

CAÑADA COLLEGE CATALOG 2005–2006



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A Welcome to Cañada College from President Rosa Perez

Dear Students and Community Members,

I hope that you find the contents of our college catalogue to be informative and reflective of the wide range of academic offerings and support services available at Cañada College. With many higher education options available, what makes Cañada College stand out as a top choice for students in the Bay Area? In a word, it's service. Cañada College is one of the smallest community colleges in the Bay Area and offers personal service that you won't find anywhere else. Whether it's in the classroom, Learning Center, Library, or Counseling Services, you'll find friendly people who will work with you to help you achieve your academic and career goals. This is the reason Cañada College has earned a statewide reputation for preparing students to transfer to universities and to re-enter the workforce.

In addition to the superior academic offerings and support services, students at Cañada College are literally exposed to a world of new ideas. A wide variety of students bring diversity and cultural awareness to the campus. Professors emphasize the importance of critical thinking, ethics, and interpersonal skills as they prepare students to succeed in the global workplace. Silicon Valley sits in the middle of an ever-changing global economy and Cañada College is connected to many of the cutting-edge businesses and industries in this region. We can help you compete in the global workplace.

Cañada College has also forged partnerships with local school districts, especially high schools, offering programs that address the needs of highly skilled students who are ready to accelerate their college enrollment. As you are finishing your high school diploma you can begin your college education and many of the classes are free. Cañada College also offers collaborative programs for students who are immigrants, low-income and unfamiliar with the college environment.

Finally, at Cañada College, you don't have to transfer to earn a bachelor's degree. Cañada is home to the first legislatively designated "University Center" at a California community college where more than 1,000 students are enrolled in classes offered by San Francisco State, California State University East Bay, and CSU-Monterey Bay. You can earn a bachelor's degree in nursing, early childhood education, a master's degree in business administration or your teaching certificate.

Those of us who work and teach at Cañada College are proud to bring you top quality education at a public community college. We are honored to serve you and will do all we can to make your experience with us successful.

Rosa G. Perez

President

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 aqui 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.

Board of Trustees

Cañada College is part of the San Mateo County Community College District which also operates the 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.

Patricia Miljanich, President
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Administration

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Accreditation

Cañada College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The Office of Private Postsecondary Education also approves Cañada College to offer courses to U.S. Veterans for collection of veterans' benefits. The accreditation reports and approval are available for review in the Office of the President.

Acknowledgements

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Calendar of Important Dates

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

FALL SEMESTER 2005

August 15, 16..... Flex Days (No Classes)
 August 17.....Day and Evening Classes Begin
 August 30..... Last Day to DROP Semester Length Classes
 With Eligibility for Partial Refund
 August 30..... Last Day to ADD Semester Length Classes
 September 3, 4 Declared Recess
 September 5.....Labor Day (Holiday)
 September 6..... Census Day
 September 9..... Last Day to DROP Semester Length Classes
 Without Appearing on Record
 September 30..... Last Day to Apply for Degree – Certificate
 November 11..... Veterans’ Day Observed (Holiday)
 November 15.....Last Day to WITHDRAW from
 Semester Length Classes
 November 23..... Declared Recess – Evening Courses Only
 November 24..... Thanksgiving Day (Holiday)
 November 25.....Declared Holiday
 November 26, 27 Declared Recess
 December 10-16..... Final Examinations (Day and Evening Classes)
 December 16..... Day and Evening Classes End
 December 23, 24..... Declared Holiday
 December 25 Christmas Day (Holiday)
 December 26 - 31..... Declared Holidays

SPRING SEMESTER 2006

January 1.....New Year’s Day (Holiday)
 January 12, 13..... Flex Days (No Classes)
 January 14, 15 Declared Recess
 January 16..... Martin Luther King Jr. Day (Holiday)
 January 17.....Day and Evening Classes Begin
 January 30..... Last Day to DROP Semester Length Classes
 With Eligibility for Partial Refund
 January 30..... Last Day to ADD Semester Length Classes
 February 6 Census Day
 February 10..... Last Day to DROP Semester Length Classes
 Without Appearing on Record
 February 17Lincoln’s Birthday (Holiday)
 February 18, 19 Declared Recess
 February 20..... Presidents’ Day (Holiday)
 March 3..... Last Day to Apply for Degree – Certificate
 April 10-16..... Spring Recess
 April 21..... Last Day to WITHDRAW From Semester Length Classes
 May 20-26 Final Examinations (Day and Evening Classes)
 May 26..... Day and Evening Classes Close
 May 27, 28 Declared Recess
 May 29..... Memorial Day (Holiday)

SUMMER SESSION 2006 (TENTATIVE)

June 19..... Day & Evening Classes Begin
 July 4..... Independence Day (Observed)
 July 28..... Six Week Session Classes Close
 August 11 Eight Week Session Classes Close

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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

The mission of Cañada College is 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

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 CSEA; 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.

Eligibility Requirements for Admission

Individuals interested in attending Cañada College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Cañada College. Individuals who are not high school graduates and are under the age of 18 may also attend Cañada if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

Residency Requirements

California Residents

Any California resident applying for admission to Cañada College must meet one of the following qualifications:

- Be a graduate of a high school.
- Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
 - Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.
 - G.E.D., California High School Equivalency Certificate, with an average of 55 or above on all tests and a score of at least 50

on each test.

- A formal, written document from the student's high school district indicating he/she is exempted from any further high school attendance.

- Be 18 years of age or older and, in the opinion of the President of Cañada College, be capable of profiting from the instruction offered.
- Be a 10th, 11th, or 12th grade high school student whose admission is recommended by his/her high school principal and approved by the Dean of Counseling and Enrollment Services at Cañada.

California Residency

It is not necessary to be a legal resident of California (as defined in the Education Code) in order to attend Cañada College. Students who have not been California residents for a full year before the opening day of a given term must pay a nonresident tuition fee in addition to the fees paid by California residents.

Non-Residents

Out-of-state residents may qualify for admission to Cañada College by meeting the following requirements:

- Be a graduate of a high school.
- Be 18 years of age or older and, in the opinion of the President of Cañada, capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series with an average of 55 or more on all tests and a score of at least 50 on each test.

AB540 Law: Effective with the Spring 2002 term, certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

- Attended California High School(s) for three years or more
- Graduated from a California High School or attained equivalency (ie. GED)
- Filed or will file an application with the INS to legalize status.

The "California Nonresident Tuition Exemption Request" form which is filed to make this evaluation can be accessed in the Admissions and Records Office or at the College website: www.canadacollege.edu.

International Student Program (F-1 Visa holders only)

This section pertains to residents of other countries who either possess or are seeking an F-1 student visa. Such individuals may qualify for admission to Cañada College by meeting the following requirements:

- Complete the International Student Application, available to download from the College web site (cannot apply on-line)
- Have completed the equivalent of an American High School education with satisfactory grades (Average of a "C" or 2.0 Grade Point Average). A copy of secondary/high school academic records or mark sheets is required at the time of application.
- Demonstrate sufficient command of English to profit from instruction at Cañada. A minimum T.O.E.F.L. score requirement is 480