



CAMPUS RESOURCES

INSIDE THIS ISSUE:

You will find all the campus resources you need for survival. SAVE THIS because you will find offices, phone numbers, office hours, passwords, and other important information.

IMPORTANT DATES

Click here for the Academic Calendars:

<http://www.canyons.edu/Offices/admissions/Pages/Calendars.aspx>

Refund Deadline	February 17
Add Deadline	February 17
Drop w/o a W	February 17
Pass/No Pass	March 8
Drop w/ a W	May 5

Short Term Class Deadlines

Deadline dates for short term classes are calculated by the variables below. Check with your instructor for specific deadline dates.

Refund	10% of course length
Add	20% of course length
Drop w/o a W	20% of course length
Pass/No Pass	30% of course length
Drop w a W	75% of course length

Final exams are given on the last day of class.

CAMPUS SAFETY

Valencia Campus:

Phone: 661-362-3229 /3239

Location: X-8

Canyon Country Campus:

Phone: 661-362-3977

Location: (North) Quad 5-511, (South) Quad 7-701

Campus Escort:

Dial 0 from a campus phone or call Campus Safety.

FOR EMERGENCIES:

Dial **7** for COC Switchboard/Security

Dial **911** for Ambulance, Fire Department, Paramedic, Sheriff

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STUDENT HEALTH & WELLNESS CENTER

MANAGEMENT OF STRESS AND MENTAL

HEALTH: Often the pressure on our students is very strong, involving academic commitments, relationships, outside jobs and family pressure to name a few. The staff and faculty of College of the Canyons are here to see you succeed academically and care about your emotional and physical health. You can learn more about the broad range of confidential student services, including counseling and mental health services available on campus, by visiting the Student Health & Wellness Center in the Student Services Building (across from the bookstore) or by clicking on <http://www.canyons.edu/Offices/Health/>

**National Suicide Hotline number is
1-800-273- 8255 (TALK)**

All students at COC are encouraged to save this number in their phones. You can call when you, or someone you know, is having thoughts of suicide or is in severe distress.

You can also now use the **Crisis Text Line:** Just text **"Courage"** to **741741**. Someone will get back to you immediately. It's free, confidential, and available 24/7.

Valencia Campus:

Phone: 661-362-3259

Location: STCN-122

Monday, Wednesday, Thursday: 9AM - 6PM

Tuesday: 9AM-7PM

Friday: 9AM -1PM

Canyon Country Campus:

Phone: 661-362-3259

Location: Quad 1—Building B

Monday—Wednesday: 9AM - 3PM

Thursday & Friday: CLOSED

OTHER HEALTH SERVICES

- Insurance
- First Aid
- TB skin tests
- Blood pressure checks
- Prescription medication (non narcotic, limited)
- Self Help Center (non prescription medication)
- Vaccinations Immunizations
- Men's & Women's Clinic
- Personal Counseling
- Suicide Prevention
- Nutrition Counseling
- Tobacco Cessation Counseling

RISE

Any student who faces challenges securing their food or housing and believes that this may affect their performance in this course is urged to contact the RISE program at **661-362-3676** for support. Furthermore, please notify the professor (if you are comfortable doing so) as this will enable them to provide any resources that they may possess.

SEXUAL ASSAULT: WHAT TO DO...



College of the Canyons is committed to your safety and well-being. If you or someone you know has been (or even think you have been) sexually assaulted, we stand by ready to provide you with immediate and discreet help.

<http://www.canyons.edu/Offices/Health/SA/Pages/default.aspx>

You matter, speak up!

ACADEMIC PROGRAMS

You can find information about academic programs, including 2 Year Pathways to Completion, @ <http://www.canyons.edu/Offices/AcademicAffairs/Programs/Pages/default.aspx>

ADMISSIONS AND RECORDS

Valencia Campus:

Phone: 661-362-3280

Fax: 661-362-5566

Location: Canyons Hall –First Floor

Canyon Country Campus:

Phone: 661-362-3900

Fax: 661-362-3823

Location: Quad 1—Building C

Email: admissions@canyons.edu

Office Hours

Monday, Wednesday, Thursday: 9AM - 6PM

Tuesday: 9AM - 7PM

Friday: 9AM - 1PM

Closed every Tuesday from 2PM - 3PM
for a staff meeting.

My Academic Plan:

A good educational plan is critical to college and career success. All current students should complete their comprehensive educational plan for College of the Canyons by visiting your My Canyons account. Students can also receive help in creating their education plan by visiting [http://](http://www.canyons.edu/MAP)

[www.canyons.edu/
MAP](http://www.canyons.edu/MAP)



COUNSELING

Valencia Campus:

Phone: 661-362-3288

Fax: 661-362-5462

Location: Canyons Hall—Second Floor



Canyon Country Campus:

Phone: 661-362-3811

Fax: 661-362-3806

Location: Quad 1—Building A

Office Hours

Monday-Thursday: 9AM - 6PM

Friday: 9AM - 1PM

Email A Question @
**[http://sars.canyons.edu/
eAdvising/Online/login.aspx](http://sars.canyons.edu/eAdvising/Online/login.aspx)**

Due to the large number of inquiries, it is recommended students schedule an appointment during registration.

