

CAÑADA COLLEGE CATALOG 2006-2007



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A Welcome to Cañada College from Interim President Tom Mohr

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, Counseling Services or our soon-to-open, state-of-the-art Library, 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 consistently ranks at the top of all California community colleges in preparing students to transfer to universities and to re-enter the workforce.

In addition to 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 the cutting-edge businesses and industries in this region. Our new 3D Animation and Video Game Art program is the only one of its kind in the Bay Area and is a perfect example of how we continually update our class offerings to help you compete in a growing industry 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. Did you know that you can begin your college education at Cañada College as soon as you finish your sophomore year in high school? Did you know that most of the classes are free? If you participate in our concurrent enrollment program you can finish your first two years of college at about the same time you receive your high school diploma. 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 College is home to the first legislatively designated "University Center" at a California community college. More than 1,000 students are enrolled in classes taught at the University Center by professors from universities around the Bay Area. 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.

Tom Mohr
Interim President
Cañada College

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.

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

Curriculum & Database Technician: José Peña

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 2006

August 14, 15..... Flex Days (No Classes)
 August 16..... Day and Evening Classes Begin
 August 29 Last Day to DROP Semester Length Classes With Eligibility for Partial Refund
 August 29 Last Day to ADD Semester Length Classes
 September 2, 3 Declared Recess
 September 4..... Labor Day (Holiday)
 September 5..... Census Day
 September 8 Last Day to DROP Semester Length Classes Without Appearing on Record
 October 6..... Last Day to Apply for Degree – Certificate
 November 10..... Veterans’ Day Observed (Holiday)
 November 14... Last Day to WITHDRAW from Semester Length Classes
 November 22..... Declared Recess – Evening Courses Only
 November 23..... Thanksgiving Day (Holiday)
 November 24..... Declared Holiday
 November 25, 26..... Declared Recess
 December 9–15..... Final Examinations (Day and Evening Classes)
 December 15 Day and Evening Classes End
 December 23, 24..... Declared Holiday
 December 25 Christmas Day (Holiday)
 December 26–31..... Declared Holidays

SPRING SEMESTER 2007

January 1 New Year’s Day (Holiday)
 January 11, 12 Flex Days (No Classes)
 January 13, 14 Declared Recess
 January 15..... Martin Luther King Jr. Day (Holiday)
 January 16..... Day and Evening Classes Begin
 January 29..... Last Day to DROP Semester Length Classes With Eligibility for Partial Refund
 January 29..... Last Day to ADD Semester Length Classes
 February 5 Census Day
 February 9 Last Day to DROP Semester Length Classes Without Appearing on Record
 February 16 Lincoln’s Birthday (Holiday)
 February 17, 18..... Declared Recess
 February 19 Presidents’ Day (Holiday)
 March 2..... Last Day to Apply for Degree – Certificate
 April 2–8..... Spring Recess
 April 26 Last Day to WITHDRAW From Semester Length Classes
 May 19–25..... Final Examinations (Day and Evening Classes)
 May 25..... Day and Evening Classes Close
 May 26, 27 Declared Recess
 May 28..... Memorial Day (Holiday)

SUMMER SESSION 2007 (TENTATIVE)

June 18..... 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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Board of Trustees San Mateo County Community College District

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.

Dave Mandelkern, President
Helen Hausman, Vice President-Clerk
Richard Holober
Patricia Miljanich
Karen Schwarz
Student Trustee, 2006–2007
Ron Galatolo, District Chancellor

Office of the President

Interim President: Tom Mohr
Administrative Assistant: Maggie Souza
Office: Building 8, Room 312
Phone: (650) 306-3238
Web: www.canadacollege.edu/about

Office of Instruction

Vice President: Marilyn McBride
Administrative Secretary: Patricia Tyler
Administrative Analyst: Jose Peña
Office: Building 8, Room 306
Phone: (650) 306-3353
Email: caninstruct@smccd.edu
Web: www.canadacollege.edu/office_of_instruction

Office of Student Services

Vice President of Student Services: Phyllis Lucas-Woods
Administrative Assistant: Debbie Joy
Office: Building 8, Room 308
Phone: (650) 306-3234
Web: www.canadacollege.edu/student

Business and Workforce Development Division

Dean: Linda Hayes
Division Assistant: Jonna Pounds
Accounting Technician: Peter Tam
Office: Building 13, Room 105
Phone: (650) 306-3201
Email: canbusiness@smccd.edu
Web: www.canadacollege.edu/business
Programs are offered at two locations: main campus and the Menlo Park/OICW Center.

