

# RESOURCES & SPECIAL SERVICES FOR YOU

Adaptive P.E.-----	21	Health Services-----	23
Athletics Programs-----	21	Learning Centers-----	23
Bookstore-----	21	Library-----	24
Cooperative Education/Work Experience---	21	MESA Program-----	24
Disabled Student Program-----	21	Programs for High School Students-----	24
Distance Learning-----	22	Student Life-----	25
Financial Assistance Programs-----	22	Study Abroad Program-----	26
Freshman Success-----	23	Veterans Affairs-----	26
		Workability III-----	26

## RESOURCES & SPECIAL SERVICES FOR YOU

### Adaptive Physical Education

The Adaptive Physical Education Program through the Physical Education/Athletics Department offers an individualized approach to Adaptive P.E., providing classes in weight training and general conditioning. The focus of the Adaptive P.E. Program is the promotion of optimum physical fitness; this program provides the students with appropriate knowledge and skills for their lifelong fitness pursuits. Based upon a physician's recommendation, each student is given an individualized exercise program tailored to his/her specific physical abilities and limitations. Improvement in muscular strength, flexibility, balance, coordination, and cardiovascular endurance is the primary goal of the general conditioning classes. Emphasis is placed also upon providing enjoyable, positive experiences in order to enhance self-image and social interaction, with independence and mainstreaming (where possible) as a long-range goal. Students should call Barbara McCarthy at 306-3473 for more information.

### Athletics Programs

Cañada College participates as a member of the Coast Conference in the following sports:

- Men's Baseball
- Men's Basketball
- Men's Soccer
- Men's Tennis
- Women's Soccer
- Women's Tennis
- Women's Volleyball

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport including non-conference, conference and post conference competition.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a 2.0 grade point average. These units must be completed prior to the beginning of the semester of the second season of competition.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 grade point average in accredited post secondary coursework computed since the start of the semester of first competition.
5. The 12 unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with the athletic academic advisor and verify status for transfer based on past work and test scores from high school.

Questions regarding eligibility should be addressed to the Physical Education/Athletics Department, Building 1, Room 204, 306-3341.

### Bookstore

Textbooks and supplies may be purchased from the Cañada College Bookstore. The telephone number is 306-3313. Store hours are posted and are published in the Schedule of Classes for each term. For general and/or book information, contact Jai Kumar in the bookstore.

### Cooperative Education - Work Experience

Through Cooperative Education/Work Experience, students earn college credit by improving their skills and knowledge on a paid or volunteer assignment. Students work with instructors and job supervisors to establish measurable learning objectives appropriate for their jobs. Credit is earned toward an associate degree or certificate when these objectives are successfully accomplished. Spring and Fall semesters, students must be enrolled in seven (7) units, including Cooperative Education/Work Experience. Summer session, students must be enrolled in any half-unit (0.5) course plus Cooperative Education/Work Experience. Call 306-3367 for additional information.

Students who have jobs related to their occupational goals may earn one unit of credit for each 75 hours of paid work with a maximum of four units per semester for a total not to exceed 16 units while enrolled in a community college. Students in volunteer jobs with non-profit organizations may earn one unit of credit for each 60 hours of work.

### Disabled Student Program

The Disabled Student Program offers a range of services to students with various disabilities, including physical, psychological, and learning disabilities. The program encourages the active participation of disabled students by serving as an information, counseling and academic center. Any student with a learning, psychological, or learning impairment is encouraged to seek the services of the Disabled Student Program. Through supportive services, an individual can meet his/her academic, social and personal goals while attending Cañada College. Interested students should contact the Disabled Student Office for more information, 306-3259. TDD/TTY (650) 306-3161. (Bldg. 5, Room 207)

The Learning Achievement Program is designed to meet the needs of students with particular learning disabilities. After assessment, an IEP (Individualized Educational Plan) is developed for each student. Tutorial assistance in numerous academic and vocational subject areas is provided through peer tutors approved by Cañada instructors and trained at the College. Adults with possible learning disabilities or diagnosed learning disabilities should contact the Learning Achievement Program at 306-3259.

