BOARD OF TRUSTEES
SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. 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.

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San Mateo County Community College District

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Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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

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Use of Photography

Skyline College, a non-profit California Community College, reserves the right to take and use photographs, video and electronic images of students and visitors taken on college property and at college-sponsored events for marketing and promotional purposes. Objection must be made in writing to the Office of Development, Marketing and Public Relations (Building 4, Room 4-329).
## Campus Directory

**Main Line (650) 738-4100**

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*Individual instructors may be contacted at their campus phone extensions.*
General Information

- Academic Calendar
- President’s Message
- Introduction
Calendar for 2012–2013

SUMMER SESSION, 2012
July 4  Independence Day – Holiday
July 5  Last Day to Apply for AA/AS Degree or Certificate for Summer Award
July 26  Six-Week Summer Session Ends
August 2  Seven-Week Summer Session Ends
August 9  Eight-Week Summer Session Ends

FALL SEMESTER, 2012
August 16 & 17  Flex Days – No Classes
August 20  Day, Evening and Weekend Classes Begin
August 31  Last Day to Add Semester Length Classes
August 31  Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
September 1 & 2  Declared Recess
September 3  Labor Day – Holiday
September 9  Last Day to Drop Semester Length Classes without Appearing on Record
September 10  Census Day
October 5  Last Day to Apply for AA/AS Degree or Certificate for Fall Award
November 10 & 11  Declared Recess
November 12  Veterans’ Day (Observed) – Holiday
November 16  Last Day to Withdraw from Semester Length Classes
November 21  Declared Recess – Evening Classes Only
November 22  Thanksgiving Day – Holiday
November 23-25  Declared Recess
December 13-19  Final Examinations (Day, Evening & Weekend Classes)
December 19  Day, Evening & Weekend Classes End
December 22-January 1  Winter Recess

SPRING SEMESTER, 2013
January 10 & 11  Flex Days – No Classes
January 14  Day, Evening and Weekend Classes Begin
January 19 & 20  Declared Recess
January 21  Martin Luther King, Jr. Day – Holiday
January 28  Last Day to Add Semester Length Classes
January 28  Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
February 3  Last Day to Drop Semester Length Classes without Appearing on Record
February 4  Census Day
February 15  Lincoln’s Birthday (Observed) – Holiday
February 16 & 17  Declared Recess
February 18  Presidents’ Day – Holiday
March 1  Last Day to Apply for AA/AS Degree or Certificate for Spring Award
March 8  Flex Day – No Classes
March 16  Expanding Your Horizons Conference
April 1-7  Spring Recess
April 25  Last Day to Withdraw from Semester Length Classes
May 18-24  Final Examinations (Day, Evening & Weekend Classes)
May 24  Day, Evening & Weekend Classes End
May 25 & 26  Declared Recess
May 27  Memorial Day – Holiday

TENTATIVE SUMMER SESSION, 2013
June 17  Six, Seven & Eight Week Summer Sessions Begin
July 4  Independence Day – Holiday
July 27  Six-Week Summer Session Ends
August 3  Seven-Week Summer Session Ends
August 10  Eight-Week Summer Sessions End
President’s Message

WELCOME TO SKYLINE COLLEGE

Congratulations to you for selecting one of the most exemplary, innovative and academically excellent community colleges in the state, Skyline College. The richness of diversity in the cultures, backgrounds, languages, experiences, histories and perspectives is a reflection of the larger world culture making life fuller and more meaningful as what is global evolves into that which is local. The programs and services are designed to give you the opportunity and tools to become connected to human history and broad areas of human knowledge. As a comprehensive community college, we are able to meet a wide range of academic goals including transfer, career technical preparation and basic skill development so you may succeed in college level programs of study.

Skyline College recently opened a building bearing an inscription that reads “The future belongs to those who believe in the beauty of their dreams.” Well if that inscription is true, then the future belongs to you. It belongs to the many family members and friends who believe in you. It belongs to your brothers and sisters, cousins, nieces and nephews who are looking up to you right now and having the value of education engrained in their psyche as that which is normal and minimally expected for them to fulfill their obligation to be a good, decent and engaged person in this society.

There was a time when California believed that education should not be preserved for the elite – that indeed everyone who had the ability to benefit from an education should have access to higher education. That belief, enshrined in the California Master Plan for Higher Education, was the basis for the incredible economic advancement of the Golden State. It is in jeopardy unless we as a public remain committed to the investment of public education even during austere times and unless you as students and potential students take this opportunity to study, learn and grow to be one of the most valued privileges on this planet. The esteemed faculty and staff are here to support you as you navigate this college on your educational journey.

Get an education as if the entire planet depends on it – because it does.

Sincerely,

Regina Stanback Stroud, Ed.D.
President
Introduction

SKYLINE COLLEGE

Skyline College in San Bruno is part of the San Mateo County Community College District (SMCCCD) and offers an excellent education to students from all over the Bay Area. The 111-acre site, just west of Skyline Boulevard in San Bruno, is conveniently available to residents of South San Francisco, Daly City, Colma, Brisbane, San Bruno, and Pacifica. Although its chief service area is northern San Mateo County, Skyline enrolls students from the entire district.

Skyline College opened in 1969 and is one of three community colleges in the San Mateo County Community College District. The District also includes Cañada College in Redwood City, and the College of San Mateo. SMCCCD has served the educational needs of hundreds of thousands of county residents since 1922 when the San Mateo Junior College first opened its doors.

Students love Skyline because of its convenient location, low cost, comprehensive program offerings and availability of programs, flexible scheduling, and student-centered environment.

Skyline College offers opportunities for students of all ages. Through Skyline's Transfer Admission Guarantees, many Skyline graduates transfer to numerous four-year colleges and universities. Other Skyline college students earn Associate in Arts (A.A.), Associate in Arts for Transfer (AA-T), Associate in Science (A.S.), or Associate in Science for Transfer (AS-T) degrees.

Students achieve employment and advancement in business and industry after earning certificates from Skyline's 55 Certificate programs. Some certificate programs offered include Automotive Technology, Biotechnology, Cosmetology, many areas of Business, Early Childhood Education, Respiratory Therapy, Surgical Technology, and Telecommunications & Network Information Technology.

Skyline College is committed to preparing a highly-skilled workforce for the new economy and has been recognized nationally for its efforts. Skyline and the Workforce Investment Board (WIB) have worked with Genentech and other biotechnology companies to place workers trained by the college in jobs formerly limited to those with four-year degrees.

Skyline College provides a convenient way to fulfill educational goals and offers short courses starting throughout the semester to the community for continuing education.

COLLEGE MISSION, VISION AND VALUES STATEMENTS

Vision Statement

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Mission Statement

To empower and transform a global community of learners.

Values Statement

Education is the foundation of our civilized democratic society. Thus:

Campus Climate: We value a campus-wide climate that reflects a ‘students first philosophy’ with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students’ success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profit, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Shared Governance: We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.
**Sustainability:** We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability “To meet present needs without compromising the ability of future generations to meet their needs.”

**COLLEGE GOALS**

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services to lead the San Francisco Bay region in transferring students, awarding degrees and certificates and reflecting social and educational equity.

2. Enhance institutional effectiveness in planning and decision-making processes through cooperative leadership, effective communication, and shared governance.

3. Fulfill the college’s role as a leading academic and cultural center for the community.

4. Play a central role in the preparation of the regions workforce and expand networks and partnerships with business, the community, and non-profit organizations.

5. Provide human, physical, technological and financial resources to assure excellent educational programs and student services in order to support students in attaining their educational goals and improve institutional effectiveness.

6. Establish and maintain fiscal stability and alignment of programs and services to the core mission, vision and values of the college.

7. Recruit, retain and support a world-class faculty, staff and administration that is committed ongoing improvement through access to opportunities for professional growth and advancement.

8. Internationalize the educational experience by enriching the college with a diverse community of learners representing the collective resources of humanity and engaging in a vibrant dialogue that engenders an understanding of others.

**ACCREDITATION**

Skyline 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 Skyline 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.

**SAN MATEO COUNTY COMMUNITY COLLEGE 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, increase their cultural awareness, and realize their individual potential. The District 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.

**SMCCCD 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; and

2. Provide lower division programs to enable students to transfer to baccalaureate institutions; and

3. Provide career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and

4. Provide developmental and remedial education in language and computational skills required for the successful completion of educational goals; and

5. Provide a range of student services to assist students in attaining their educational and career goals; and

6. Provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community; and

7. Celebrate the community’s rich cultural diversity, reflect this diversity in student enrollment, 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.

The Mission is evaluated and revised on a regular basis.

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. Faculty have a responsibility to distinguish between personal conviction and professionally accepted views in the discipline. 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.
Admission, Registration & Academic Policies

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Five Steps to Successful Enrollment (New and Former Students)

You must complete the five enrollment steps before you register for classes if you selected one of the following educational goals on your application:

- Obtain an Associate Degree or Certificate
- Transfer to a university to complete a Bachelor’s degree
- Improve your English, reading or math skills
- Discover career interests or prepare for a new career
- Undecided about your major

**Step 1  APPLY FOR ADMISSION/FINANCIAL AID**
Admissions & Records, Building 2, (650) 738-4251 or 4252
- Complete the Application for Admission online at www.skylinecollege.edu – Apply.
- Once your application has been received, you will receive an email confirmation and Enrollment Ticket, which you will have stamped as you complete the remaining steps.
- All New students are required to complete Steps 2-5. Former students may not have to complete steps 2 and 3.

Financial Aid, Building 2, (650) 738-4236
- Apply for all types of financial aid at www.fafsa.gov.

**Step 2  TAKE PLACEMENT TESTS**
Assessment Center, Building 2, (650) 738-4150
Placement tests assess your current skill in reading, English/ESOL and mathematics. The results of the tests are used to determine appropriate English and math courses that you may take. Refer to page 27 for information on scheduling your assessment.

**Step 3  COMPLETE ORIENTATION**
Counseling Counter, Building 2, (650) 738-4318
Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to page 28 for further information on orientation. (Online orientation is available on a limited basis.)

**Step 4  MEET WITH A COUNSELOR**
Counseling Counter, Building 2, (650) 738-4318
During Orientation a counselor will discuss your placement results and help you select appropriate courses for the coming semester based on your educational and career goals.

**Step 5  REGISTER FOR CLASSES/PAY FEES**
- Submit your completed Enrollment Ticket to Admissions & Records to receive your registration date.
- Access your WebSMART student account for the following services:
  - register for classes and pay fees
  - access your student email – my.smccd.edu
  - purchase parking permit
ADMISSION REQUIREMENTS

Admission to Skyline College is governed by the laws of the State and supplementary regulations as have been prescribed by the Board of Trustees.

The following persons are eligible to enroll in Skyline College:

- Any high school graduate, OR
- Any person possessing a GED or a California high school proficiency certificate, OR
- Any person 18 years of age or older who may benefit from instruction, OR
- A high school student with special approval.

The Admissions and Records staff has identified the following Student Learning Outcomes for the various services provided by the Office of Admissions and Records:

- Students will demonstrate comprehension of Skyline's academic standards printed in the Schedule of Classes and Catalog.
- Students will be able to complete admissions and/or registration functions satisfactorily.
- Students will be able to identify their needs, determine resources and access appropriate services.
- Students will satisfactorily complete the Skyline online application for admission.
- Students will understand that all fees are due at the time of registration and the resulting consequences of unpaid balances.
- Incoming Veterans are knowledgeable of benefits and services available to them and are informed of their employment related rights and benefits.

ADMISSION PROCEDURES

New Students: See the Five Steps to Successful Enrollment chart on the opposite page.

Former (Returning) Students: To reapply for admission, complete only Step 1 of the Five Steps to Successful Enrollment chart on the opposite page, unless you are notified otherwise.

In addition to the Admissions Application, the following information must be provided as shown below:

Concurrent Students: Provide Concurrent Enrollment Course Request Form with parent and principal signatures certifying approval of college courses.

Disabled Students: Contact the Disabled Students Office at (650) 738-4280 for information about accommodations available on campus. Submit an application for services. See “Disabled Students Program” under the Programs and Services section of this Catalog for more information.

International Students: Submit an Admission Application and other documents requested. See “International Students” in the Admission section of this Catalog for more information.

Non-Resident Students: Students who have not been California residents for a full year before the opening day of a term should see “Residence Requirements for Admission” in the Admission section of this Catalog for more information about residency criteria and/or a change in status.

Transfer Students: Submit official transcripts from other colleges you have attended to the Admissions Office. Meet with a counselor to determine completion of prerequisites and/or graduation requirements.

Veteran: Submit Form DD-214 to the Office of Admissions to receive educational benefits.

ADMISSIONS – SPECIAL PROGRAMS

Special programs require an additional application as a supplement to the College Admissions Application. Each special program has an application deadline date. Admission and program applications, as well as program information, are available online at www.SkylineCollege.edu from the department website.

Automotive Technology: The DAY Automotive Technology Program is by special application only. No application is required for evening or weekend classes.

Cosmetology/Massage Therapy: See “Cosmetology” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Honors Transfer Program: Students are encouraged to apply for the program at www.smccd.edu/accounts/skyhon. See “Honors Transfer Program” in the Programs & Services section of this Catalog for more information.

Respiratory Therapy: One class of students begins each year. Applications are due in spring for the Fall Semester. See “Respiratory Therapy” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Surgical Technology: This is a one year program that includes hospital rotations. Applications are due in spring for the Summer Session. See “Surgical Technology” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Varsity Athletics: A student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Contact the Physical Education/Athletics & Dance Division to complete an eligibility form. See “Athletics” in the Programs & Services section of this Catalog for more information.
CHOICE OF COLLEGE
Residents of the District may elect to attend Skyline College, College of San Mateo or Cañada College. In the event the capacity of a class or classes at one college is reached, students may be advised to enroll at one of the other colleges. Academic major and date of application will be considered if such diversion becomes necessary.

CONCURRENT HIGH SCHOOL STUDENTS
College Connection Concurrent Enrollment Program – High school students may be admitted to courses when their high school schedule permits attendance and when there is reasonable expectation of success in the courses.

Students attending high school may register concurrently for Skyline College classes. Interested students must submit an online Application for Admission and a Concurrent Enrollment Course Request Form, available at www.SkylineCollege.edu/highschool.