Courses and Programs:

- Accounting
- Architecture
- Athletics - Varsity
- Business Administration
- Business Management
- Computer Business Office Technology
- Computer Information Technology
- Cooperative Education
- Early Childhood Education/Child Development
- Economics
- Education
- Fashion Design
- Human Services
- Interior Design
- Medical Assisting
- Multimedia
- Paralegal
- Physical Education - Team Sports, Individual Sports, Fitness, Dance
- Real Estate
- Small Business

Counseling and Enrollment Services Division

Dean: Melissa Raby
Division Assistant: Jacquelyn Holley
Office: Building 8, Room 204
Phone: (650) 306-3245
Email: holleyj@smccd.edu
Web: www.canadacollege.edu/student

Courses and Programs:

- Admissions and Records
- Assessment
- Career Services
- Counseling
- Orientation
- Outreach
- Transfer

Humanities Division

Dean: Katie Townsend-Merino
 Division Assistant: Joan Murphy
 Office Assistant: Gloria Peña-Bench
 Office: Building 3, Room 205
 Phone: (650) 306-3336
 Email: canhumanities@smccd.edu
 Web: www.canadacollege.edu/humanities

Courses and Programs:

- Art
- CBET (Community-Based English Tutoring)
- English
- English Institute/English as a Second Language
- Foreign Languages
- History
- Music
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology
- Speech Communication
- Theater Arts

English as a Second Language (ESL) courses are offered through the English Institute. There are no majors or transfer programs available in ESL.

Science and Technology Division

Dean: Victoria O'Donnell
 Division Assistant: Georgia Clark
 Office: Building 18, Room 109
 Phone: (650) 306-3291
 Email: canscitech@smccd.edu
 Web: canadacollege.edu/science

Courses and Programs:

- Anthropology
- Astronomy
- Biological Sciences
- Health Science
- Chemistry
- Computer Information Systems
 - Engineering
 - Geography
 - Geology
 - Mathematics
 - Oceanography
 - Paleontology
 - Physics
 - Radiologic Technology

University Center and Academic Support Services Division

Dean: Jeanne Gross
 Division Assistant: Ricardo Flores
 Project Director: Ileana Gadea
 Office: Building 22, Room 101-102
 Phone: (650) 306-3319
 Web: www.canadacollege.edu/academics/academic_support
 www.canadacollege.edu/university

Courses and Programs:

Academic Support Services

- Disabled Student Program & Services (DSPS)
- Extended Opportunity Programs & Services (EOPS)
- Learning Center
- Library
- TRIO Student Support Services
- TRIO Upward Bound

University Center

- San Francisco State University
 - Child and Adolescent Development - BA
 - Business Administration - BS
 - Nursing - BS
 - Teaching Reading at the Post-Secondary Level - Certificate
 - Business Administration - Executive Master
- California State University - Monterey Bay
 - Liberal Studies - BA

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 learn-

ing 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

Residency Determination

A California resident, for purposes of attendance at a community college, is a person who is eligible to establish residence and who has maintained physical presence in the state for at least one year and one day immediately preceding the first day of classes with the intention of making California his or her home. The burden of proof to establish residence is on the student.

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.

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 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 on the paper based exam and 157 on the computer based exam. Individuals admitted as international students may be required to enroll in intensive English courses, based on placement test results
- Submit a one page essay.
- Present evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. (See pages 13-14 for information on enrollment and other required fees.)
- Provide evidence, prior to registration, of medical and hospitalization insurance coverage or enroll in the plan provided for international students by the insurance carrier approved by the San Mateo County Community College District (SMCCCD). If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount provided by the SMCCCD plan.

International students are required to complete 12 units of coursework (full-time) each semester in order to maintain F-1 status.

Application for admission as an F-1 visa student must be made through the International Student Office. Special application deadlines apply. Call (650) 306-3494 for information. (Fax: 650-306-3113.)

Students who are legal residents of another country and who are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Cañada College with the approval of their primary college. These students must present a

letter of approval from a counselor or official of the other institution in order to attend Cañada College.

Residents of other countries holding types of temporary visas other than F-1, except tourist (B2) visa, may also attend Cañada College.

Cañada College catalog and schedule of classes are available at the college website, www.canadacollege.edu.

The current estimate of annual expenses for International Students is \$16,000 (including \$566.00 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.

High School Students

Students attending high school as juniors or seniors may register concurrently for Cañada College classes with the approval of the Concurrent Enrollment Counselor. Interested students must submit an application and high school transcript.