Supportive Services may include:

- Individualized counseling, vocational and academic referral and information;
- Temporary authorization for handicapped parking permits (available through the Business Office, Building 8, Room 305);
- Coordination of services with high schools, agencies and the California Department of Rehabilitation;
- Referral to community resources for psychological counseling or support services
- Readers and Note-Takers;
- Audio-visual equipment including tape recorders, tapes and Lexicon, adapted voice-actuated computer equipment for those students interested in the Computer Information Program;
- Special equipment for the visually impaired student including Braille slates, paper and canes;
- Interpreters for the deaf and hard of hearing; and

- Tutoring on a one-to-one basis for students in need of special assistance in academic classes.

Additional services are available through The Learning Center, and Workability III.

## Distance Learning

Distance learning courses are Cañada College credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own time, usually at home. However, attendance at one or more on-campus meetings is usually required. These courses are offered as telecourses through KCSM TV, or as on-line internet courses. Telecourses and on-line courses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities. See the Schedule of Classes, or visit our website—[www.canadacollege.edu](http://www.canadacollege.edu)—for information on specific course offerings.

## Financial Assistance Programs

*(Información en español está en la página 16.)*

### Financial Aid

#### Financial aid falls into three categories:

*Grants/Fee Waivers*-Aid which does not have to be repaid and in most cases is awarded primarily or solely based on financial need. The major programs of this type include the BOGW (Board of Governor Fee Waiver) which waives the enrollment and health fee for California residents; the Federal Pell Grant which is a direct grant payment to the student to meet college and educationally related living costs; Federal SEOG (Supplemental Education Opportunity Grant) which is a direct grant payment drawn on a limited college allocation; CAL Grant which is a direct grant payment for California residents requiring grade point average confirmation as well as financial aid application; and the PCF Emergency Grant program which is a one time grant for emergency situations.

*Federal Work-Study (FWS)*-Aid which allows the student to work, generally on campus, to earn funds while attending college. These funds do not have to be repaid.

*Loans*-Borrowed funds which must be repaid. The major programs in this category include the Dean's Emergency Loan program, and the Freshmen Success Book Loan. These loans are generally paid back within the semester the funds were released.

### Eligibility

Eligibility depends upon the program being applied for. For example, the BOGW program is available to students who demonstrate at least one dollar of financial need and have been classified as a resident of California by the Admissions and Records Office. This program serves over 2,000 Cañada students as of the 2001-02 year. The Federal Pell Grant requires financial need be demonstrated by the federal aid application (the FAFSA) and the student must either be a U.S. citizen or in one of a group of categories known as eligible non-citizen (typically INS approved status as either a permanent resident, resident alien, refugee, or asylee). As the criteria to qualify can vary widely, all students who have a financial need are strongly encouraged to apply. The Financial Aid staff provides guidance on what programs a student can apply for. In a number of cases, a student may qualify for more than one program to assist them in their college costs.

As application processes can vary depending on the programs being applied for, it is recommended to apply as early as possible so eligibility can be determined and notification provided before the start of enrollment. At the same time, many of the financial aid programs that are offered (particularly the grant and fee waiver programs) can be applied for after

a semester has begun. Deadlines do exist for certain programs- specifically the CAL Grant, Federal SEOG and FWS. If remaining funds exist in these programs after awarding those that have applied by a deadline, applicants may be awarded on a first come first served basis. Please review the extensive material available (in English or in Spanish) in the Financial Aid Office or on the College website - [canadacollege.net](http://canadacollege.net). for more detailed information on deadlines and procedures to apply.

It is also recognized that there may be circumstances that the application material does not capture which impact the ability to attend college. The Unusual Circumstance form and the Dependency Override Request form provide the opportunity for the student to describe those situations and have this additional information included in their review of financial aid eligibility.

For detailed information regarding specific assistance programs, students should contact the Financial Aid Office, Bldg. 8, Room 211 between the hours of 7:30 a.m.–4:30 p.m., Monday through Thursday, 7:30 a.m.–8:00 p.m. on Wednesday, and 7:30 a.m.– 12:00 p.m. on Friday.