To schedule an appointment, please visit [http://www.canyons.edu/offices/
Counseling/Pages/default.aspx](http://www.canyons.edu/offices/Counseling/Pages/default.aspx)

BOOKSTORE

Phone: 661-362-3255

Location: STCN-134

STORE HOURS

Monday – Thursday: 8AM - 7PM

Friday: 10AM - 2PM

Closed weekends and holidays.

Please note the bookstore offers extended hours during the **first** week of classes.

Use BNCFREESHIP for Free Shipping

Please note that rented books have free return shipping. The bookstore also **price matches** to Amazon, BN.com and SCV Book Exchange. Exclusions apply, for additional info, please visit: coc.bncollege.com

FINANCIAL AID

You can find plenty of information by going online to http://www.canyons.edu/Offices/FinancialAid/Pages/default_fa.aspx or contacting: finaid@canyons.edu or scholarships@canyons.edu

Valencia Campus:

Phone: 661-362-3215

Fax: 661-362-5617

Location: Canyons Hall—First Floor

Office Hours

Monday – Thursday: 9AM - 6PM

Friday: 9AM - 1PM

Canyon Country Campus:

Phone: 661-362-3804

Fax: 661-362-3806

Location: Quad 1—Building A

Office Hours

Monday – Thursday: 9AM - 5PM

Closed weekends and holidays



STUDENT DEVELOPMENT OFFICE

Phone: 661-362-3238

Location: STCN-102

Office Hours

Monday – Thursday: 9AM – 6PM

Tuesday: 9AM—7PM

Friday: 9AM – 1PM

STUDENT BUSINESS OFFICE

Email: sbo@canyons.edu

Valencia Campus:

Phone: 661-362-3033

Location: SCOH-101

Office Hours

Monday, Wednesday, Thursday: 9AM - 6PM

Tuesday: 9AM - 7PM

Friday: 9AM - 1PM

Canyon Country Campus:

Phone: 661-362-3901

Location: Quad 1—Building C

Office Hours

Monday, Wednesday, Thursday: 9AM - 6PM

Tuesday: 9AM-7PM

Both offices closed Tuesdays from 2-3PM

MAKERSPACE

Valencia Campus:

Phone: 661-362-3601

Location: STCN-132

Office Hours

Monday – Thursday: 9AM – 6PM

Friday & Saturday: 10AM - 4PM

Canyon Country Campus:

Phone: 661-362-3813

Location: Quad 2—202A

Office Hours

Wednesday & Thursday: 11AM – 4PM



CAREER CENTRAL

Will combine & relocate The Hub and the Career Center the week of 2/18/19 .

The Hub—Career Counseling

Phone: 661-362-3286
Location: STCN-123
(Relocating to X-6)



Career Center—Job Placement

Phone: 661-362-3286
Fax: 661-362-5617
Location: CHCS-102 (Relocating to X-6)

Office Hours

Monday, Wednesday, Thursday: 9AM - 6PM
Tuesdays: 9AM - 7PM
Friday: 9AM - 1PM

CAREER CENTER - WORKSHOPS & EVENTS

Events...

Resume Rally
Job Fair

Workshops on...

- LinkedIn Profiles & use
- Resumes & Cover Letters
- Developing your brand
- Employability Skills
- Job Fair Preparation
- Professional Networking
- Effective Job Search
- Interviewing/Salary Negotiation

INTERNSHIPS—CWEE

Phone: 661-362-3309

Location: STCN-123 (Relocating to X-6 week of 2/18/19)

Office Hours

Monday – Thursday: 9AM – 5PM

Closed Fridays and every Tuesday from 2-3PM for a staff meeting.



TEACH

Valencia Campus:

Phone: 661-362-3731
Location: BONH-244

TEACH is a support system that helps prepare students who are on the pathway to becoming a teacher. The program offers free services for:

- Career Advisement
- Academic Advisement
- Fieldwork Opportunities
- Free Test Prep (CBEST/CSET/RICA)

For more information, visit

www.canyons.edu/offices/TEACH



LIBRARY - SPRING 2019

Valencia Campus:

Phone: 661-362-3362

Monday-Thursday: 7:30AM - 9PM

Friday: 7:30AM - 5PM

Saturday: 9AM - 3PM

Canyon Country Campus:

Phone: 661-362-3854

Location: Quad 3—307

Monday-Thursday: 8AM - 7:30PM

Friday: 8AM - 12PM

For more information you can visit [http://
www.canyons.edu/Offices/library/](http://www.canyons.edu/Offices/library/)

TLC — THE LEARNING CENTER

Valencia Campus: 661-362-3351

Location: LTLC (next to Library)

Monday-Thursday: 8AM - 8PM

Friday & Saturday: 9AM - 3PM

Canyon Country Campus: 661-362-3857

Location: Quad 3—306

Monday-Thursday: 7AM - 7PM

Important Numbers:

Canvas Support: 661-362-3344

**Computer Science, GMD,
and CAWT Services:** 661-362-3479

**Math, Science, and
Engineering Services:** 661-362-3345

**Humanities, Social
Sciences, and Modern
Language Services:** 661-362-3349

**Valencia Campus
Testing:** 661-362-3194

**Canyon Country Campus
TLC & Testing:** 661-362-3857



DATABASES INFO

When off campus, you can access the library databases with the information below:

USERNAME: **chips**

PASSWORD: **salsa**

[http://www.canyons.edu/Offices/
library/Pages/Article-databases.aspx](http://www.canyons.edu/Offices/library/Pages/Article-databases.aspx)

TLC SERVICES

- ✓ **Tutoring**
 - Face-to-Face
 - Online Tutoring Support
- ✓ **Supplemental Workshops**
- ✓ **Guided Learning Activities**
- ✓ **Study JAMS**
- ✓ **Testing Center**
- ✓ **7 Study Rooms**
- ✓ **140 Computers**
- ✓ **Canvas Support**



DISTANCE LEARNING

Email: DistanceLearning@canyons.edu

(Preferred contact method)

Phone: 661-362-3600

Office: Valencia Library—Rooms 245-248

Office Hours

Monday - Thursday: 8AM - 5PM

Friday: 8AM - 1PM



Please note: Canvas courses may not be available to students until the first day of class. If it's the afternoon on the first day of your class and your class is still not showing up on your Canvas account, please contact your instructor.

USERNAME: Your MyCanyons username
(for example, jdsmith)

PASSWORD: students

Important Log In Information:

Log in to Canvas at: <https://coc.instructure.com/login/canvas>

CANVAS TECH SUPPORT FOR STUDENTS

Get help with:

1. Forgotten Login ID or username
2. Difficulty locating documents with web browser
3. Help navigating Canvas account; such as where to find assignments and submit them
4. Inability to resubmit assignments (Please be aware you must contact the professor for permission to resubmit)

COC only supports Canvas. Please contact the publisher for support with textbooks, textbook websites, and other 3rd party learning platforms. Examples include Pearson, McGraw-Hill products, CourseCompass, Connect4Education, etc.

CANVAS SUPPORT

Business Hours/Weekday: 661-362-3344

After Hours and Weekends (5PM - 8AM):

1-877-889-9052

Office Hours

Monday - Thursday: 8:15AM - 7:45PM

Friday & Saturday: 9:15AM - 12:45PM

Email: cvsupport@canyons.edu

Emails will be replied to within 24 business hours. If you are having problems within your course with assignments, tests and the like, please contact your instructor.



ASG COMPUTER LAB

Valencia Campus:

Phone: 661 -362-5050

Location: STCN-124

Monday, Wednesday, Thursday: 8AM-5PM

Tuesday: 8AM—7PM

Friday: 8AM - 12PM

Canyon Country Campus:

Phone: 661-362-3840

Location: Quad 2—204

Monday & Tuesday: 8:30AM - 4PM

Wednesday: 8:30AM - 6PM

Thursday: 8:30AM - 2PM

EOPS/CARE & CALWORKS

Valencia Campus:

EOPS/CARE Phone: 661-362-3279

CalWorks Phone: 661-362-3271

Fax: 661-362-5715

Location: Student Support Center

Canyon Country Campus:

Phone: 661-362-3814

Location: Quad 1—Building B

Office Hours

Monday, Wednesday, Thursday: 9AM - 6PM

Tuesday: 9AM - 7PM

Friday: 9AM - 1PM

Closed Tuesdays from 2-3PM for staff meetings.

Please call the Canyon Country campus for EOPS/CARE office hours.

More information can be found at <http://www.canyons.edu/offices/eops/>



FOOD FOR THOUGHT

Any student who is in need of food can visit the Food Pantry in the Student Center to enter the food pantry and take what they need.

Donations are always welcome!

Valencia Campus:

Phone: 661-362-3259

Location: STCN-126 (Student Health & Wellness Center)

Monday—Thursday: 9AM - 6PM

Friday: 9AM - 1PM

Canyon Country Campus:

Call for appointment or visit CCC Counseling.

ISP



INTERNATIONAL SERVICES & PROGRAMS

Valencia Campus:

Phone: 661-362-3850

Student Support Center

Monday-Friday:
8AM - 4:30PM

More information can be found at <http://www.canyons.edu/Offices/ISP/Pages/default.aspx>

VETERANS RESOURCE CENTER

Valencia Campus:

Phone: 661-362-3469

Fax: 661-362-3718

Location: HSLH-207

Monday, Wednesday,

Thursday: 9AM - 6PM

Tuesday: 9AM - 7PM

Friday: 9AM - 1PM

*Closed Tuesdays from 2-3PM for staff meetings

Canyon Country Campus:

Phone: 661-362-3815

Fax: 3718

Location: Quad 1—Building B

Monday—Thursday: 9AM - 2PM



DSP&S

Phone: 661-362-3341

TTY: 661-362-3726

Location: SCOH-103



Office Hours

Monday, Wednesday, Thursday: 9AM - 6PM

Tuesday: 9AM - 7 PM

Friday: 9AM - 1PM

More information can be found at <http://www.canyons.edu/offices/dsps/>