Applications are available via the college website, www.canadacollege.edu, from the Admissions and Records Office, or at local high schools.

Requirements for admission are as follows:

1. Enrolled as a junior or senior in high school.
2. High school grade point average of 2.0, a C.
3. Parent's permission to enroll.
4. Principal or designee's permission to enroll.

Cost for concurrent enrollment:

1. No enrollment, Student Representation, or health fee is charged for students taking less than 12 units.
2. Parking fees must be paid if parking a vehicle on campus.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs. 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.

In special cases, with a high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Cañada College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework successfully completed. Students may request that a transcript of all college coursework completed be

sent to their high school registrar to be considered for credit toward high school graduation.

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 appears in this catalog and other official publications, provided that the new regulation has been officially announced and posted.



Registration

Steps to Enroll in Classes for New Students, Former Students, and New Transfer Students

Si necesita ayuda en Español para entender el proceso de matriculación, presentese en la oficina de admisión en el edificio #5 y pregunte por alguien que hable español. Será nuestro placer servirle.

Matriculation

Matriculation is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

Complete the matriculation steps prior to registration if you have one or more of the following educational goals:

- obtain a vocational certificate,
- obtain an Associate degree,
- transfer to a four-year college or university, or
- are undecided about your specific educational goals but are considering the above options.

You are exempt from matriculation if on your application you have indicated one of the following:

- have completed an Associate or higher degree, or
- have enrolled in classes for personal enrichment only and do not intend to earn a degree or certificate, or
- are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

If you are EXEMPT from matriculation, after your application is processed, you will receive in the mail an assigned date to register via WebSMART.

Matriculation Steps

Step #1 - Admissions:

Complete the Application for Admission located in the center insert of the schedule or apply online at <https://websmart.smccd.edu>.

After your Application for Admission has been processed, you will receive a Permit to Register to guide you through the remaining matriculation steps.

Step #2 – Placement Tests/Assessment:

From the Placement Test Schedule, select a date to complete the testing requirement.

- Placement test results are valid for up to two years.
- Placement tests in English or English for Non-Native Speakers (ESL) and Mathematics are given to all new matriculating students.
- Placement tests are required for enrollment in English, English for Non-Native Speakers, and/or mathematics courses and any course that has an English, reading, or mathematics prerequisite.

- Placement tests are required for most of the Associate degree and university level courses.

You are automatically EXEMPT from taking the Placement Tests and may move directly to Step #3 if you fall into one of the following categories:

- Have taken the Placement Tests at Cañada College or CSM or Skyline College within the last two years and the test results are available.
- Are a former student or new transfer student from another accredited college in the United States and have completed course work in Mathematics and/or English with a grade of “C” or better. (Bring unofficial transcripts or other evidence of grades to your counseling appointment to verify this exemption.)
- Can show evidence of completing the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4, or 5.
- Can show evidence of completing the College Board Advanced Placement Test (AP) in Mathematics with a score of 3, 4, or 5.

Bring evidence of test scores or course completion to your counseling appointment described in Step #4.

Step #3 – College Orientation

The College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. Sign-up for an orientation session at the Counseling Center or call (650) 306-3452 OR complete the Online College Orientation: <http://canadacollege.edu/admissions/orientation.html>.



Step #4 - Counseling

Meet with a Counselor to discuss your assessment results and select courses appropriate to your academic readiness and educational and career goals.

Step #5 – Register for Classes

Return your completed Permit to Register to the Admissions and Records Office to receive an assigned registration date for your classes. Use WebSMART to register for your classes. Complete information regarding registration dates and procedures is published in the College Schedule of Classes.

After you have registered and paid for classes, you are officially enrolled at Cañada College. Be sure to attend the first class meeting. Work with your professors to meet the challenges and demands of each class. Use Counseling services regularly. At least once a semester, schedule an appointment to meet with a Counselor to 1) discuss progress toward your academic goals, 2) develop or update your Student Educational Plan (SEP), and 3) learn about important student services that enhance student success.

Matriculation waivers/exemptions: If you wish to request an exemption of any matriculation requirement, petitions are available in the Office of Admissions and Records. The Dean of Counseling and Enrollment Services reviews petitions, and applicants are notified of the status of the petition within five business days.

Students with a disability needing assistance with any part of the matriculation process should contact the Disabled Student Program at (650) 306-3490, TDD: (650) 306-3161.

Schedule of Classes

Complete information regarding registration dates and procedures is published in the College Schedule of Classes for each semester. The schedules are available on the Cañada campus, in local high schools and Public Libraries, and on our web site: www.canadacollege.edu.