Applications are available on the College website under High School Students.

Requirements for admission are as follows:
1. Enrolled in high school.
2. High school academic grade point average of 2.0, a C, is recommended.
3. Parent’s permission to enroll.
4. Principal or designee’s permission to enroll.

Cost for concurrent enrollment:
1. No enrollment or Student Representation fees are charged for 11.5 units or less. The Student Union fee (Fall and Spring Semesters only) of $1 per unit ($5 maximum per semester) and the Health fee are waived. All fees are charged for full-time enrollment (12 or more units).
2. Parking fees must be paid if parking a vehicle on campus.
3. Materials fees, if required for a course.

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

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 Skyline College. 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 completed. Students may request that a transcript of college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

EXAMINATION CREDIT
Credit units earned through the Advanced Placement Test (APT), College Level Examination Program (CLEP), Credit by Examination (CBE), or the International Baccalaureate Examination (IBE) do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans’ benefits, or for graduation residency requirements.

Skyline College accepts the following types of test scores:

Advanced Placement Test (APT): Please see the Advanced Placement Exam Credit Policy chart on pages 19 and 20 to determine use of test scores.

College Level Examination Program (CLEP): Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned – 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student’s Skyline transcript by the Office of Admissions and Records. Should students transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit.

Credit by Examination (CBE): A currently enrolled student in good standing may be permitted to take a test for credit for courses, if qualified, because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination. The student’s academic record shall be annotated to reflect that credit was earned by examination. A student may complete any course through Credit by Examination procedures only once.

To pursue the Credit by Examination option, obtain a Credit by Examination form from the Office of Admissions and Records. The Office of Admissions and Records approves eligibility. The student must submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. All grades issued upon completion of Credit by Examination will be used in the calculation of the student’s grade point average and for determining scholarship awards.
International Baccalaureate Examination (IBE): See the International Baccalaureate Examination Credit Policy chart on page 21 to determine use of test scores.

INTERNATIONAL STUDENTS

The goal of the International Student Program is to provide educational opportunities for international students and to promote international understanding on campus and in the community.

The following regulations govern the admission of F-1 Visa students to Skyline College:

1. Meet application deadlines:
   - Fall applications are due at the end of June.
   - Spring applications are due mid-October.
   - Deadline dates are subject to change.

2. Have the ability to pay international student tuition, enrollment and health fees. The Skyline Class Schedule provides the current list of required fees.

3. Complete a full course of study (a minimum of 12 units each Fall and Spring semester). In accordance with SEVIS regulations, failure to do so will cause a student to be reported as out of status.

4. May enroll for a maximum of six semesters.

5. Meet criteria for admission:
   a. Submit a completed International Student Application available on Skyline’s website: www.skylinecollege.edu/international.
   b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper based, 157 computer based, 56 internet based, or IELTS of 5.5. Skyline College does not issue an I-20 for English as a Second Language study.
   c. Must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
   d. Must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English and represent American currency.
   e. Submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by a certified English translation.

6. Meet academic standards requirements.

7. Observe College rules and regulations.

8. Provide proof of valid medical and hospitalization insurance coverage or enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District at a cost of approximately $1,340 annually, or $560 for Fall and Spring and $224 for Summer. Insurance rates are subject to change.


10. Please refer to www.skylinecollege.edu/international for more information.

F-1 Visa Concurrent Enrollment

Students enrolled full time at another institution from which they have a valid I-20 are permitted to enroll at Skyline College on a part-time basis. Enrollment may not exceed two classes or total more than six units. F-1 Visa students must pay all appropriate fees. A permission letter from the home school is required for every semester of attendance.

The International Student Program faculty and staff have identified the following Student Learning Outcomes for the various services provided by the International Student Program:

- Students will know how to matriculate to a university.
- Demonstrate understanding of the American higher education system.
MILITARY SERVICE CREDIT

A veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. With appropriate separation or discharge papers, veterans may have (1) the Physical Education requirement waived and (2) be granted six units of elective credit toward the Associate Degree.

Veterans may receive credit for military service schools toward the Associate in Arts/Science degree requirements upon presentation of proof to the Office of Admissions and Records. Units of credit for military service (6 units) and military service schools (to a maximum of 14 units) will be recorded and annotated on the student’s academic record.

For further information, contact the Office of Admissions and Records, (650) 738-4336.

RESIDENCY REQUIREMENTS

Residency determination is made for each student at the time the application for admission is received. An application must be submitted by new and returning students (did not attend for two consecutive semesters). The burden is on the student to demonstrate clearly, with proof, both physical presence in California and intent to establish California residence. – California Education Code, Sections 68000-70902.

Rules of Residency – Adults over 19 years of age:

A student over 19 years of age may establish California residency by meeting the following criteria:

1. Verification of physical presence in California one year prior to the day before the start of the semester. Residence is determined by actions and intent. The one-year period begins when a person is not only present in California but also has demonstrated clear intent to become a permanent resident of California.

2. Intent to make California a permanent place of residence can be verified by the following actions:
   - live in California for two consecutive years
   - own residential property or continuously occupy rented or leased property in California
   - register to vote and vote in California
   - licensing from California for professional practice
   - hold active membership in service or social clubs
   - show California as a home address on California State and Federal Tax forms
   - spouse, children, or other close relative reside in California
   - pay California State tax as a resident
   - possess a California driver’s license
   - possess California motor vehicle license plates and registration
   - maintain California as the home of record on Leave and Earnings statement while in the armed forces
   - establish and maintain active California bank accounts
   - petition for divorce as a resident of California.

3. Conduct inconsistent with a claim of California residency includes but is not limited to:
   - maintaining voter registration in another state
   - attending an out-of-state institution as a resident of that state
   - declaring non-residence for California State income tax purposes
   - renewing a driver’s license and/or registering a vehicle in another state during the time period for which California residency is claimed

Rules of Residency – Minors 18 years of age or under:

1. A married student under 18 years of age may establish residency in the same manner as an adult.

2. An unmarried student under 18 years of age derives residency from the parent with whom he/she last resided. The student may be classified as a resident if the parent with whom he/she last resided has been a legal resident of California for more than one year immediately preceding the semester of admission.

Resident Classification: A student is entitled to resident classification under the following circumstances:

1. Student has been present in California for more than one year prior to the semester of admission and has been entirely self-supporting for that time and met the residency requirements.

2. Student is a permanent resident alien over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.

3. Student is a permanent resident alien under 18 years of age and has resided with parent(s) who has been a permanent resident(s) more than one year prior to the semester of admission.

4. Student is a full-time employee of a public school district in a position requiring certification.

5. Student is an apprentice and provides evidence of such apprenticeship status.

6. Student earns livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
7. Student lived with parent(s) who is (are) agricultural laborer(s) as specified in number 6 above and is claimed as a tax dependent.
8. Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been California resident(s) during the most recent year.

Exceptions: A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:
1. A minor student in continuous attendance, whose parents had established California residence (for one year), and who left the state may be classified as a resident until he/she has attained the age of 18 years and may achieve residency on his/her own.
2. A student on active duty in the military service, stationed in California, and has not been assigned to California for educational purposes.
3. Meets criteria as a foster youth.
4. A student who is a dependent child (i.e., natural, adopted, or step) or spouse of an active military service person stationed in California is given resident classification for the minimum time necessary to become a resident.
5. A student is a full-time employee, or child or spouse of a full-time employee, of an educational institution or any California State Agency may be entitled to resident classification until he/she has resided in California the minimum time necessary to establish residency.

NON-RESIDENT DETERMINATION
A student classified as a non-resident will be required to pay tuition at the time of enrollment. Non-immigrants precluded by the Immigration and Nationality Act from establishing residency in the United States include, but may not be limited to, those with B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TN and TD visas and their dependents. Any student not holding a valid visa is precluded from establishing California residence. Non-immigrants who are not precluded from establishing residence solely on the basis of their status as aliens may be classified as residents if they meet the requirements of State law. Information regarding Nonresident tuition fees and refunds may be found in the “Fees/Refund Policy” section of this Catalog.

Incorrect Classification: Nonresident students enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of fees. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

If a student is erroneously determined to be a nonresident and a tuition fee has been paid, the fee is fully refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid.

Reclassification: Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records.

Participation as a member of a varsity athletic team does not qualify a non-resident student for resident status.

Limitation of Residency Rules: If this summary of rules regarding residency determination does not provide a complete explanation, contact the Office of Admissions and Records. Students should also note that changes may have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester for which they are applying.

NONRESIDENT TUITION EXEMPTION

Tuition exemption forms are available in the Admissions and Records Office for students who wish to be considered for this exemption under State Law AB540.
1. Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying nonresident tuition at any community college district if ALL of the following conditions exist:
   a. Attended high school in California for three or more years;
   b. Graduated from a California high school or attained the equivalent of such graduation; and
   c. Registers for or is enrolled in a course offered by any college in the district for any term commencing on or after January 1, 2002.
2. Any student seeking an exemption shall complete a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption. The student may be required to provide documentation for the information provided on the questionnaire to verify eligibility for an exemption. All nonpublic student information shall be confidential and shall not be disclosed unless required by law.
3. Any student without lawful immigration status who is seeking an exemption shall, in the questionnaire described in (2), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.
4. A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.
5. Nothing in this statute modifies eligibility standards for any form of student financial aid.
6. Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

TRANSFER STUDENTS

Students transferring to Skyline College from another accredited college or university may have their academic transcript evaluated upon receipt by the Office of Admissions and Records. An official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division credit course work that is degree applicable. Transfer credit accepted will be indicated on the student’s academic transcript.

Upper-division credits completed at a four-year college or university cannot be counted toward the Associate degree. Skyline College and many four-year colleges or universities have articulation agreements that allow comparable courses to be used in lieu of university courses when transferring from Skyline College to a four-year college or university.

VETERANS AND VETERANS’ DEPENDENTS

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program or certain certificate and transfer programs, for benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans’ Spouses or Dependents), Chapter 1606 (Selected Reserve), and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records. Veterans may check the status of benefits at www.va.gov.

The State of California provides a program for the children of Veterans who are deceased or disabled from service-connected causes. Applications are available at www.cdva.ca.gov/service or from the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103. (415) 554-7100.

Academic Standards apply to all students. Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or be subject to termination of veterans benefits. Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goal but will not be certified for educational benefits until such time as their overall grade point average is at least 2.0 (C) or higher.

Students who are eligible to collect Veteran’s Educational Benefits should contact the Veteran’s Assistant in the Office of Admissions and Records, Building 2, Student Services Center, to apply for benefits, or call (800) 807-5799 for further information.

See also: “Veterans and Veterans’ Dependents” under the Programs & Services section of this Catalog and Military Service Credit under “Admissions.”
### College Board Advanced Placement (AP) Tests Policy

The following table shows how College Board Advanced Placement Tests results (AP) are applied for the purpose of educational planning.

**Column 1 – Advanced Placement (AP) Test**

**Column 2 – Application of AP tests to Skyline College Associate Degree requirements**

**Column 3 – Application of AP tests to California State University (CSU) General Education certification and minimum semester credits earned**

**Column 4 – Application of AP tests to Intersegmental General Education Transfer Curriculum (IGETC) certification**

**Column 5 – Application of AP tests to University of California units**

**Note:**
- A score of 3, 4 or 5 is required to receive credit.
- Students are responsible for sending official College Board Advanced Placement Test results to the Skyline College Admissions & Records Office.