### New Federal Regulation: Return of Title IV Funds

A student who receives Federal Aid and withdraws from all classes prior to completing more than 60% of the semester, will be required to pay money back to the federal government.

### Ability to Benefit

Any person applying for Financial Aid who is 18 years of age or older, who has not earned a high school diploma, or who has not received a satisfactory GED score, or a passing score on the high school proficiency test should be prepared to show evidence of ability to benefit from community college courses. Such evidence may include, but is not limited to, ability to read, write, compute, and converse at an acceptable level as determined by assessment tests administered by the college.

Those who apply for financial aid and for admission to Cañada College and who are not high school graduates as defined in the above paragraph, must complete assessment testing and participate in orientation. (Federal Ability to Benefit reference 34CFR600.11)

For GED testing information, interested persons should call the unified school district in their areas. In the local area the GED test is offered through the Sequoia Union High School District, 365-2116 or 369-6809.

### Extended Opportunity Programs & Services (EOPS)

EOPS is a program for economically disadvantaged students. California community colleges are required by law to establish programs and services directed to the identification, recruitment, retention, and intellectual and vocational stimulation of students impacted by economic, social or language disadvantages.

EOPS is designed to help students work towards a certificate or an AA/AS degree, train for a career, or transfer to a four-year university. It also aims to provide students with a sense of identification and to prepare them for assuming responsible positions within their communities and within a larger society. EOPS provides the following:

- Financial assistance in the form of book grants and bus passes
- Help in applying for financial aid
- Transfer assistance
- Counseling
- Guidance Classes
- Orientation to College
- Academic support

Students qualify for EOPS if they are high school graduates or at least 18 years old and if they meet the State's definition for low income.

The EOPS office is located in Building 3, Room 117. For information, call 306-3300.

#### **Cooperative Agencies Resources for Education Program (C.A.R.E.)**

C.A.R.E. is a unique educational program designed to assist the welfare recipient who desires job-relevant education. The C.A.R.E. Program is a cooperative effort involving Cañada College and the County Social Services and Employment Development Departments. C.A.R.E. Support Services include child care, transportation allowances, books, tutoring, counseling, and other related services.

##### *Eligible Applicants:*

- Single, head of household
- AFDC/TANF recipient (for a minimum of one continuous year)
- At least 18 years old
- Must pursue vocational training
- Have at least one child under the age of 14 years

For additional information, call 306-3300.

#### **The California Work Opportunities and Responsibility to Kids (CalWORKs)**

CalWORKs is an addition to Cañada's educational program specifically designed to assist and support AFDC/TANF students to stay in school and meet the new welfare reform requirements. Cañada has made great strides in developing courses and programs that will assist CalWORKs students in obtaining the training needed to find skillful employment in high demand areas. The CalWORKs Program will also assist AFDC/TANF students in meeting the forty hours of work and school related activities required. The CalWORKs Program provides the following services:

- Child care payments
- Campus Work Study
- Academic Support Services
- Counseling Services
- Liaison with County Welfare Office

For information, contact Student Services, at 306-3234.

#### **Scholarships**

Cañada College provides a scholarship program to recognize and honor outstanding achievement and to provide students financial assistance when furthering their academic pursuits. A number of scholarships are available to new, continuing or transferring Cañada students. All applicants for scholarships will be considered for the general scholarship program. Awards are based on stated criteria of the donor(s), which usually include demonstrated academic achievement and promise, involvement in extra-curricular activities, and financial need.

Cañada's Scholarship Committee meets each spring to review applications and select recipients for the following academic year. Information and applications are available for a number of privately awarded scholarships. Deadlines are usually early in the year. Requests for applications and information should be directed to the Financial Aid Office, Building 8, Room 211. The application deadline is March 1 for the general scholarship program.

#### **Freshman Success Program and Learning Communities**

The Freshman Success Program is an innovative approach to traditional course offerings, created by linking a course with specific curriculum content and a course to give the student strategies to be successful in college.

