C (306-3364).

Holds on Student Records

Holds will be placed on student records by the Business Office for fees and any other financial obligations owed to the College. Cañada College will not allow a student to re-register in the College if owing \$35 or more. The College will not release transcripts or any other records to other institutions for those students owing any amount to the College or District. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

Refunds/Credits

Enrollment fees shall be refunded in accordance with the following guidelines:

Prior to the First Day of Instruction

- Students dropping all classes will receive full credit toward future registration fees for the amount of all fees paid. A \$10 processing fee (plus an additional \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.
- If a parking sticker has been issued, it must be returned to the Business Office before a credit or refund of the Parking Fee will be processed.

On or After the First Day of Instruction

- **Enrollment Fee/ Nonresident Tuition**
Students will receive full enrollment fee and non-resident tuition credit toward future registration fees if they reduce their program or officially drop from all courses within the first 10% of the period of instruction of their courses. Students who officially drop from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the college for non-resident and F-1 Visa international students

who request a refund. (Example: If a course has 12 meetings, 10% of 12 = 1.2. The College will round up to 2.0. Therefore, to be eligible for a credit or refund, the student must drop no later than the end of the day of the second class meeting.)

- *Variable Unit Courses*

No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

- *Health Services and Parking Fees*

Students will receive a full refund through the second week of instruction for semester-length classes and through the first 10% of the instructional period for students enrolled in less than semester-length classes.

- *Student Body Fee*

Students will receive a full refund upon request and within the published deadlines.

- *Student Representation Fee*

The Student Representation Fee will be waived for students who refuse to pay for religious, political, moral, or financial reasons. This waiver must be submitted in writing within the first 10% of the period of instruction of the course(s).

Credit balances remain on student accounts for a maximum of five (5) years. A student may either choose to maintain a credit balance on account or contact the Business Office to arrange for a refund. Refunds are NOT issued automatically. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed. To be eligible for a refund/credit, a student must officially drop from a course. Student records are automatically held until all debts to the District colleges have been cleared.

See page 22 for information regarding Financial Assistance Programs.