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<thead>
<tr>
<th>AP TEST</th>
<th>AP &amp; SKY</th>
<th>AP &amp; CSU GE</th>
<th>AP &amp; IGETC</th>
<th>AP &amp; UC</th>
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<td>Advanced Placement Test Score Subject Score of 3, 4 or 5</td>
<td>Units applied to Skyline College Associate Degree requirements</td>
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<td>Application to IGETC Certification</td>
<td>UC AP General Policy Units applied to degree unit requirements</td>
</tr>
<tr>
<td>Art History</td>
<td>3 units Area F2 and 3 elective units</td>
<td>3 units Area C1 or C2 and 3 elective units</td>
<td>Area 3A or 3B</td>
<td>8 quarter units</td>
</tr>
<tr>
<td>Biology</td>
<td>4 units GE Area F1 and 2 elective units</td>
<td>4 units Areas B2+B3 and 2 elective units</td>
<td>Area 5B with lab</td>
<td>8 quarter units</td>
</tr>
<tr>
<td>Calculus AB *</td>
<td>3 units GE Area F4b and 3 elective units</td>
<td>3 units Area A4</td>
<td>Area 2</td>
<td>4 quarter units</td>
</tr>
<tr>
<td>Calculus BC *</td>
<td>3 units GE Area F4b and 3 elective units</td>
<td>3 units Area A4</td>
<td>Area 2</td>
<td>8 quarter units</td>
</tr>
<tr>
<td>Calculus BC/AB Subscore</td>
<td>Any test meets the Math Competency requirement</td>
<td>3 units Area C2 and 3 elective units</td>
<td>Area 4</td>
<td>4 quarter units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4 units GE Area F1 and 2 elective units</td>
<td>4 units Areas B1+B3 and 2 elective units if taken Fall 2009 or later; 6 units Areas B1+B3 if taken prior to Fall 2009</td>
<td>Area 5A with lab</td>
<td>8 quarter units</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C2 and 3 elective units</td>
<td>Areas 3B and 6</td>
<td>8 quarter units</td>
</tr>
<tr>
<td>Comparative Government &amp; Politics</td>
<td>3 units GE Area F3</td>
<td>3 units Area D3</td>
<td>Area 4</td>
<td>4 quarter units</td>
</tr>
<tr>
<td>Computer Science A*</td>
<td>3 units elective credit and 6 units elective credit</td>
<td>3 units elective credit and 6 units elective credit</td>
<td>Not applicable</td>
<td>2 quarter units</td>
</tr>
<tr>
<td>Computer Science AB*</td>
<td>3 units elective credit and 6 units elective credit</td>
<td>3 units elective credit and 6 units elective credit</td>
<td>Not applicable</td>
<td>2 quarter units</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>AP TEST Advanced Placement Test Score Subject Score of 3, 4 or 5</th>
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<th>AP &amp; CSU GE Units applied to CSU GE Certification and minimum semester credits earned</th>
<th>AP &amp; IGETC Application to IGETC Certification</th>
<th>AP &amp; UC UC AP General Policy Units applied to degree unit requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language</strong></td>
<td>3 units GE Area F4a and 3 elective units</td>
<td>3 units Area A2 and 3 elective units</td>
<td>Area 1A</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>English Literature</strong></td>
<td>6 units Area F2 and F4b</td>
<td>6 units Areas A2+C2</td>
<td>Area 1A or 3B</td>
<td>8 quarter units (8 unit max for both tests)</td>
</tr>
<tr>
<td><strong>Environmental Science</strong></td>
<td>3 units GE Area F1 and 1 elective unit</td>
<td>4 units applied to Areas B1+B3 if taken Fall 2009 or later; 4 units applied to Areas B1+B3 or B2+B3 if taken prior to Fall 2009</td>
<td>Area 5A with lab</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>European History</strong></td>
<td>3 units GE Areas F2 or F3 and 3 elective units</td>
<td>3 units Areas C2 or D3 and 3 elective units</td>
<td>Areas 3B or 4</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>French Language</strong></td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C2 and 3 elective units if taken Fall 2009 or later; 6 units Area C2 if taken prior to Fall 2009.</td>
<td>Areas 3B and 6</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>French Literature</strong></td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C2 and 3 elective units if taken prior to Fall 2009.</td>
<td>Areas 3B and 6</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>German Language</strong></td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C2 and 3 elective units if taken Fall 2009 or later; 6 units Area C2 if taken prior to Fall 2009.</td>
<td>Areas 3B and 6</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>Human Geography</strong></td>
<td>3 units GE Area F3</td>
<td>3 units Area C2</td>
<td>Area 4</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Italian Language and Culture</strong></td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C2 and 3 elective units if taken prior to Fall 2010</td>
<td>Areas 3B and 6</td>
<td>8 quarter units</td>
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<tr>
<td><strong>Japanese Language and Culture</strong></td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C2</td>
<td>Areas 3B and 6</td>
<td>8 quarter units</td>
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<tr>
<td><strong>Latin Language</strong></td>
<td>3 units Area F2 and 3 elective units</td>
<td>3 units Area C2 and 3 elective units if taken prior to Fall 2009.</td>
<td>Areas 3B and 6</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Latin Vergil</strong></td>
<td>3 units GE Area F2</td>
<td>3 units Area C2</td>
<td>Areas 3B and 6</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Macroeconomics</strong></td>
<td>3 units GE Area F3</td>
<td>3 units Area D3</td>
<td>Area 4</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Microeconomics</strong></td>
<td>3 units GE Area F3</td>
<td>3 units Area D3</td>
<td>Area 4</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Music Theory</strong></td>
<td>3 units GE Area F2 and 3 elective units</td>
<td>3 units Area C1 and 3 elective units if taken prior to Fall 2009</td>
<td>Not applicable</td>
<td>8 quarter units</td>
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<td><strong>Units applied to degree unit requirements</strong></td>
</tr>
<tr>
<td><strong>Physics B</strong></td>
<td>4 units GE Area F1 and 2 elective units</td>
<td>4 units Areas B1+B3 and 2 elective units if taken Fall 2009 or later; 6 units Area B1+B3 if taken prior to Fall 2009</td>
<td>Area 5A with lab</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>Physics C (Electricity/Magnetism)</strong></td>
<td>4 units GE Area F1</td>
<td>4 units Areas B1+B3</td>
<td>Area 5A with lab</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Physics C (Mechanics)</strong></td>
<td>4 units GE Area F1</td>
<td>4 units Areas B1+B3</td>
<td>Area 5A with lab</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Psychology</strong></td>
<td>3 units GE Area F3</td>
<td>3 units Area D3</td>
<td>Area 4</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Spanish Language</strong></td>
<td>3 units GE Area F2 and 3 elective units (Note: Applies to either exam)</td>
<td>3 units Area C2 and 3 elective units if taken after Fall 2009; 6 units Area C2 if taken prior to Fall 2009 (Note: Applies to either exam)</td>
<td>Areas 3B and 6 Areas 3B and 6</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>Spanish Literature</strong></td>
<td>3 units GE Area F2 and 3 elective units (Note: Applies to either exam)</td>
<td>3 units Area C2 and 3 elective units if taken after Fall 2009; 6 units Area C2 if taken prior to Fall 2009 (Note: Applies to either exam)</td>
<td>Areas 3B and 6 Areas 3B and 6</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>Statistics</strong></td>
<td>3 units GE Area F4b Meets Math competency requirement</td>
<td>3 units Area B4</td>
<td>Area 2</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>Studio Art: 2-D Design</strong></td>
<td>Each test earns 3 units elective credit</td>
<td>Each test earns 3 units elective credit</td>
<td>Not applicable</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>3-D Design Drawing</strong></td>
<td>Each test earns 3 units elective credit</td>
<td>Each test earns 3 units elective credit</td>
<td>Not applicable</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>US Government and Politics</strong></td>
<td>3 units GE Area F3 Units may be applied to meet Area E1 (US Government requirement only)</td>
<td>3 units Area D+US-2 (US Government)</td>
<td>Area 4 and US-2</td>
<td>4 quarter units</td>
</tr>
<tr>
<td><strong>US History</strong></td>
<td>3 units GE Area F2 or F3 and 3 elective units Units may be applied to meet Area E1 (US History requirement only)</td>
<td>3 units Area C2 or D1 + US-1 (US History requirement) and 3 elective units</td>
<td>Area 3B or 4 and US-1</td>
<td>8 quarter units</td>
</tr>
<tr>
<td><strong>World History</strong></td>
<td>3 units GE Area F2 or F3 and 3 elective units</td>
<td>3 units Area C2 or D3 and 3 elective units</td>
<td>Area 3B or 4</td>
<td>8 quarter units</td>
</tr>
</tbody>
</table>


* If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the associate and the baccalaureate degree.
** If a student passes more than one AP exam in physics, only six units of credit may be applied to the associate and the baccalaureate degree, and only four units of credit may be applied to a certification in CSU GE Breadth.

Skyline College accepts the AP examination. Skyline College applies the AP credit toward the Associate Degree General Education requirements in the same manner as the California State University applies AP credit to CSU General Education Breadth requirements. The chart above outlines general education application for AP credit. Applying AP credit to meet specific major or degree requirements is done at the division level. Please see the dean of the respective division. The manner in which AP credit is applied to university major and degree requirements is determined by the evaluators at the receiving college or university. Students should be aware that college courses taken after the AP exam may duplicate the content of the AP exam. In these cases, the university (transfer destination) may not award credit for both the course and the AP exam. Students are advised to thoroughly investigate this area with a counselor and/or the receiving university.

Please Note: AP examinations are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletic eligibility, veterans’ benefits, or for graduation residency requirements. It is possible that if a student attempts to enroll in a course for which they have received content area credit based on the AP exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should the student transfer to a university, AP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding AP credit. In order to receive course credit, students are responsible for sending AP test score transcripts to their transfer institution.

Information about the AP Examinations is available at [http://apcentral.collegeboard.org/](http://apcentral.collegeboard.org/).
College Level Examination Program (CLEP) Policy

The following list of CLEP Exams indicates how credit is applied to Skyline College Associate Degree General Education requirements, the CSU General Education Breadth Patterns (CSU GE), and CSU Minimum Semester Credits earned. Information is listed below in the following manner:

- **Column 1 – CLEP Subject**
- **Column 2 – Passing score and application of CLEP to Skyline College Associate Degree General Education requirements**
- **Column 3 – Passing score, application of CLEP to California State University (CSU) General Education certification, and minimum semester credits earned.**

**Note:** Students are responsible for sending official CLEP results to the Skyline College Admissions & Records Office.

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F3 and Area E1 (US Government requirement)</td>
</tr>
<tr>
<td>American Literature</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F2</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F2</td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F1</td>
</tr>
<tr>
<td>Calculus</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F4b and Math Competency</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F1</td>
</tr>
<tr>
<td>College Algebra</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F4b and Math Competency</td>
</tr>
<tr>
<td>College Algebra – Trigonometry</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F4b and Math Competency</td>
</tr>
<tr>
<td>English Composition (no essay)</td>
<td></td>
<td>No units awarded</td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td></td>
<td>No units awarded</td>
</tr>
<tr>
<td>English Literature</td>
<td></td>
<td>Passing score of 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 units applied to GE Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F2</td>
</tr>
</tbody>
</table>

Continued ➔
<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Passing score and units applied to Skyline College Associate Degree requirements</th>
<th>Passing score, application to CSU GE Certification, and minimum semester credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>Passing score of 50 3 units elective credit</td>
<td>Passing score of 50 3 units elective credit</td>
</tr>
<tr>
<td>French Level I*</td>
<td>Passing score of 50 6 units elective credit</td>
<td>Passing score of 50 6 units elective credit</td>
</tr>
<tr>
<td>French Level II*</td>
<td>Passing score of 59 3 units applied to GE Area F2 and 9 units elective credit</td>
<td>Passing score of 59 3 units applied to Area C2 and 9 units elective credit</td>
</tr>
<tr>
<td>Freshman College Composition</td>
<td>No units awarded</td>
<td>No units awarded</td>
</tr>
<tr>
<td>German Level I*</td>
<td>Passing score of 50 6 units elective credit</td>
<td>Passing score of 50 6 units elective credit</td>
</tr>
<tr>
<td>German Level II*</td>
<td>Passing score of 60 3 units applied to GE Area F2 and 9 units elective credit</td>
<td>Passing score of 60 3 units applied to Area C2 and 9 units elective credit</td>
</tr>
<tr>
<td>History, United States I</td>
<td>Passing score of 50 3 units applied to meet GE Area F3 and Area E1 (US History requirement)</td>
<td>Passing score of 50 3 units applied to Area D1/ US -1 Note: For CSU AHI requirement, meets US History only</td>
</tr>
<tr>
<td>History, United States II</td>
<td>Passing score of 50 3 units applied to meet GE Area F3 and Area E1 (US History requirement)</td>
<td>Passing score of 50 3 units applied to Area D1/ US -1 Note: For CSU AHI requirement, meets US History only</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>Passing score of 50 3 units applied to GE Area F5</td>
<td>Passing score of 50 3 units applied to Area E</td>
</tr>
<tr>
<td>Humanities</td>
<td>Passing score of 50 3 units applied to GE Area F2</td>
<td>Passing score of 50 3 units applied to Area C2</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>Passing score of 50 3 units of elective credit</td>
<td>Passing score of 50 3 units of elective credit</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>Passing score of 50 3 units of elective credit</td>
<td>Passing score of 50 3 units of elective credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>Passing score of 50 3 units of elective credit</td>
<td>Passing score of 50 3 units of elective credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>Passing score of 50 3 units applied to GE Area F3</td>
<td>Passing score of 50 3 units applied to Area D3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>Passing score of 50 3 units applied to GE Area F3</td>
<td>Passing score of 50 3 units applied to Area D3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>Passing score of 50 3 units applied to GE Area F1</td>
<td>Passing score of 50 3 units applied to Area B1 or B2</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Passing score of 50 3 units applied to meet GE Area F4b and Math Competency requirement</td>
<td>Passing score of 50 3 units applied to Area B4</td>
</tr>
</tbody>
</table>

Continued ➜
<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Passing score and units applied to Skyline College Associate Degree requirements</th>
<th>Passing score, application to CSU GE Certification, and minimum semester credits earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting</td>
<td>Passing score of 50 3 units of elective credit</td>
<td>Passing score of 50 3 units of elective credit</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>Passing score of 50 3 units applied to GE Area F3</td>
<td>Passing score of 50 3 units applied to Area D3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>Passing score of 50 3 units of elective credit</td>
<td>Passing score of 50 3 units of elective credit</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Passing score of 50 3 units of elective credit</td>
<td>Passing score of 50 3 units of elective credit</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>Passing score of 50 3 units applied to GE Area F3</td>
<td>Passing score of 50 3 units applied to Area D3</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>No units awarded</td>
<td>No units awarded</td>
</tr>
<tr>
<td>Spanish Level I*</td>
<td>Passing score of 50 6 units elective credit</td>
<td>Passing score of 50 6 units elective credit</td>
</tr>
<tr>
<td>Spanish Level II*</td>
<td>Passing score of 63 3 units applied to GE Area F2 and 9 units elective credit</td>
<td>Passing score of 63 3 units applied to Area C2 and 9 units elective credit</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>Passing score of 50 3 units applied to meet GE Area F4b and Math Competency requirement</td>
<td>Passing score of 50 3 units applied to Area B4</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>Passing score of 50 3 units applied to GE Area F2 or GE Area F3</td>
<td>Passing score of 50 3 units applied to Area C2 or D3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>Passing score of 50 3 units applied to GE Area F3</td>
<td>Passing score of 50 3 units applied to Area D3</td>
</tr>
</tbody>
</table>

* If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the associate degree and the baccalaureate degree. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in CSU GE Area C2, as noted above.

Skyline College accepts the CLEP examination. Skyline College applies CLEP credit toward the Associate Degree general education requirements in the same manner as the California State University applies CLEP credit to CSU General Education Breadth requirements. The chart above outlines general education application for CLEP credit. Applying CLEP credit to meet specific major or degree requirements is done at the division level. Please see the dean of the respective division. The manner in which CLEP credit is applied to university major and degree requirements is determined by the evaluators at the receiving college or university. Students should be aware that college courses taken after the CLEP exam may duplicate the content of the CLEP exam. In these cases, the university (transfer destination) may not award credit for both the course and the CLEP exam. Students are advised to thoroughly investigate this area with a counselor and/or the receiving university.

Please Note: CLEP examinations are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletic eligibility, veterans’ benefits, or for graduation residency requirements. It is possible that if a student attempts to enroll in a course for which they have received content area credit based on the CLEP exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should the student transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit. In order to receive course credit, students are responsible for sending CLEP test score transcripts to their transfer institution.

Information about the CLEP Examination is available at [http://clep.collegeboard.org/](http://clep.collegeboard.org/).
# International Baccalaureate Exams (IB) Credit Policy

The following table shows how International Baccalaureate Exam (IB) results are applied for the purpose of educational planning.