Teachers in the linked courses work as a team, coordinating assignments, exams, and other class activities in their specified courses. Students, too, become a team by joining together in a "cohort" or group, to take the linked classes. Students in this environment are better able to connect and apply information and learning from one course to another. Participation in such a program contributes to improved student success, and reduced attrition.

Learning communities are "packaged" classes with a common theme team-taught by two instructors. They can lead students to a deeper understanding of both subjects and enhance problem-solving, an essential ability for the 21st century work force.

#### **Health Services**

The *Health Center* is located in Bldg. 1, Room 117. A variety of services are available: information and consultation on health problems, evaluation of symptoms, over-the-counter medications, personal health counseling, first aid, pregnancy testing, vision screening, blood pressure screening, health oriented programs, assistance with referrals for medical and dental care and psychological services, and arrangements for emergency care and student insurance.

Quality health insurance is available to all students enrolled in a minimum of 4 units of credit. All students are covered by District accident insurance. Dental insurance plans at reasonable cost are available to all students.

All Health Services are free and confidential. They are available to both day and evening students on either a drop-in or appointment basis. For further information, call the Health Center, 306-3309.

#### **Learning Centers**

The **on-campus Learning Center**, located on the second floor of Building 5, Room 105, is designed to provide a positive learning environment that integrates technological resources and learning assistance services to support student learning across the curriculum. The Learning Center provides a wide range of individualized college credit programs and self-paced courses in essential skill areas of English as a Second Language, reading, vocabulary, study skills, writing and mathematics. Learning Center courses are designated with the course prefix LCTR. Both non-degree and degree credit courses are available. Degree credit courses articulated with the CSU system are transferable.

The Learning Center programs and self-paced courses incorporate the content and language of college subject areas. Students are assessed and provided program plans focusing on areas of need. Students complete assigned programs using computer, internet, audio, audio-visual, and print material. As they proceed through the programs and self-paced courses with the assistance of instructors, aides, tutors and/or student assistants, their performance is evaluated periodically before they proceed to higher level objectives.

Also incorporated within the Center are the Computer Center, Tutorial Center, Math Center, Writing Lab, and MESA Center. The programs are coordinated with both related classroom offerings and the individualized LCTR programs and self-paced courses.

The **Computer Center**, which is internet-accessible, is used by students completing individualized LCTR programs and self-paced courses and by students taking a course with supplementary assignments requiring computer use. Students completing supplementary assignments for a course must enroll in the appropriate course. Information about enrollment is available through the front desk.

The **Tutorial Center** provides individual and small group tutorial assistance in Cañada courses. Peer tutors, recruited from a wide range of academic and vocational areas, must enroll in LCTR 100 for tutor training unless they have previous experience tutoring in college subject areas. All participating tutees must enroll in LCTR 698 (no fee, no credit) and must remain enrolled in the course in which they receive assistance.

The **Math Lab** is an area in the Center where students who are currently enrolled in Cañada math courses may receive drop-in assistance.

The **Writing Center** offers students enrolled in writing courses and other courses requiring writing skills, additional instruction and skill reinforcement.

The **MESA Center** (Math Engineering Science Achievement) provides students who are considering math, science, engineering majors with academic excellence workshops, mentoring, field trips and counseling.

#### *Learning Center hours:*

Monday-Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.

(Summer session hours may vary; contact the Learning Center at 306-3348 for specific summer hours.) Also, certain areas may not be available to students during all hours of operation. Please check posted hours for specific LCTR areas.

The **Learning Center at the Menlo Park Center** (OICW Building) is open from 7 am to 3 pm, Monday through Thursday, and from 7 am to 11:30 am on Friday. The Center offers self-paced instruction in many levels of English, reading, writing, and English as a Second Language. These courses prepare students for college-level work or provide students the skills they need for success in job training programs and at work. Students starting at the Center are provided an assessment of their skill level so as to place them appropriately. Students may use the Center whenever it is open and at times convenient to them.