Program Changes

Once you have completed registration, you may change your program via WebSMART. Once a class has started, an authorization code is required and can be obtained from the instructor. Students may use WebSMART the entire semester to register for short-term classes that begin after the start of the semester and to drop classes.

Courses With Overlapping Times

Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor’s supervision. Overlap exception forms are available in the Admissions and Records Office.

Unit Load Limitations

A normal load for a full-time student is 15 units. No student is permitted to take more than 9 units during the Summer Session or 19 units during the Fall and Spring semesters without special approval of the Academic Standards Committee. Approval forms are available in the

Admissions and Records Office. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with the counselor.

A program of 12 or more units during Fall and Spring semesters, and 6 units during Summer session is considered full-time for athletic eligibility, financial aid, international students (F-1 visa), veterans benefits, Social Security benefits, and most other benefits which are dependent upon student enrollment status.

Course Repetition

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments) within the SMCCCD.

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses which are not so designated may not be repeated under this policy. Further information about this policy is available from Cañada College counselors and Division Offices.

Repetition of Courses for Legally Mandated Training

Student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students wishing to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

Auditing of Courses

In compliance with State regulations, Cañada College has identified certain courses that may be audited. Courses which can be audited shall be performance-type courses or skill-building courses where continued participation adds to the student's growth and where continued participation strengthens the program itself, or courses in which the subject content changes from semester to semester. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded with the professor's signature on an Add/Drop form and on a space-available basis. A \$15.00 per unit fee, the Health Services fee, and the Student Representative fee will be charged at the time of enrollment. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

Fees

The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. A list of fees is published in each semester's Class Schedule and is available on WebSMART and in this Catalog under Fees.

Enrollment Fee

A state-mandated enrollment fee of \$26 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Cañada College, Skyline College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid Forms."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. (See details under "Nonresident Tuition Fee.")

Health Services Fee

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$14 Health Services Fee each semester for day or evening classes, or \$11 for each summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions and Records Office, Building 8, Room 215, or by calling (650) 306-3226.

Student Representation Fee

The Student Representation Fee of \$1 per student per semester was established by an election of the student body of Cañada College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State, and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) via financial aid and is not refundable unless an action of the College prevents the student from attending. A petition for a Student Representative Fee exemption may be obtained from the Cashier's Office, or by calling (650) 306-3270.

Nonresident Tuition Fee

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule or the Fees link on the Cañada College homepage for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Residency Requirements" section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

International Student (F-1 Visa) Health Insurance

Required of international students that do not have the required level of private health insurance. For current rates call (650) 306-3494.

Student Body Fee (optional)

The voluntary Student Body Fee is \$8 per semester (Fall and Spring only) payable at the time of registration on WebSMART or at the Cashier's Office. Students who pay the fee receive an Associated Student Body ID Card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and on-campus athletic events. Funds collected also help support student activities, services and scholarships. Students must contact the Student Activities Office at (650) 306-3373 for removal or reimbursement of charge if they choose not to pay.

Parking Fee

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the College. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One-day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Bldg. 8, Administration. The permit, once purchased, may be obtained at the Cashier's Office.

Students must park in Student lots only. All Staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Cañada College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in student parking lots only. The grace period does not apply to staff and metered lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Cañada College and the San Mateo County Community College District do

not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 13, Room 28, (650) 306-3420.

Disabled Student Parking

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Cañada College Cashier's Office. Students with temporary ambulatory disabilities who do not have a placard may receive special parking consideration by contacting DSPS, Bldg. 5, Room 207 or by calling (650) 306-3259, TDD: (650) 306-3161.

Audit Fee

An appropriate per unit audit fee will be assessed at time of registration. See "Auditing of Courses" section in this Catalog for further information.

Transcript Fee

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Express Service, usually within twenty-four hours or less, is available for an additional \$10. Contact the Admissions and Records Office for additional information.

Duplicate Diploma Fee

\$20 duplicate diploma fee.

Returned Check Fee

\$10 per returned check.

Materials Fee

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

Payment of Fees

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express or Discover) via WebSMART at <http://WebSMART.smccd.net>
- By mailing a check or money order to the Cashier's Office, Building 8, Administration
- In person at the Cashier's Office, Building 8, Administration

Holds on Student Records

A hold will be placed on a student's record by the Business Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Educational records will not be released, including grades, transcripts, certificates, and degrees, while an outstanding balance remains on their account.

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.

Refund Policies

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 addition \$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 permit 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 listed in the Schedule of Classes.
- 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.