**Column 1 – IB Exam Subject**

**Column 2 – Passing score and application of IB Exam results to Skyline College General Education requirements**

**Column 3 – Passing score, application of IB Exam results to California State University (CSU) General Education certification, and minimum semester credits earned**

**Column 4 – Application of IB Exam results to Intersegmental General Education Transfer Curriculum (IGETC) certification**

**Note:** Students are responsible for sending official IB Exam results to the Skyline College Admissions and Records Office.

<table>
<thead>
<tr>
<th>International Baccalaureate Exam</th>
<th>Application to Skyline College General Education Requirements</th>
<th>Application to CSU GE Certification and minimum semester credits earned</th>
<th>Application to IGETC Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>Passing score of 5 3 units GE Area F1 and 3 units elective credit</td>
<td>Passing score of 5 3 units Area B2 and 3 units elective credit</td>
<td>Passing score of 5 Area 5B (without lab)</td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>Passing score of 5 3 units GE Area F1 and 3 units elective credit</td>
<td>Passing score of 5 3 units Area B1 and 3 units elective credit</td>
<td>Passing score of 5 Area 5A (without lab)</td>
</tr>
<tr>
<td>Economics HL</td>
<td>Passing score of 5 3 units GE Area F3 and 3 units elective credit</td>
<td>Passing score of 5 3 units Area D3 and 3 units elective credit</td>
<td>Passing score of 5 Area 4</td>
</tr>
<tr>
<td>Geography HL</td>
<td>Passing score of 5 3 units GE Area F3 and 3 units elective credit</td>
<td>Passing score of 5 3 units Area D3 and 3 units elective credit</td>
<td>Passing score of 5 Area 4</td>
</tr>
<tr>
<td>History (any region) HL</td>
<td>Passing score of 5 3 units GE Area F2 or F3 and 3 units elective credit</td>
<td>Passing score of 5 3 units Area C2 or Area D and 3 units elective credit</td>
<td>Passing score of 5 Area 3B or Area 4</td>
</tr>
<tr>
<td>Language A1 (any language) HL</td>
<td>Passing score of 4 3 units GE Area F2 and 3 units elective credit</td>
<td>Passing score of 4 3 units Area C2 and 3 units elective credit</td>
<td>Passing score of 5 Area 3B, and, if the IB exam is for a language other than English, in addition to Area 3B, credit for Area 6 is granted</td>
</tr>
<tr>
<td>Language A2 (any language) HL</td>
<td>Passing score of 4 3 units GE Area F2 and 3 units elective credit</td>
<td>Passing score of 4 3 units Area C2 and 3 units elective credit</td>
<td>Passing score of 5 Area 3B, and, if the IB exam is for a language other than English, in addition to Area 3B, credit for Area 6 is granted</td>
</tr>
<tr>
<td>International Baccalaureate Exam</td>
<td>Application to Skyline College General Education Requirements</td>
<td>Application to CSU GE Certification and minimum semester credits earned</td>
<td>Application to IGETC Certification</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Language B (any language) HL</td>
<td>No AA/AS Degree GE credit 6 units of elective credit</td>
<td>Passing score of 4 No CSU GE credit 6 units of elective credit</td>
<td>Passing score of 5 Area 6</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>Passing score of 4 Meets Math Competency Requirement</td>
<td>Passing score of 4 3 units Area B4 and 3 units of elective credit</td>
<td>Passing score of 5 Area 2</td>
</tr>
<tr>
<td>Physics HL</td>
<td>Passing score of 5 3 units GE Area F1 and 3 units elective credit</td>
<td>Passing score of 5 3 units Area B1 and 3 units of elective credit</td>
<td>Passing score of 5 Area 5A (without lab)</td>
</tr>
<tr>
<td>Psychology HL</td>
<td>Passing score of 5 3 units GE Area F3</td>
<td>Passing score of 5 3 units Area D3 and 3 units of elective credit</td>
<td>Passing score of 5 Area 4</td>
</tr>
<tr>
<td>Theatre HL</td>
<td>Passing score of 4 3 units GE F2 and 3 units elective credit</td>
<td>Passing score of 4 3 units Area C1 and 3 units of elective credit</td>
<td>Passing score of 5 Area 3A</td>
</tr>
</tbody>
</table>

Reference for the IB chart is CSU Office of the Chancellor Memo Code AA-2010-09 dated May 10, 2010

Skyline College accepts the IB examination. Skyline College applies the IB credit toward the Associate Degree General Education requirements in the same manner as the California State University applies IB credit to CSU General Education Breadth requirements. The chart above outlines general education application for IB credit. Applying IB credit to meet specific major or degree requirements is done at the division level. Please see the dean of the respective division. The manner in which IB credit is applied to university major and degree requirements is determined by the evaluators at the receiving college or university. Students should be aware that college courses taken after the IB exam may duplicate the content of the IB exam. In these cases, the university (transfer destination) may not award credit for both the course and the IB exam. Students are advised to thoroughly investigate this area with a counselor and/or the receiving university.

**Please Note:** IB examinations are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletic eligibility, veterans’ benefits, or for graduation residency requirements.

It is possible that if a student attempts to enroll in a course for which they have received content area credit based on the IB exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should the student transfer to a university, IB credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding IB credit. In order to receive course credit, students are responsible for sending IB test score transcripts to their transfer institution.

Information about the IB Examination is available at http://www.ibo.org/.
Matriculation/Enrollment Process (Steps 2, 3 and 4)

ADMISSION APPLICATION

Basic application information is collected on each applicant. The information establishes a student record that will be used for all future transactions. To complete an application, go online to www.skylinecollege.edu:

- Admissions
- How to Apply

Upon completion of admission requirements, a User ID and a Personal Identification Number (PIN) are issued which allow access to WebSMART.

PLACEMENT

Computerized placement tests for English, English for Speakers of Other Languages (ESOL) and math are available in the Assessment Center, Building 2, Room 2232. See the website for hours of operation, as they are subject to change during the semester.

You must allow enough time to complete the appropriate assessment(s):

- English or ESOL and Math test together: 2.5 hrs
- English or ESOL only: allow for 1.5 hrs
- Math only: allow for 1 hr

To Schedule An Assessment:

1. Go to https://WebSMART.smccd.edu and use your G# and PIN to access
2. Click on “Schedule Appointments”
3. Click on “Skyline Placement Test Appointment”
4. Click on “Make Appointments”
5. Select “Make appointment”
6. Select the appropriate placement test you want to take.
7. Click “Continue”
8. Select day/time that is best for you and then click “Find Appointments”
9. Select the appointment
10. Confirm your appointment by entering your phone number and email address, then click “Continue”
11. You will see your scheduled Placement Test information.

If you have any questions or would like to check if there are any “drop-in” times available, stop by the Assessment Center or call (650) 738-4150.

Retest Policy

1. Math Placement results are valid for two years from the date the test was taken.
2. If a student does not accept the recommended placement, he/she may retake the same placement test one additional time within a two-year period. In order to retake the same test, the student must wait a minimum of 14 calendar days from the initial test date.
3. A student who has completed a course in the English, ESOL or math sequence may take the placement test to determine his/her current competency level in English, ESOL and math courses, provided that two years have elapsed since the course was completed.
4. For any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

Exemption

If one of the following applies to you, you may be exempt from placement testing:

1. You have taken the Math Placement Test at Skyline College, CSM or Cañada College within the last two years.
2. You have taken a placement test at another California Community College and a Skyline counselor has reviewed your results for equivalency.
3. You are a former student or transfer student and have completed course work in mathematics and/or English with a grade of “C” or better from another accredited college in the United States. (Provide unofficial transcripts or other evidence of grades to your counselor.)
4. Submit test scores from a College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5.
5. Submit College Board Advanced Placement Test (AP) in mathematics with a score of 3, 4 or 5.

Retrieving Placement Test Results

You will be provided with a copy of your placement results once you complete the assessment. If you have misplaced your results or need a copy go to http://websmart.smccd.edu, Student Services, Student Records, and click on Placement Test Results.

The Assessment Center faculty and staff have identified the following Student Learning Outcome for the various services provided by the Assessment Center:

- Students will know which English and/or Math courses they will need to enroll in to meet their educational objective.
ORIENTATION

Skyline College offers both in-person and online orientation to new students. New students are provided information about Orientation after completing their application. The procedure to sign up for either Orientation option is listed in the class schedule. Both orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals. Orientation is taught by Skyline College counselors, and each student will be provided with a student educational plan based on their intended educational goal and/or major. Visit the Skyline College website for more information.

See “Enrollment Exemptions” for those students who are not required to complete the enrollment/matriculation steps.

COUNSELING

New students will first meet with a counselor when they attend orientation. Meeting with a counselor is an important step in the enrollment process to ensure success for new students. Skyline College’s counseling and advising services assist students in establishing their educational goals and identifying support services to achieve those goals.

It is important to meet with a counselor each semester to:
• Develop/update your student educational plan (allows you to receive priority registration for the next semester)
• Discuss your academic progress
• Continue to learn about and use important student services that enhance student success
• Discuss any personal issues that may be impacting academic success

The Counseling Center, located in Building 2, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Please see the Skyline College website for more information.

Counseling appointments for continuing students can be made in person or by phone at (650) 738-4318.

ENROLLMENT EXEMPTIONS

You Are Not Required to Complete These Steps If You:
• are primarily a student at another educational institution taking courses to meet the requirements of that institution, or
• are taking courses for personal interest, to upgrade/enhance job skills, to maintain a certificate or license, or to complete credits for high school; or
• have completed an Associate Degree or higher.

You will receive an appointment to register after submitting the Skyline College application. You may choose to participate in the enrollment process.

ENROLLMENT WAIVERS/EXEMPTIONS: If you wish to request a waiver or exemption of any matriculation requirement, forms are available in Admissions and Records.

Students with disabilities who need assistance with any part of the matriculation process should contact the Disabled Students Program and Services at (650) 738-4280.

Si necesita ayuda en Español. Para facilitarle el proceso de matriculación, presentese en la oficina de admisión en el edificio #2, y pregunte por alguien que hable español. Sera nuestro placer servirle.

If you are required to complete matriculation, follow these steps as soon as possible. The services are in high demand during peak registration periods. Earlier registration allows for a greater selection of courses and scheduling preferences.
STUDENT FOLLOW-UP

The academic progress of each student is evaluated each semester. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal.

Skyline College strongly encourages students to follow the recommendations of their counselor/advisor in making course selections. Recommendations will be based on all information available to the counselor/advisor, which includes assessment results and other measures.

Each matriculated student is expected to:
1. Express at least a broad educational intent upon entering college and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course-work.
2. Attend classes regularly and complete assigned coursework.
3. Collaborate with a counselor in the development of a student educational plan.

Each matriculated student is entitled to:
1. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the office of the Dean of Counseling, Building 2, Student Services Center.
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, sexual orientation, religion or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Vice President of Student Services.
3. Challenge any prerequisite, corequisite, or other limitation on enrollment by filing a petition with the appropriate Division Dean on one or more of the following grounds:
   a. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
   b. the prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner;
   c. the prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites or corequisites;
   d. the student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.
4. Obtain a Petition to Challenge a Prerequisite form for any prerequisite or corequisite course for a particular term. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Dean of Counseling, Building 2, Student Services Center; or on the website, www.SkylineCollege.edu.
5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the office of the Dean of Counseling, Building 2, Student Services Center.
6. Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Dean of Counseling, Building 2, Student Services Center.
Registration (Step 5)

Registration is conducted through WebSMART at https://websmart.smccd.edu to enroll in classes, add and/or drop classes, access final grades, and pay college fees.

Students who have been continuously enrolled will receive an appointment to register each semester by email or mail. Registration can be done on or after the registration appointment date.

New students who intend to earn an Associate degree, transfer to a four-year college or university, earn a certificate from a vocational program, discover career interests/prepare for a new career, improve basic skills in English, reading or math, and those students who are undecided about their goal are expected to:

• take the Math and English placement tests
• attend an orientation
• attend a counseling session to begin development of a Student Educational Plan (SEP).

New students who wish to take courses for personal enrichment, improve present job skills, satisfy requirements for another educational institution, or who have already earned an Associate or higher degree may use the services listed above but are not required to do so.

Hd A: UNITS OF CREDIT

A “unit” of credit represents attendance for one class hour per week for a total of 16 hours throughout one semester in lecture or recitation, with study/preparation outside of class, or three hours in laboratory or other exercises not requiring homework for preparation per week for a total of 48 hours, or an equivalent combination.

Students planning to complete their Associate degree in two years must enroll in and complete 15-16 units per semester. A schedule of 15 college units assumes that the average student will devote approximately 45 hours per week to class attendance and preparation.

Grade Options

Courses will be designated as Letter graded and/or Pass/No Pass. The default for registration when options are offered is a letter grade. Students must select the Pass/No Pass option when registering or within the first 30% of the course. No change can be made in the option after the deadline to change. Be aware of degree and/or transfer requirements when selecting a P/NP option.

REGISTRATION LIMITATIONS

1. A student may take no more than 19 units in Fall and Spring semesters or 11 units in Summer Session without the special approval of a counselor, the Dean of Counseling, or the Dean of Enrollment Services. This unit limitation is inclusive of all courses in the day, evening, or weekend program, or at another college or university.

A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements.

Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-.5.5 units.

2. A student may enroll in two sections of the same course during the same term if one section ends before the other begins.

3. A student is not permitted to enroll in two or more different courses when the meeting times for the courses overlap. A petition may be made for extenuating circumstances. Forms are available in the Admissions Office.

4. A student will not be permitted to register in a course if three (3) “attempts” have been recorded for the same course. See “Course Repetition” under the Academic Standards section of this Catalog.

REGISTRATION CHANGES/WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, schedule changes are completed using WebSMART.