For more information, call Martha Chavez at (650) 325-0164. **Para más información pueden llamar a Martha Chavez al teléfono (650) 325-0164 de lunes a jueves de 7 am a 3 pm, o los viernes de 7 am a 11:30 am.**

## Library

The Cañada College Library is housed in the westernmost section of the lower floor of the Campus Center. It is reached by stairway or elevator starting on the Cafeteria (third floor) level, or by paved pathway across from Building 13.

The Library is the information center of the campus and strives to support the educational mission of the College. It includes a collection of books, periodicals, newspapers, microfilm, microfiche, video tapes and CD-ROM databases. Students may also access the Internet in the Library.

The Library offers a one unit course which teaches students how to conduct research.

There are three service areas. The *Circulation/Reserve* desk issues library cards and contains restricted loan material as well as college catalogs. The *Reference/Periodical* area services the research needs of students. Shelved there are periodical and newspaper indexes, the microfilm collection, as well as a large variety of reference source material. A general collection of some 46,000 volumes is arranged on open shelves for easy access in the *Reading Room*. Table and carrel seating for students is provided in this room, which affords a panoramic view of the wooded slopes of Skyline Ridge and is an inviting place for quiet study.

The libraries of Cañada, CSM, and Skyline are members of the Peninsula Library System, a consortium of San Mateo County's public libraries. The combined collections of these member libraries total more than 2.5 million volumes and are accessible by means of the on-line public catalog. Intra-systems loans can be delivered to the campus or picked up at one of the member libraries.

Students may borrow college library materials with their Peninsula Library System (PLS) card, issued by any public or community college library in San Mateo County. Students who live in San Mateo County and do not have a PLS card, as well as students who do not live in San Mateo County, may obtain a library card from the Cañada Library Circulation Desk. Proof of enrollment is all that is required.

#### Library Hours:

Fall and Spring Semester	
Monday - Thursday	8:00 am - 6:00 pm
Friday	8:00 am - 12:00 pm
Saturday/Sunday	Closed

#### Summer Session

Monday - Thursday	8:00 am - 4:30 pm
Friday/Saturday/Sunday	Closed

## MESA Program

The Math, Engineering, and Science Achievement/Community College Program (MESA/CCCP) at Cañada College provides economically disadvantaged and underrepresented students, especially Latino and African American students, with maximum opportunity to pursue successful careers in mathematics, engineering, science, and computer science. The program, housed in the Learning Center (5-105), includes a MESA Orientation course, Academic Excellence Workshops, specialized academic counseling, tutoring and stipends for eligible students.

For more information contact MESA Program Director Judy Liteky at 306-3109, or by email at [liteky@smccd.net](mailto:liteky@smccd.net).

## Programs for High School Students

### High School Concurrent Enrollment Program

Students currently attending high school, who have completed their sophomore year, may apply for this special program. High School Concurrent Enrollment is an enrichment program designed to provide eligible high school students with the opportunity to start college while still in high school. College courses are demanding and students must meet eligibility requirements that indicate they are ready for the academic challenge. Prior academic performance must indicate an expectation of successful completion of high school and concurrent college courses.

Program eligibility includes the following criteria: students must 1) maintain minimum daily attendance at high school; 2) have earned and maintain at least a 2.0 grade point average or higher in high school (excluding physical education courses); 3) work with the high school counselor to determine appropriate course selections; 4) submit to the Office of Enrollment Services a completed Concurrent Enrollment Application packet by the program deadline; 5) attach to the application packet current copies of high school transcripts that include all coursework completed to date, and 6) meet all course prerequisites and co-requisites. Many college courses have prerequisites and/or co-requisites. Students who wish to enroll in English, English as a Second Language, Mathematics, or any course that has an English or a Math prerequisite must take Cañada College placement tests in English, ESL, and/or Mathematics. Participation in High School Concurrent Enrollment is approved on a semester-by-semester basis and therefore students must submit Concurrent Enrollment Application packets

for each semester of participation in the Program. Continuing student status does not apply to High School Concurrent Enrollment. Program deadlines are earlier than regular admissions deadlines. Typically the deadline for application packets for the summer session is the first week in June, for fall semester the first week in August, and for the spring semester the first week in January. The application packet deadline for short courses is one week prior to the beginning date of the short course. In all cases, the final decision of admission of any student to any course rests with the college.