All schedule changes are the responsibility of the student. A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student’s responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule, on the Class Schedule Summary on WebSMART, or by looking at course information on the Web Schedule. Refer to “Withdrawal from Classes” in this Catalog for complete details on withdrawal procedures. Refer to “Refund Policy” in this Catalog for information on refunds.
REMEDIAL COURSEWORK LIMIT

Remedial basic skills coursework is limited to 30 semester units of credit. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may request a waiver of this limitation. Students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

FIRST CLASS MEETING ATTENDANCE

Students who register for a class but do not attend the first class meeting may be replaced by other students. It is the student’s responsibility to notify the instructor of delayed attendance or officially withdraw following established procedures and timelines published in the Class Schedule.

AUDITING OF COURSES

Skyline College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
2. The instructor of record for the course must approve the student’s enrollment as an auditor.
3. The student must be in good academic standing.
4. If the course is offered for variable units, the student must enroll for the maximum number of units available.
5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

Students who enroll in a course for credit have first priority for all classroom space. Students who wish to audit a course may enroll the week after the late registration period is concluded, though with the instructor’s permission they are able to attend the course from the first class meeting. Students who wish to audit a course must obtain a COURSE AUDIT FORM from the Office of Admissions and Records. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Education Code, is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.

VARIABLE UNIT COURSES

Some courses are offered for variable units that are earned according to the amount of subject matter the student completes during the length of the course. When registering for a variable unit course, students should enroll in the number of units they plan to complete. Units may be adjusted using WebSMART registration. There will be no refunds for units not earned. Students earning additional units will be charged accordingly.

OPEN CLASSES

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets the prerequisites of the course, provided space is available. The policy is established pursuant to Chapter 11, Division 2, Part VI of Title 5 of the California Administrative Code, commencing with Section 51820. Enrollment may be limited in some courses due to space and equipment constraints.

WEBSMART REGISTRATION AND SERVICES FOR STUDENTS

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Using Skyline College.edu, access the Quick Link to WebSMART for available services in the area of:

Registration
- Check your registration status
- Add/drop classes
- Select variable units/grade mode
- Display class schedule
- Display and pay student fees

Student Records
- View holds
- Display grades
- Request/check status of official transcript
- View unofficial transcript
- Request enrollment verification

Degreeworks
- Monitor progress of Degrees, Certificates and Transfer Certification

Student Account
- View account statements
- View payment history
Financial Aid
• Review status of application
• Check status of required documents
• Review loans

Student Services Appointments
• Career Center
• Counseling
• New Student Orientation
• Placement Testing
• Transfer Center
• Writing/Reading Labs

Parking Permit
• Order/purchase parking permit

Student Email
• Access SMCCD email account
• Reset password

Emergency Message Contact
• Opt in to receive emergency messages via email and text

Voter Information
• Register to vote

Update Student Information
• Mailing address
• Email address
• Telephone/emergency text numbers

Note: Fee holds will block your access to all Web SMART functions; therefore it is important to satisfy financial obligations to the college in a timely manner.
STUDENT 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.

All fees marked with an “*” are waived for Concurrent High School Students enrolled in 11.5 units or less.

Estimated fees paid by the student may be claimed for a tax credit. A 1098-T will be available on WebSMART in January for the prior year’s tax information.

ENROLLMENT FEE*

A state-mandated enrollment fee of $46 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student’s combined enrollments at Skyline College, Cañada 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 on WebSMART under “Financial Aid.”

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 those enrolled ONLY in off-campus, weekend or Distance Learning courses, are required to pay $19 for each Fall & Spring semester and $16 for 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 & Records Office. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

STUDENT REPRESENTATION FEE*

This fee of $1 per student per semester was established by an election of the student body of Skyline 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. A petition to waive the fee may be obtained at the Student Activities Office. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

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 current Class Schedule or the Fees link on the Skyline College website for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to “Determination of Residency” in the Admission section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition, a nominal capital outlay fee, and the Enrollment fees.

INTERNATIONAL STUDENT (F-1 VISA) HEALTH INSURANCE

Required of international students without the required level of private health insurance.

STUDENT BODY FEE (OPTIONAL)*

All students, except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, are assessed the Student Body Fee. The Student Body Fee of $8 per semester (Fall & Spring only) is automatically assessed and is payable at the time of registration. Students who pay the fee receive an Associated Student Body card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for some on-campus products and services. All fees must be paid in full to receive a Photo ID. Funds collected also help support student activities, services and scholarships. Students who choose to waive the fee must contact the
FEES / REFUNDS

Student Activities Office by the deadline listed in the Class Schedule printed each semester. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

STUDENT UNION FEE*

Students will be assessed a Student Union Fee of $1 per unit up to a maximum of $5 per semester (Fall and Spring only). Funds collected will be used to support the operation, maintenance and refurbishment of the Student Union. The assessment of this fee was authorized by a vote of the Skyline Student Body in February 2001. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

PARKING PERMIT FEE

Skyline College is committed to keeping the campus as accessible as possible to the community. The Public Safety Office applies strict and fair application of all parking regulations.

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 from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt.

Pricing options are as follows:

- $40 for each semester (Fall or Spring)
- $70 for a Two-Term Permit (Fall and Spring)
- $20 for the Summer Session
- $2 for one day parking permits available at daily permit dispensers in Parking Lots A, C, F, G, L, N (adjacent to the perimeter road) and P. Refer to the campus map for dispenser locations.
- Visitor pay-by-space parking is available in lots D and M at $0.25 cents for every 15 minutes. Permits sold in the pay-by-space lots are only valid in the numbered space for which it was purchased and void in all other parking lots on campus.

Policy:

- Parking fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student’s classes) prevents the student from attending.
- There are NO refunds for lost, stolen or damaged permits. Replacement of any lost or stolen permit is at full cost to the student.
- Parking permits may be transferred from one vehicle to another.

Students may purchase a parking permit online via WebSMART at any time during the semester. A convenience fee will be applied to all online payments. Students may also use the Student Services One Stop Center computer station designated for OVER THE COUNTER PARKING PERMIT PURCHASE and then proceed to the Cashier’s Office (Bldg. 2, Room 2225) to pick up and pay for their student parking permit.

See “Parking” in the Programs and Services section of this Catalog for more information on parking policies and procedures.

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 also purchase a student parking permit issued through Skyline College. Disabled parking is available in student or staff lots. Transportation from student lots to campus may be arranged through the Disabled Students Program and Services Office at (650) 738-4280.

AUDIT FEE

A fee of $15 per unit is charged for designated courses only. This fee is subject to change. 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 request by the student. Transcripts may be requested through WebSMART (https://websmart.smccd.edu). Transcripts from high schools and other colleges will not be forwarded. The first two transcripts requested are free. There is a $5 fee for each transcript requested after the first two. Rush Service, usually within twenty-four hours, is available at an additional $10 per transcript. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4254.

RETURNED CHECK FEE

A fee of $20 is charged for each returned check.

Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.
ADDITIONAL EXPENSES

Students must purchase their own textbooks and supplies. Considerable savings are possible through the purchase of used textbooks from the Skyline College Bookstore. For the approximate cost of books, contact the Bookstore at (650) 738-4211 or check the website at http://bookstore.SkylineCollege.edu.

Some courses require special equipment or materials fees at student expense:

1. ACCOUNTING, ART, AUTOMOTIVE TECHNOLOGY, BUSINESS, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, COMPUTER SCIENCE, DEVELOPMENTAL SKILLS, MATH, RESPIRATORY THERAPY, WELLNESS – $2 to $380 materials fee is required for certain courses.

2. AUTOMOTIVE TECHNOLOGY – Approximately $1,000 tool costs for the first semester with an additional $900 over the remaining semesters.

3. COSMETOLOGY – Approximately $4,000 over the length of the program for uniforms and equipment.

Please refer to the course description in the Class Schedule for specific course fee information.

PAYMENT OF FEES

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express, Diners Club or Discover) or checking account via WebSMART (https://websmart.smccd.edu).
- In person at the Cashier’s Office, Building 2, Student Services Center.
- By inserting a check or money order payment in the drop box at the main entrance to Building 2.

Fees are due and payable at the time of registration. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Students are expected to review their account on WebSMART regularly. Outstanding student account balances are subject to referral to a collection agency.

REFUND POLICY FOR REGISTRATION FEES

1. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated refund deadline. Students should check their WebSMART Class Schedule Summary for specific refund dates.

2. It is the student’s responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.

3. A student may either maintain a credit balance on account or request a refund.

4. Refunds are not issued automatically. Students must contact the Cashier’s Office to request a refund.

5. Credit balances remain on student accounts for a maximum of five (5) years.

6. Fees paid by personal check(s) require 10 days for bank clearance before refunds can be processed.

7. A $10 non-refundable processing fee (plus an additional $50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session. For students who owe less than $10 and withdraw from all classes before the deadline, the processing fee shall equal the amount owed.

8. Students who receive Financial Aid and withdraw from classes are advised to contact the Financial Aid Office regarding possible repayment owed to federal funds if funds are received prior to withdrawal – (650) 738-4236.

9. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.

10. The Student Body fee is fully refundable by the deadline stated on the Class Schedule printed each semester. For short courses or for late-start courses, the deadline to waive the fee is 10% of the period of instruction (often this is the first day).

11. Variable Unit Courses: No enrollment fee or nonresident/international student 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.

12. Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique and extraordinary circumstances beyond the control of the student.
Grades and Scholarship

GRADES AND GRADE POINTS
There are two systems of grading at Skyline College:

1. Letter Grades: Grades shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Pass/No Pass: Each division of the College may designate courses in which a student is evaluated on a “Pass/No Pass” basis only. Courses with this grade option will be identified in the Announcement of Courses section of this catalog and will use the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass (satisfactory – C or better)</td>
<td>0</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing)</td>
<td>0</td>
</tr>
</tbody>
</table>

Note: Transcripts with courses prior to 2008-2009 will reflect symbols of Credit (CR) and No Credit (NC).

3. Pass/No Pass Options: Students may elect to receive a letter grade or be graded on a “Pass/No Pass” basis. Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a “Pass/No Pass” option must select this grade option via WebSMART registration within the first 30% of the term. Changes will not be accepted after this time.

The use of courses graded on a “Pass/No Pass” basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a “Pass/No Pass” option.

4. Other Symbols on Transcript: A “#” symbol indicates a non-degree applicable course. An “E” next to a grade indicates grade points are excluded from the GPA calculation.

Nonevaluative Symbols

1. I – Incomplete: Used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the “Incomplete” shall be set forth by the professor in a written record which also indicates the grade to be assigned in lieu of completion. A copy will be filed with Admissions and Records. A final grade will be assigned by the professor when the stipulated work has been completed and evaluated. If the work is not completed within the prescribed time period, the grade previously determined by the professor will be entered in the permanent record by Admissions and Records.

An “Incomplete” must be made up no later than one year following the end of the term in which it was assigned. A time extension may be requested in cases involving unusual circumstances. Students who have received an “Incomplete” cannot register in the same course during the year in which the “Incomplete” is in effect or until a grade is issued.

The “I” shall not be used in the computation of grade point average.

An “Incomplete” grade notation will not fulfill prerequisite requirements.

2. IP – In Progress: Used in the student’s permanent record to confirm enrollment. It indicates that work is “in progress” and that the assignment of unit credit and grade will be given when the course is completed.

The “IP” shall not be used in the computation of grade point average.

3. RD – Report Delayed: Used only by Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student’s control. It is to be replaced by a permanent symbol as soon as possible.

The “RD” shall not be used in the computation of grade point average.

4. W – Withdrawal: (See “Withdrawal from Class(es)”)

Four year colleges and universities vary widely in the number of units of “Pass/No Pass” courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations before selecting this option.
GRADE POINT AVERAGE

GPA (Grade Point Average) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See "Academic Standards Policy").

A student’s grade point average for a degree will not include grades earned in non-degree applicable credit courses.

Courses transferred to Skyline College, Credit by Exam, and Advanced Placement are not included in the District GPA.

SCHOLASTIC HONORS

Dean’s List

A Dean’s List of students who have achieved academic honors is published at the end of each semester. The list contains the names of students who previously completed 12 units or more of letter-graded coursework and during the subsequent semester at Cañada College, College of San Mateo, and Skyline College earned a grade point average of 3.3 or above for six or more units.

Honors at Graduation

Recognition of a student’s academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>Acknowledgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.5</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>4.0</td>
<td>Summa Cum Laude</td>
</tr>
</tbody>
</table>

FINAL GRADE REPORTS

Each student is responsible for his/her own academic progress. Final grade reports are not mailed to students but are available on WebSMART. All fees must be paid to be able to access grades. Dates of final grade availability for specific semesters are published in the current Class Schedule. Final grades are available at:

www.skylinecollege.edu

Click on “WebSMART.” Log into your account.

CHANGE OF FINAL GRADES

The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. See “Student Grievance and Appeals Policy” in the Student Records, Responsibilities and Rights section of this Catalog for information on the grade grievance process.

An earned grade of A, B, C, D, F, W, P, NP, CR, or NC may be changed by the professor within one year if an error has occurred. Grades cannot be changed on the basis of a student completing class work subsequent to the assignment of the final grade.

ENROLLMENT/DEGREE VERIFICATION

Verification may be accessed and printed as a free service to students. Access Enrollment/Degree Verifications from the Student Records Menu at https://websmart.smccd.edu.
ACADEMIC STANDARDS POLICY

The Academic Standards Policy of Skyline College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 (C), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient.

Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units.

Academic standing, including determination of probation or dismissal status, is based upon all coursework completed at Cañada College, College of San Mateo, and Skyline College.

Special program academic eligibility requirements for financial aid, athletics and Veteran’s Educational Benefits may differ. Students should consult with the specific office for applicable program eligibility requirements.

ACADEMIC PROBATION

A student will be placed on academic probation under the following criteria:

1. Based on low grade point average: A student who has attempted at least 12 semester units, as recorded on their official college transcript, is placed on academic probation if the student has earned below a cumulative 2.0 (C) grade point average.

2. Based on lack of satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as recorded on their official college transcript, is placed on academic probation when the percentage of all units recorded as W, I, NP and NC reaches or exceeds 50 percent. (See Calendar for deadline dates for withdrawal.)

A student may be placed on probation under either or both criteria.

A student on probation may schedule an appointment with a counselor for clearance for removal from probation if that status has resulted from circumstances beyond the student’s control.

REMOVAL FROM PROBATION

A student on academic probation on the basis of grade point average is removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress is removed from probation when the percentage of units completed is 50 percent or above.

DISMISSAL

A student in probationary status shall be subject to dismissal if in two subsequent semesters either or both of the following criteria are applicable:

1. The student’s cumulative grade point average is less than 1.75 in all units attempted.

2. The cumulative total of units in which the student has been enrolled for which entries of W, I, NP and NC have been recorded reaches or exceeds 50 percent.

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Students in dismissal status are restricted to a limited number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard coursework (i.e., D, F and NC) within a limit of two semesters and one summer session, which are not reflective of the student’s current demonstrated scholastic ability, may be alleviated and excluded from the computation of the grade point average under the following conditions:

1. A period of at least one year must have elapsed since the coursework to be alleviated was completed.

2. A student must complete coursework and meet unit/GPA requirements subsequent to the term they are requesting for review (see below):

<table>
<thead>
<tr>
<th>Units</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>3.5</td>
</tr>
<tr>
<td>15</td>
<td>3.0</td>
</tr>
<tr>
<td>21</td>
<td>2.5</td>
</tr>
<tr>
<td>24</td>
<td>2.0</td>
</tr>
</tbody>
</table>

3. The substandard coursework to be alleviated must have been taken at Cañada College, College of San Mateo and/or Skyline College. The course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency. The academic renewal policy may be applied when alleviation of prior work is necessary to qualify a student for financial aid, admission to a program, transfer to another institution, or for the completion of a certificate program.
To request academic renewal, a student must submit an Academic Renewal petition to the Office of Admissions and Records. The form is available at www.SkylineCollege.edu.

When academic course work is alleviated from the computation of a grade point average, the student’s permanent academic record shall be properly annotated in a manner to ensure that all entries are legible providing a true and complete academic history. Although course work is being alleviated from the computation of grade point average, the courses and the actual grades will remain on the transcript.

WITHDRAWAL FROM CLASSES

To drop/withdraw from a class, students should access WebSMART registration. Official withdrawal is the responsibility of the student. A drop with a refund is subject to refund deadlines. A student who does not withdraw in accordance with established procedures may receive a penalty grade. If you experience a problem with registration, contact Admissions and Records, Building 2, second floor.

A student may drop a semester-length class during the first four weeks of instruction (one day prior to Census) and no record of the class will appear on the student’s academic record. In courses less than a regular semester’s duration, a student may drop prior to the completion of 30 percent of the period of instruction and no record of the class will appear on the student’s academic record.

After the fourth week of instruction, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction (or 75 percent of a term, whichever is less). A “W” grade shall be recorded on the student’s academic record. In courses less than a regular semester’s duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a “W” grade shall be recorded on the student’s academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade using an authorized symbol other than “W” (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship), may petition the Academic Standards and Policies Review Committee for an exception to this policy. Any extenuating circumstance must be verified in writing, including, but not limited to, a letter from a physician, official accident report, obituary notice, etc.). Supporting documentation is required.

MILITARY WITHDRAWAL

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student’s record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request a refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

COURSE REPETITION

Enrollment Limitations for Courses Not Designated as Repeatable

As of Summer 2012, a student may attempt a course designated as non-repeatable for a maximum of three times. Furthermore, all prior course attempts in a student’s academic record count toward the limit. A “course attempt” occurs when a student receives an evaluative or non-evaluative grade or symbol such as: A, B, C, D, F, W, P, NP, C, NC, or I. As a result of this enrollment limitation, students’ decisions to repeat or withdraw from courses may have serious implications and affect their educational planning.

One additional enrollment may be considered through the Standards Petition process in the Office of Admissions and Records for approval under the following circumstances:

1. Recency: A student may enroll one additional time if he/she successfully completed the course and the following conditions have been met:
   - A significant lapse of time of at least three years has occurred since the course was taken.
   - The enrollment is for the purpose of establishing recency in the course content, but not for the purpose of improving an established grade.

   IMPORTANT: If approved, the units and grade of the most recent attempt are not included as part of the student’s grade point average or cumulative units.

2. Extenuating Circumstances: A student may only enroll for one additional attempt if documentable extenuating circumstances exist. Examples of extenuating circumstances are fire, flood, accident, or other extraordinary documentable conditions beyond the student’s control.
Repetition for the Purpose of Grade Improvement (Grade Alleviation) for a Course Not Designated as Repeatable

A student who has received a grade of D, F, N/P or N/C in a non-repeatable course taken in the San Mateo County Community College District may attempt the course up to two additional times for the purpose of Grade Alleviation and improvement. The enrollment limitation of not more than three attempts as noted above is applicable.

Courses Designated as Repeatable

The Board of Trustees of San Mateo County Community College District has adopted a policy which permits a student to repeat certain courses and subjects. In these cases, a student may attempt the course/subject the maximum number of times or for the maximum number of units, as noted in the course description found in the College Catalog. For courses designated as repeatable, the number of approved attempts also represents the enrollment limitation for the course.

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in accordance with Title 5 regulations in the California Administrative Code.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. Prerequisites are so designated in course descriptions in this Catalog.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as “recommended” in course descriptions in this Catalog.

The San Mateo County Community College District (SMCCCD) is using a computerized prerequisite checking system. A student who has NOT met the stated prerequisite for the course will not be allowed to enroll. In addition, all stated Corequisite courses must be taken concurrently. Students are strongly encouraged to accept the recommendations stated for courses but will not be prevented from enrolling in the classes where the advisory is stated as “recommended” in the class schedule.

Students should meet with a counselor if they have questions about whether they have met the stated prerequisite.

What are Prerequisites, Corequisites and Recommendations?

Prerequisite: A course or body of knowledge that must be successfully completed (grade of C or Credit or better) before a student can enroll in a specific course.

Corequisite: A course that must be taken concurrently (at the same time) with another course.

Recommendation: A course that faculty recommend be completed in advance to enhance or improve a student’s ability to succeed in a specific course.

Why Prerequisites and Corequisites?

Title 5 (state regulations that govern community colleges) requires that, if a course has a prerequisite, it must be necessary for the student to succeed in the target course. Furthermore, the college must ensure that the prerequisite is equitably and fairly enforced and that it has been approved in a separate action by the curriculum committee at each college.

What if I am currently enrolled in the prerequisite course(s) within the SMCCCD?

If you are currently enrolled in the prerequisite course(s), the computer will not prevent your enrollment in the desired course. However, should you receive a final grade other than “A,” “B,” “C” or “P” in the prerequisite course(s), you will be notified by Admissions and Records through your student email (my.smccd.edu) that you have been administratively dropped from the course. You are advised to meet with a counselor for further assistance with enrollment.

What if I completed the prerequisite at another college outside the San Mateo County Community College District?

If you believe you have met the stated prerequisite at another college/university outside the San Mateo County Community College District, you must file a Prerequisite Equivalency/Reciprocity of Course Placement form with the Counseling Department. The form is available at the One Stop Center in Building 2. Submit the completed form with a copy of your unofficial transcript or grade report from the other college to the Counseling Appointment Desk in Building 2. If your prerequisite request is approved, the enrollment block will be lifted, allowing you to enroll in the course. If your request is denied, you will be contacted by Counseling as to the reason(s) why.
How can I challenge a prerequisite?
You can challenge a prerequisite on one or more of four
grounds, listed below:
• If you believe you have the knowledge or ability to
  succeed in the course without completing the pre-
  requisite.
• If you believe that the prerequisite has been estab-
  lished in violation of Title 5 regulations or the SMC-
  CCD District Model Policy.
• If you believe that the prerequisite is discriminatory or
  is being applied in a discriminatory manner.
• If you believe that the prerequisite course has not
  been made reasonably available.

How do I file a prerequisite challenge?
If you wish to file a prerequisite challenge, follow these
steps:
• The Prerequisite Challenge Form is available at the
  Student Services Information Center in Building 2 or
  from a counselor. A counselor can help you deter-
  mine whether you would benefit from the challenge
  process.
• Next you should contact the appropriate division
  dean to obtain specific information about filing and
  documenting your challenge request.
• If you elect to challenge, submit the completed chal-
  lenge form with documentation to the appropriate
  Division Office for review.
• You will be notified in 5 business days if your chal-
  lenge is subsequently approved, and you will be
  allowed to enroll in the course. If your challenge is
  not approved, you will be administratively withdrawn
  from the course.

What message will I receive on WebSMART if I do not
meet the prerequisite for the course in which I am
attempting to enroll?
If you have not met the prerequisite or presented doc-
umentation to challenge the prerequisite you will receive
the following message on WebSMART when you attempt
to enroll: You do not meet the prerequisites for this
course. You will not be able to register for the class until
you clear the prerequisite(s). To obtain prerequisite infor-
mation, equivalency/challenge processes, and forms go
to: http://www.skylinecollege.edu/prerequisites.

SEQUENTIAL COURSES
To enroll in sequential courses, students must com-
plete the courses in order – e.g., English 836 and Reading
836 must be completed with a “C” or better grade before
a student enrolls in English 100. Also, a student may
not enroll in or receive credit for a course taken after suc-
cessful completion of an equivalent course – e.g., Spanish
111 cannot be taken after successful completion of
Spanish 110.

POLICY AND PROCEDURES
FOR PROVIDING ACADEMIC
ADJUSTMENTS FOR STUDENTS
WITH DISABILITIES
Federal and state legislation requires that community
colleges establish programmatic as well as physical
access to their academic offerings. Students with verified
disabilities have the right to receive reasonable academic
adjustments in order to create an educational environ-
ment where they have equal access to instruction. The
San Mateo County Community College District is respon-
sible to make modifications to academic requirements
and practices as necessary – without any fundamental
alteration of academic standards, courses, educational
programs or degrees – to ensure that it does not discrim-
inate against qualified students with disabilities. Skyline
College has developed a procedure for responding, in a
timely manner, to accommodation requests involving aca-
demic adjustments. This procedure shall provide for an
individualized review of each request. The procedure shall
also permit the Section 504 Coordinator, or other design-
nated District official with knowledge of accommodation
requirements, to make an interim decision pending a final
resolution. Further information about this policy may be
obtained from the Disabled Students Program and
Services Office, Building 5, Room 5132.

ACADEMIC STANDARDS AND
POLICIES REVIEW COMMITTEE
The Academic Standards and Policies Review
Committee considers requests for waivers and/or excep-
tions to academic policies. Inquiries should be directed to
the Office of Admissions and Records.
Support Services & Special Programs

Student Records, Responsibilities & Rights 44–52

Programs and Services 53–69
PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. To inspect and review the student’s education records within 45 days of the day Skyline College receives a request for access. Students should submit to the Registrar’s Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar’s Office, the student shall be advised of the correct official to whom the request should be addressed.

2. To request an amendment of the student’s education records that the student believes are inaccurate. Students may ask Skyline College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Skyline College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. To consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Skyline College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Skyline College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Skyline College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. To file a complaint with the U.S. Department of Education concerning alleged failures by Skyline College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202–4605. At its discretion, Skyline College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Skyline College may include the following: address, telephone number, dates of attendance, degrees and awards received, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, final theses/dissertation, photograph, full-time/part-time status, and most recent previous school attended. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Although the initial request must be filed during the first two weeks of the enrollment period, requests for non-disclosure will be honored by the College for no more than one academic year. Reauthorization to withhold Directory Information must be filed annually in the Registrar’s Office within the first two weeks of any semester.

The Solomon Act requires colleges to release full directory information to the U.S. Armed Forces.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions & Records, Building 2, Student Services Center, during normal business hours or on the web.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 6, Room 6106, (650) 738-4301, or view the information on the web at http://www.smccd.edu/accounts/skypro/research4/security.html.
The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Public Information Office, Building 4, Room 4-329, (650) 738-4324, or view the information on the web at http://www.smccd.edu/accounts/skypro/research4/srtkrate.html. Contact the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251, for additional information.

More information about SRTK may be found on the California Community Colleges Chancellor’s Office website at http://srtk.cccco.edu/index.asp.

ACADEMIC INTEGRITY

Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses and its degrees and certificates. The college community has the responsibility to make every reasonable effort to foster honest academic conduct.

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill that he or she does not possess. The two most common kinds of academic dishonesty are “cheating” and “plagiarism.” Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive, or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

It is the student’s responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities which exemplify academic dishonesty:

Cheating:

- Copying, in part or whole, from someone else’s test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts that defraud or misrepresent one’s own academic work.

Plagiarism:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person’s writing, without giving appropriate credit, and representing the product as your own work.
- Representing another’s artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

Other specific examples of academic dishonesty:

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or College official to improve your grade.
- Altering graded work after it has been returned, when submitting the work for re-grading without the instructor’s permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations.
- Having your work corrected for spelling or grammar (if contrary to the rules of the course).
- Forging signatures on drop/add slips or altering other College documents.

Consequences of Academic Dishonesty:

Academic and student disciplinary sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

- Receive a failing grade on a test, paper, or examination which may result in a lower course grade or failure in the course.
- Have your course grade lowered, or possibly fail the course.

Under the standards of Academic Sanctions and Disciplinary Sanctions, you may be subject to:

- A warning
- Temporary exclusion from an activity or class
- Censure
- Disciplinary probation
- Suspension
- Expulsion

The Dean of Enrollment Services/Disciplinary Officer maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

Student Appeals:

In all instances, a student who has been subject to an academic or disciplinary sanction has the right to appeal the decision of the professor or administrator in accordance with established College due process procedures. Refer to Student Grievance and Appeals Policy in the Student Handbook.
ATTENDANCE REGULATIONS

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor's plan for the presentation of the subject matter in the course.

It is the student's responsibility to withdraw when absences have been excessive. Absence means non-attendance for whatever reason. It is the prerogative of the professor to determine when absences are excessive. A guideline used by many professors to determine when absences are excessive is twice the number of clock hours that the class meets during a week, or a pro-rata value designed to relate to shorter than semester length courses or practicum intensive programs. This is strictly a guideline and may vary with each professor depending on the subject matter of the course or laboratory. The professor may drop a student from a course if absences, in the opinion of the professor, have placed the student's success in jeopardy.