Although every attempt is made to enroll students in courses of their choice, college policy gives first priority for enrollment to continuing college students. All academic credit earned by students in High School Concurrent Enrollment is college credit and appears as such on students' Cañada College transcripts. If students wish to use this credit toward high school graduation as well as accumulate college credit, they must complete a Transcript Request form or submit a written request to the Office of Enrollment Services to have transcripts sent to the high school.

### High School Outreach

The office of High School Outreach develops and coordinates outreach services for the high schools. The primary goal of the office is to inform the community about educational, vocational and transfer programs, and to facilitate the application process at Cañada College. Cañada College's outreach and recruitment efforts utilize faculty and staff, current students, and alumni to increase the College's accessibility to potential students.

The outreach staff provides, but is not limited to, the following services:

- Presentations to high school students, parents, and community groups on admissions procedures, academic programs and student services
- Application and financial aid workshops
- Schedule placement testing at the high schools
- Schedule visits at the high schools to meet with students
- Attend College/Educational Fairs at the high schools and businesses
- Give campus tours: individual, as well as, large groups

For more information, contact the College Representative, Carmina Chavez, at 306-3427.

### Middle College

The Cañada Middle College is a joint partnership between the Sequoia Union High School District and Cañada College. Middle College is designed to reach high potential, underachieving high school students who want a head start on college. Students may complete requirements for a high school diploma and earn credits towards an AA degree at the same time. Approximately 60 juniors and seniors from the Carlmont, Menlo Atherton, Redwood, Sequoia and Woodside High School attendance area are accepted into the program each Fall. Students must satisfy the graduation requirements of the Sequoia Union High School District and earn a diploma from their home high school. A minimum of two high school courses per semester is required each year: English III or IV and Economics or American Government. The remaining classes are selected from Cañada College courses to fulfill the credits and requirements for high school graduation. College classes give high school and college credit simultaneously and many may apply towards a four-year college or university degree.

Sequoia Union High School District teachers teach the required high school classes on the Cañada College campus. These teachers also advise students on academic classes, graduation requirements, and career preparation. Faculty members at Cañada College teach all college courses. For more

information, contact the Middle College Office Assistant at 306-3120 stop by the Middle College Office located in Bldg. 17-212, or visit our website at [www.canadacollege.edu/middlecollege](http://www.canadacollege.edu/middlecollege).

### Technical Preparation (Tech Prep)/School-to-Career

Tech Prep articulation agreements have been approved by local high schools, San Mateo County Regional Occupational Programs (ROP), OICW, and Cañada College in the following occupational areas: Accounting, Office Technology, Early Childhood Education, Fashion Design, Architectural Drawing, Multimedia, and Information Technology. Other approved articulation agreements exist at the College of San Mateo and Skyline College.

The articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students may be granted from one to six college units after enrolling in and successfully completing six units with a GPA of 2.0 or better in the approved Tech Prep programs. For more information, call 306-3201, or visit our website at [www.smccd.net/accounts/techprep](http://www.smccd.net/accounts/techprep).

### Student Life

To gain the most from college life, students are encouraged to participate in Cañada clubs and activities, which offer many opportunities for making both social and educational contacts. Anyone interested in joining or starting a club or organization should contact the Office of Student Life, Bldg. 5, Room 211C, (306-3364). The following is a list of current or recently active clubs: International Student Club, Dance Club, Science and Engineering Club, Black Students Union, Environmental Club, A.S.I.D - Interior Design Club, Latin American Friendship Club, LGBT (Lesbian, Gay, Bisexual, Transgender Union), Phi Theta Kappa International Honor Society, Truth Seekers (Cañada Christian Fellowship Club), Italian Club and Rotar-Act (Rotary) Club.