If there were extenuating circumstances related to the absences which resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. The petition must contain an explanation of the absences, progress in the course to date, and justification for reinstatement. If the absences were due to illness, the petition must include a physician's written confirmation or a confirmation from the College Health Center. A student submitting a petition may, with the permission of the professor, remain in class until the decision of the Academic Standards and Policies Committee is reached. After considering the petition, the committee will make a recommendation to the professor. In all cases, the decision of the professor is final.

STUDENT CODE OF CONDUCT

Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the colleges of the San Mateo County Community College District. The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority of, or persistent abuse of, college personnel.
2. Assault, battery or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct, which threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e. obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities on College premises).
6. Unauthorized entry into, or use of, College facilities.
7. Forgery, alteration or misuse of College documents, records or identification.
8. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.
10. Extortion or breach of the peace on College property or at any College sponsored or supervised.
11. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs as defined in California statues on College property or at any function sponsored by the College.
12. Possession or use of alcoholic beverages on College property or at any function sponsored or supervised by the College.
13. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on College property or at College-sponsored activities.
14. Use of personal amplified sound device that disturbs the privacy of an individual or an instructional program.
15. Failure to satisfy College financial obligations.
16. Failure to comply with directions of College officials, faculty, staff or campus security officers who are acting in performance of their duties.
17. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon request of a College official acting in the performance of his/her duties.
18. Gambling.
19. Violation of other applicable federal and state statues and District and College Rules and Regulations.
20. Sexual harassment or unlawful discrimination.
21. Smoking in classrooms or other unauthorized campus areas.
22. Violation of Skyline College Pet Policy.
23. Use of skateboards, scooters and/or inline skates on campus.

Types of Disciplinary Action

Decisions regarding the following types of disciplinary action are the responsibility of the Dean of Enrollment Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the established appeal procedures found in Rules and Regulations, Section 7.73, have been completed.

WARNING – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.

TEMPORARY EXCLUSION – A faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if deemed necessary, for the day following. The professor shall immediately report such removal to the College President or his/her designee for appropriate action.

CENSURE – The Vice President of Student Services or designee may verbally reprimand a student or may place on record a written statement that details how a student’s conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

CANCELLATION OF REGISTRATION – The Vice President of Student Services or designee may require a student to reimburse the District for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages. Disciplinary action shall not of itself jeopardize a student’s grades nor will the record of such action be maintained in the student’s academic file. A student subject to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

Suspension and Expulsion of Students

SUSPENSION – The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student or College granted privileges.

SUMMARY SUSPENSION – Limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.

DISCIPLINARY SUSPENSION – A temporary termination of student status and includes exclusion from classes, privileges or activities for a specified period of time as stipulated in the written notice of suspension.

The President of the College or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:
1. From one or more classes for a period of up to ten days.
2. From one or more classes for the remainder of the school semester or session.
3. From all classes and activities of the College, for one or more semesters or sessions.

In cases involving disciplinary suspension:

The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.

1. The student shall have the opportunity to examine any materials upon which the charges are based.
2. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
3. A letter explaining the terms and conditions of the suspension shall be sent to the student’s address of record. The student’s instructors and counselor shall be informed in writing of the suspension.

At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.
A student under suspension at any District College may not enroll in any other District College during the period of suspension.

The President of the College shall report all suspensions of students to the Chancellor. If the suspended student is a minor, the parent or guardian shall be notified in writing by the President of the College or his/her designee.

EXPULSION – Expulsion of a student is a permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the President of the College.

1. The President of the College shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion, which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).

2. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.

3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold an executive session to consider his/her expulsion. Unless the student requests a public hearing in writing within at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.

4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The students or his/her representative may cross examine and witness. The District bears the burden of proof.

5. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

STUDENT GRIEVANCE AND APPEALS

Skyline College is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the college community. If a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance within the framework of policy and procedures.

Skyline College complies with Federal regulations (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992) designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability. Complaints of sexual harassment, or discrimination should be directed to the Human Resources Department of the San Mateo County Community College District. For more information about procedures for filing these complaints, please visit the San Mateo County Community College District website at http://www.smccd.edu/accounts/smccd/departments/humanresources/policies.shtml.

Students filing grade grievances must be able to demonstrate mistake, fraud, bad faith or incompetence in the academic evaluation of their performance. In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade dispute grievances must be filed within one year of issuance of the grade in dispute.

College Procedure

The following procedures summarize the appropriate college channels to be utilized by students.

Informal Level:

Before initiating a formal grievance procedure, the student should attempt to resolve the dispute informally with the professor, administrator or staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedure set forth below.

Formal Level:

Level 1: The initial grievance must be filed with the administrator responsible for the area in which the dispute arose. In presenting a grievance, the student must submit a formal grievance form. Forms are available in the office of the Vice President of Student Services and in the office of the Dean of Enrollment Services. The written description of the grievance should include the following information:
1. A statement describing the nature of the problem and the action which the student desires taken.

2. A description of the general and specific grounds on which the appeal is based.

3. A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.

4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.

The administrator of the division shall review and investigate the grievance. If a faculty or staff member is involved, the administrator will apprise the individual of the alleged grievance. A written notice of the decision shall be provided to the student normally within ten (10) business days of receipt of the student’s grievance. In the event that the grievance is not resolved to the student’s satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

Level 2: In the event that the grievance has not been resolved at the first level, a student may follow one of the next options:

Grade Grievances

1. Appeals must be in writing and should go directly to the Vice President of Instruction. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President of Instruction will render a decision within ten (10) business days after meeting with the student.

Appeals involving college policies

1. Appeals involving college policies should be in writing and submitted to the appropriate Vice President. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President will render a decision within ten (10) business days after meeting with the student.

2. Appeals involving college policies can also be brought before the Academic Policy Appeals Committee. The student can submit the request to the Hearing Officer, the Dean of Enrollment Services. The Hearing Officer will convene the Academic Policy Appeals Committee (comprised of faculty, staff, and a student). The Hearing Officer will convene the Academic Policy Appeals Committee within five (5) business days of the request. A decision will be rendered within ten (10) business days after meeting with the Committee.

3. In disputes involving degree and certificate requirements, the Vice President of Student Services or Vice President of Instruction will consult with the Academic Senate President or designee.

Level 3: In the event the President of Skyline College is not involved in the second level, the student may appeal in writing to the President to review the appeal within five (5) business days after receipt of the decision or action. The President shall provide the student with a hearing if requested and shall review the appeal. A written notice of the President’s decision shall be provided to the student within ten (10) business days of the review of the student’s written appeal. In the event that the President’s response is not satisfactory to the student, he or she may appeal the President’s decision or action to the Chancellor of the District. At each level of appeal, the student shall be advised of his/her further rights of appeal.

Timelines

1. If the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.

2. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.

3. The designated time periods of this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

TEMPORARY LEAVE OF ABSENCE

Students who will be absent for more than one week should notify their professors and make arrangements for work assignments.

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. Students are advised to check WebSMART for holds that have been placed on their records. A student’s educational records will not be released, including transcripts, while an outstanding balance remains on their account.

FINES

Fines are assessed for failure to comply promptly with library regulations. Students are also required to pay for careless or unnecessary damage to College property. Students who are 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.
FIELD TRIP/EXCURSION GUIDELINES

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

NON-DISTRICT SPONSORED TRANSPORTATION

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

POLICY ON DRUG-FREE CAMPUS

Skyline College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances on College property or at any function sponsored by the District or Colleges. This policy includes the use of medical marijuana/cannabis.

Students are expected to conduct themselves as responsible citizens and in a manner compatible with the Community College function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations. Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including suspension and expulsion.

The College Health Center provides information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.

POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION

In accordance with California Education Code, Section 67382, and District Rules and Regulations 2.29, the San Mateo County Community College District is committed to providing programs and services that educate all students, faculty and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting of sexual assault incidents on campus may contact the Student Health Center, the Public Safety Department Office, or call the Public Safety Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Public Safety Department website at www.skylinecollege.edu.

POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services, Building 4, Room 4-311, (650) 738-4333.

In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, the Chancellor’s Office of the California Community Colleges, or State or Federal Court.
SMOKE FREE POLICY

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College has implemented a smoke free policy. Smoking is only permitted in designated areas, which are clearly marked and equipped with ashtrays.

The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoke free policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Room 2207, telephone number (650) 738-4270, and on the Skyline College website. A printed Smoke Free Policy and Resource Guide is widely available in various locations on campus. For additional information regarding the smoke free policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333 or the Chief of Public Safety at (650) 738-4455.

POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.


The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767.


1 If the federal statutes cited above would result in broader protection of the civil rights of individuals then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Model Policy.

POLÍTICA DE NO DISCRIMINACIÓN

Skyline College no discrimina por razones de raza, color, nacionalidad, sexo, orientación sexual, edad, incapacidad física, religión, u otros factores en sus leyes, procedimientos o prácticas conforme a los reglamentos establecidos por el Titulo VI del Acta de Derechos Civiles de 1964, el Titulo IX de las Enmiendas Educacionales de 1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504,104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.—6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado “Política sobre Discriminación y Acoso Sexual y Procedimiento para la Presentación de Quejas”. Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su número de teléfono es: (650) 358-6767.
USE OF TECHNOLOGY IN THE CLASSROOM POLICY

Students may only use hand-held and wireless technology for legitimate and appropriate educational purposes such as defined by the instructor. The instructor may limit any use of hand-held or wireless technology that disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them according to their accommodations as provided by the Disabled Student and Services program. A violation of this policy will result in disciplinary action to be determined by the instructor. Sanctions are explicitly stated in the College’s Student Code of Conduct.

REVISIONS OF REGULATIONS OR POLICIES

Any changes in regulations or policies adopted by the San Mateo County Community College District Board of Trustees or the administration of Skyline College will be considered an official ruling and will supersede any regulation or policy on the same subject which appears in this Catalog and/or other official publications, provided that the new regulation or policy has been officially announced and posted.
ATHLETICS
Skyline College sponsors men’s and women’s intercollegiate athletic competition within the Coast Conference for the benefit of those students interested in team competition. Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

**VARSITY**
- Varsity Baseball
- Men’s Varsity Basketball
- Men’s Varsity Soccer
- Varsity Wrestling
- Women’s Varsity Badminton
- Women’s Varsity Basketball
- Women’s Varsity Soccer
- Women’s Varsity Volleyball

Intercollegiate athletic competition is governed by the Coast Conference and the California Community College Athletic Association. Obtaining clearance for athletic eligibility often requires considerable checking of records and code provisions. These procedures should be started well in advance of the opening of each athletic season. The Athletic Director will interpret the State Athletic Constitution and Bylaws along with Conference regulations for all persons concerned. Students will be assisted in establishing athletic eligibility. In general, the following principles pertain to 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. Such eligibility is required for non-conference, conference, and post-conference participation.

2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 (C) grade point average. These units must be completed prior to the beginning of the semester of the second season of competition. All units must be completed and passed at a regionally accredited post-secondary institution.

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 (C) grade point average in accredited post-secondary coursework computed since the start of the semester of first participation.

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.

6. In meeting the unit requirements, courses in which grades of D, F, or NC were received may be repeated. Under special circumstances, courses that have been completed with a grade of C or better may be repeated; however, the units will not be counted toward the minimum unit requirement in the semester of competition.

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

Those students who transfer to a four-year school for athletic competition and wish to seek financial assistance must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) or the National Association of Intercollegiate Athletics (NAIA).

Questions regarding eligibility should be addressed to the Dean of Physical Education/Dance/Athletics, Building 3, Room 3130, or call (650) 738-4271. Eligibility questions may also be researched by visiting www.coasports.org, www.ncaa.org, and naia.org.

SKYLINE COLLEGE BOOKSTORE

The Bookstore
Books and supplies may be purchased at the Skyline College Bookstore or online at http://bookstore.SkylineCollege.edu.

Textbook Information: Students may find information about the textbooks for the courses in which they are enrolled by logging into WebSMART or going to www.SkylineCollege.edu/bookstore/coursematerials.

Please visit the Bookstore’s website at http://bookstore.SkylineCollege.edu or call the Bookstore at (650) 738-4211 for store hours, book sell back hours, or more information.

Graphic Arts & Production
Skyline College Bookstore’s Graphic Arts & Production (GAP) department (located in Building 5) offers high quality photocopying (black & white and color), production, faxing, and shipping (FedEx and UPS) at great prices to the Skyline College and SMCCCD community.

For operating hours or more information, please visit our website at www.SkylineCollege.edu/bookstore/GAP. For pricing information or a quote, please contact GAP at (650) 738-7014 or email at skygap@smccd.edu.
Food Service

WORLD CUP COFFEE & TEA
Skyline College Bookstore’s World Cup Coffee & Tea (located in the Dining Hall of Building 6) offers many popular beverages from Starbucks, Tazo, and Pepsi; fresh pastries delivered daily; and many healthy alternatives.

World Cup Coffee & Tea is also available for small on campus catering. Please visit our website at www.SkylineCollege.edu/bookstore/WorldCup for our catering form and operating hours.

SKY CAFÉ
Pacific Dining’s Sky Café (located in the Dining Hall of Building 6) offers many delicious items from burgers to fresh deli sandwiches to various ethnic items to healthy alternatives.

Sky Café also offers catering services for on campus meetings and events. Please contact Rick McMahon at Rick@Pacific-Dining.com or (408) 406-8487 for your catering needs.

CALWORKS
Skyline College provides assistance to students who are receiving TANF or AFDC benefits, or who received aid within the past two years. Services to eligible students include: counseling, job development assistance, work study, career related services, and supplemental child care.

The CalWORKs office is located in Building 2. Hours are Monday – Friday, 9:00 am – 4:00 pm. For more information, please call (650) 738-4480.

The CalWORKs faculty and staff have identified the following Student Learning Outcomes for the various services provided by the CalWORKs:

• Students will be able to develop SEP that reflects the requirements for certificate, associate degrees and / or transfer.

• Students will be able to utilize tools to communicate with staff and receive program information.

CAMPUS HOUSING
Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All rental information received is posted on the second floor of Building 6, Student and Community Center. To post rental information or advice on apartment searches, please contact the Center for Student Life and Leadership Development at (650) 738-4275.