### Housing

The Office of Student Life maintains a housing file for use by Cañada students. Most of these listings are rooms in private homes; a few are available on the basis of work in exchange for room and board. All arrangements are made between the owner and the student. Students should contact Student Life, 306-3373, if they have a room or apartment to rent, or need housing. International students may call Soraya Sohrabi at (650) 306-3494 for housing information.

### Student Government

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The following elected student officers represent the official voice of students on campus: President, Vice President, Student Services, and ten Senators. The officers inform students about campus issues, administer student association monies, and represent student interests on Cañada's governing committees.

Student government provides a unique educational opportunity to learn by doing in the world of college governance. Participation is demanding and time consuming, but students have testified that their involvement was the most valuable learning experience they had at college, both educationally and socially.

The student government operates under the provisions of the State Education Code and the regulations of the Board of Trustees and Cañada College. It serves as a vehicle through which students can recommend and help effect changes at their college.

Any student who is interested in becoming a senator or participating in student government should contact the Office of Student Life, Building 5, Room 214.

### Student Publications

The *Student Handbook* contains information about student organizations, college services, college rules, student rights, student disciplinary due process procedures, and Cañada's staff and governance structure. The handbook is available in the Student Life Office.

### Study Abroad Program

Cañada College students can earn college credit while studying abroad. Any student who has completed at least 12 units of college credit is eligible to participate. All courses are transferable to four-year institutions. Transportation, housing and meals are offered at reasonable cost. For more information and brochures regarding the District's Study Abroad Program, students should contact the program's 24-hour hotline at 574-6595 or computers

### Veterans Affairs

Cañada College is approved to certify veterans as students who are enrolled in pursuit of an associate degree under Chapter 35 (veterans dependents), Chapter 31 (rehabilitation), Chapter 30, and VEAP. All students, except those eligible under Chapter 31, must buy their own books and supplies. Those interested in attending Cañada under any of these chapters should contact the Veterans Administration Office to determine eligibility for benefits. The VA Regional Office maintains a toll-free number (1-800-827-1000) from 8:00 a.m. to 4:00 p.m., Monday-Friday.

After eligibility is determined, the veteran should bring a copy of his/her DD-214 (separation papers), the Certificate of Eligibility and Cañada registration receipt to the VA Clerk in the Office of Enrollment Services (Building 8, Room 215) for processing. Veterans who have previously attended college must have official copies of college transcripts on file in the Office of Enrollment Services. Eligible veterans have 10 years from the date of separation from active duty to use their educational benefits. Interested students can visit or call (650) 306-3492 between 3:30 and 8:00 p.m., Monday through Thursday.

Upon presentation of separation or discharge papers, veterans will be awarded six units of academic credit in recognition of military service. When possible, these units are to be used to satisfy the physical education and natural science requirements for the associate degree. Units which cannot be applied in this manner will be considered as elective units.

Also, veterans may receive credit toward the associate degree for training received in military service schools. Such training must be documented by a certificate of completion issued by the military school from which training was received. Students must complete a minimum of 12 units of coursework at Cañada with a grade-point average of 2.0 or above to qualify for this credit.

In addition to the academic standards outlined in the paragraphs above, veterans receiving educational benefits will be subject to the following academic standards for continuing eligibility:

- Must maintain a minimum of at least a 2.0 (C) overall grade point average in all course work attempted.
- Veterans whose overall grade point average falls below 2.0 (C) will be given a maximum of two semesters to correct the academic deficiency and bring the overall grade point average to at least the 2.0 (C) minimum requirement.
- Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goals but will not be certified for educational benefits until such time that the overall grade point average is at least 2.0 (C) or higher.

### Workability III

The Workability III Program (WAIII), located in Building 5, Room 207, is a Federal/State funded partnership between Cañada College and the California State Department of Rehabilitation (DR). WAIII offers the following services in a supported environment: vocational assessment and evaluation, skill building and employment preparation, job development and placement, job coaching and counseling. Program participants must also be clients of DR. WAIII staff will refer students not already affiliated with DR. For further information about the WAIII Program, please call 306-3258.