CAREER SERVICES
The Career Center offers a wide variety of services and resources to assist students with their individual career goals. We encourage students to explore career options by taking advantage of our comprehensive career services:

• Career and academic counseling

• Career assessments and Interpretations – Assessments aid in determining personal traits, interests, values, and strengths related to individual career paths. These can be helpful for an undecided student when selecting his/her major academic concentration

• Workshops that address career research and Job Search skills

• Career Conversation Series

• Job and Internship Postings at www.skylinejobs.com

• Career exploration and job-search resources detailing preparatory education, training requirements, and labor market trends for specific career fields

• EUREKA, a computer-based California Career Information System

• Perfect Interview-innovative learning tool that you can use to enhance your job interviewing skills.

• Employment Services- Students and local residents can get personalized job search assistance, access to workforce services, unemployment insurance benefits, Veterans and Youth services

The Center has moved to a new location in Building 1, Room 1219B, (650) 738-4337. Visit www.SkylineCollege.edu/careercenter or email skycareers@smccd.edu.

The Career Services faculty and staff have identified the following Student Learning Outcomes for the various services provided by Career Services:

• Demonstrate the ability to express their career goals with clarity and purpose.

• Students will be able to identify career services.

• Career Info/Services: Student will be able to utilize and integrate career information/services to develop/maintain a successful career plan.

CTE TRANSITIONS (formerly TECH PREP)
Skyline College CTE Transitions programs link high school and two years of community college study through a partnership with local high schools, SMCOE ROP and Goodwill Industries. CTE Transitions programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experience.
CTE Transitions allows the granting of college credit for the articulated courses that are successfully completed by students while attending high school, SMCOE ROP or Goodwill Industries. College credit for articulated courses completed at the high school, SMCOE ROP or Goodwill will be posted to a student’s transcript according to the criteria stipulated in the articulation agreement.

CTE Transitions articulation agreements have been approved by local high schools, the SMCOE Regional Occupational Program (ROP), and Goodwill in the following areas: Accounting, Automotive Technology, Business Computer Systems and Management, Business/Health Science, Computer Science, Early Childhood Education and Environmental Science. Other approved articulation agreements exist at Cañada College and College of San Mateo.

Articulation agreements will be honored at any of the three Colleges in the San Mateo County Community College District. Students who earn CTE Transitions certificates for articulated high school, SMCOE ROP and Goodwill Industries courses receive college credits. Earned credit will be granted and posted as credit-by-examination and entered into the student records system. The number of college units students may earn through these CTE Transition articulation agreements varies according to the specific career pathway.

CTE Transitions units are not applicable for meeting such unit load requirements as those for financial aid, veterans’ benefits, scholastic honors, or graduation residency requirements. For more information regarding CTE Transitions, contact the Skyline College Coordinator at (650) 738-4248. Visit the CTE Transitions website at http://www.smccd.edu/ctetransitions for more information.

CENTER FOR INTERNATIONAL TRADE DEVELOPMENT (CITD)

The Center for International Trade Development (CITD) at Skyline College is a California Community College Economic Development Initiative. The CITD contributes to the academic environment at Skyline College, as well as the economic growth of the Bay Area, through an array of services and programs.

The CITD promotes economic development through international trade by providing one-on-one consulting to small- and medium-sized companies located in San Mateo, San Francisco and Marin counties.

The CITD also contributes to the academic/learning environment at Skyline College, as well as throughout the Bay Area, through the development of new degree and certificate programs that impact the community and create opportunity for economic viability of the Bay Area.

Additionally, the CITD works with different community colleges in the Bay Area to develop international exchange programs that further expose the institution, as well as the Bay Area communities, to the global world.

The CITD at Skyline College has established partnerships with different community-based organizations and economic development groups to develop and/or implement cutting edge training programs that target often ignored communities in the Bay Area, elevating their economic potential.

The combination of all CITD activities and community involvement helps manufacturing and technology-based industries compete successfully in the rapidly changing global economy/markets.

Contact the CITD at (650) 738-7098, admin@bayareacitd.com, or www.bayareacitd.com.

THE CENTER FOR WORKFORCE DEVELOPMENT/CORPORATE EDUCATION

The Center for Workforce Development (CWD) facilitates the delivery of workforce development programs and services designed to meet local labor market needs and to support entry or advancement in the workplace. The CWD collaborates with Skyline College departments and programs, business and industry, community based organizations, and governmental agencies to connect individuals, agencies or organizations to effective career programs that provide college credit while preparing for upwardly mobile careers. The CWD develops and administers grants and contracts for economic and workforce development projects and initiatives.

The CWD is responsible for coordinating the delivery of contracted worksite or campus-based customized training and educational solutions using credit and non-credit courses, associated services, and programs requested by business, industry, governmental or community agencies.
The CWD can help identify opportunities for performance improvement and deliver training and non-training solutions. The CWD provides services when and where they are needed and wanted, during the workday or after hours, at the worksite or on the campus.

The CWD is located in Building 1, Room 1221-A. For more information, please contact the Center for Workforce Development at (650) 738-7035 or visit www.SkylineCollege.edu/workforce.

CHILD CARE SERVICES

The Skyline College Child Development Center (CDC), located in Building 14, is a laboratory program that provides a comprehensive child care and early education program for students, staff and faculty of Skyline College and community members. The program provides the following services for children two (2) years of age until entry into kindergarten: child care and early education experiences from 7:30 am to 5:00 pm during the regular academic calendar, three nutritious daily meals, observation and assessment of children’s typical development, resources and referrals for a wide array of supports for children and families, parent information and workshops on topics relevant to families with young children, and home visits/conferences to discuss children’s development and school readiness skills. The Skyline College CDC is partially funded by the California Department of Education and income eligible families may receive child care subsidies. For more information, call (650) 738-7070.

COMMUNITY EDUCATION PROGRAMS

The Community Education department of the San Mateo County Community College District offers a wide array of short courses and interesting workshops designed for personal enrichment and professional development. Classes include business entrepreneurship, communications, computer skills, financial planning, arts and crafts, photography, dance, music, allied healthcare, fitness and relaxation, home and garden, languages and travel, test preparation and much more. New classes start each week. Classes are offered on campus as well as online. Call (650) 574-6149 for more information or visit http://CommunityEd.smccd.edu.

Community Education also offers College for Kids, an award-winning summer academic enrichment program for youths entering the 5th through the 9th grades. The program combines the fun of summer camp with the educational benefits of a college setting. Children have the opportunity to participate in on-campus classes such as math, sciences, computer skills, sports, art, multimedia, language arts and other topics of academic merit and interest to them. College for Kids promotes student success by providing students with the opportunity to explore new areas of interest and develop new skills and abilities.

The program is held at College of San Mateo and Skyline College and serves more than 450 children. For more information, visit www.CollegeforKids-smccd.com.

CONTINUING EDUCATION HOURS FOR HEALTH PROFESSIONALS

The following courses comply with the requirements of the Board of Registered Nursing for continuing education hours taken by registered nurses and vocational nurses for their re-licensure. The general public is welcome unless course description states otherwise.

Skyline College will issue a certificate to each licensee as verification that the established criteria for successful completion of these courses have been met. One unit of credit equals 15 CEU hours. Skyline College provider number is CEP 13325.

Courses approved for CEU hours include, but are not limited to, the following:

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123
- Career 665
- Communication Studies 130
- Computer Science 155
- Family & Consumer Sciences 212, 313
- Health Science 130, 150
- History 235
- Italian 111, 112, 121, 122
- Japanese 111, 112
- Mathematics 200
- Philosophy 103, 240
- Psychology 105, 110, 171, 200, 201, 268, 301, 390
- Respiratory Therapy 430, 445, 450, 475, 485, 490
- Sociology 105, 141, 201, 665
- Spanish 110, 111, 112, 120, 121, 122, 130, 140

COUNSELING SERVICES

The Counseling Division at Skyline College is designed to assist individuals in all aspects of their development as students and help them accomplish their goals. Career and educational counseling are emphasized. A counselor can help students establish both short and long range goals and provide them with information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which maps out courses that will be taken over a number of semesters and serves as a guide to achieving goals. All students are required to have an SEP on file once they have completed 15 units at Skyline College.

Counseling appointments are made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4318.
The Counseling Services faculty has identified the following Student Learning Outcomes for the various services provided by Counseling Services:

- New students will be able to identify college resources, procedures and policies that support their academic success.
- Students will access, utilize and integrate counseling information & services from a variety of human print and electronic resources to develop and maintain dynamic educational and career plans.
- Demonstrate the ability to create interdependent relationships with peers, instructors, and counselors.
- Demonstrate the ability to express their educational and career goals with clarity and purpose when developing a Student Educational Plan.
- Students in collaboration with a counselor will develop, modify, and maintain a Student Educational Plan that is in alignment with their educational and career goals.
- Demonstrate the ability to utilize and synthesize computer-based research information into their overall educational goals.

**DISABILITY RESOURCE CENTER**

Skyline College’s Disabled Students Program and Services is designed to equalize the educational opportunities of physically and learning disabled students. Skyline offers services to students with learning disabilities, psychological disabilities, and long or short-term physical disabilities. Services include, but are not limited to, note taking, ASL interpreting, registration assistance, extended time placement testing, lockers, assistive technology classes, adaptive physical education classes, alternate formats of textbooks and printed materials upon request, and tutoring services.

**Assistive Technology Program**

The Assistive Technology (AT) Program gives students with disabilities access to computers using adaptive software and hardware. When students enroll in DSKL 825 – Assistive Computer Technology, they receive individualized training in the adaptive software that is unique to their learning and/or computer access needs. Students learn to use these tools while completing coursework from other classes in which they are enrolled. Students with disabilities have access to the computers with adaptive hardware and software throughout the day and evenings at various locations on campus and in Building 2, Room 2309, during Assistive Technology Lab hours. The software available for students includes, but is not limited to, scan and read programs (e.g., Kurzweil 3000/1000), voice recognition (e.g., Dragon Naturally Speaking), word prediction (e.g., WordQ), screen magnification (e.g., ZoomText), and a screen reader (e.g., JAWS).

As part of the Assistive Technology Program, students with learning or physical disabilities may request and receive their textbooks, tests and classroom materials in alternate format (e.g., electronic text, Braille or large print) from the Alternate Media Specialist. For more information, contact the Assistive Technology Program Office, Building 5, Room 5131A, or call (650) 738-4497.

**Differential Learning Skills Program**

The Differential Learning Skills Program (DSKL) offers services to students with suspected and documented learning/learning-related disabilities. Services include, but are not limited to, evaluation and document review, assistance with accommodations, development of advocacy skills, review of learning styles and related study strategies. For further information, visit the Learning Skills Office, located in Building 5, Room 5130, or call (650) 738-4125.

**Workability III Program**

The Workability III (WAIII) Program assists persons with disabilities to obtain and retain competitive employment. WAIII is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIII serves people with disabilities who are clients of DOR. For more information and program eligibility, contact the WAIII Program Office, located in the Disability Resource Center, Building 5, Room 5131A, or call (650) 738-4467.

Skyline College and the DSPS program are committed to providing services that will enhance the educational experience of the disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disability Resource Center, Building 5, Room 5132I, or call (650) 738-4280.

The Disability Resource Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by the Disability Resource Center:

- Student will be able to demonstrate knowledge of disabilities, accommodations, and services available for them.
- DSPS students will use their accommodations (i.e., test proctoring, textbooks in alternate format, and text-to-speech program such as Kurzweil 3000).
- Students will show they are satisfied with the types and availability of services provided by DSPS.
DISTANCE EDUCATION

Skyline College offers a range of courses via distance education. Many of these courses can be applied to meet certificate, associate degree, and university transfer requirements. Students that are enrolled in distance education courses have the same status as students enrolled in on-campus courses. You have access to support services and financial aid, and are held to the same college and academic policies.

The Skyline College Class Schedule lists distance education offerings for each semester. Additional information about Distance Education in the San Mateo County Community College District can be found at the District’s Distance Education Gateway website (www.smccd.edu/degateway). This site provides a comprehensive summary of district offerings and distance education program information.

If you have questions about Distance Education at Skyline College, please contact the Skyline Distance Education office at SkylineDE@smccd.edu or drop by the Distance Education Office located in Building 1, Room 1316.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals by students who are both low income and educationally disadvantaged. EOPS students have the potential to succeed in college but have not been able to realize their potential because of economic and/or educational barriers.

EOPS offers a range of services such as counseling, priority registration, bilingual counseling in Spanish, transfer assistance, UC and CSU application fee waivers, a book service program, vocational grants, and calculator loan program. In addition, EOPS students who are single heads of households receiving AFDC/TANF or CalWORKs with a child under the age of 14 are eligible for the Cooperative Agencies Resources for Education (CARE) program. CARE provides additional services and support to students by way of transportation assistance, grants, and special workshops specifically tailored to the needs of CARE students.

EOPS is committed to helping students access the resources necessary to succeed in college and works cooperatively with other programs and services on campus whose goals are enhancing scholastic achievement and academic excellence. EOPS also sponsors activities and workshops that provide cultural enrichment and promote personal growth.

The EOPS office is located in Building 2. Hours are 9:00 am to 4:00 pm. For additional assistance call (650) 738-4139, visit the EOPS web page at http://www.skylincollege.edu, or send an email to skyeops@smccd.edu.

The EOPS/CARE faculty and staff have identified the following Student Learning Outcomes for the various services provided by the EOPS/CARE:

- EOPS students on academic probation (67% completion rate and/or 2.0 or lower GPA) will be able to write a statement that illustrates the EOPS/CARE probation policy and how student get off EOPS probation.
- All EOPS/CARE students will be able to utilize electronic tools to communicate with staff and to receive program information.
- Current EOPS/CARE students will demonstrate initiative to personal eligibility for program services.

FINANCIAL AID

Skyline College is dedicated to the concept that no individual should be denied an education solely for financial reasons. Financial aid provides access and resources to those students who need financial assistance to meet the basic costs of attending college. All students are encouraged to apply for financial aid.

There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Employment, and 4) Loans. There are two primary sources of financial aid – the Federal government and the State of California. To be eligible for all federal and most state grants and loans, students must meet the following criteria:

- Have a high school diploma or GED or have completed at least six (6) degree applicable units at one of the colleges in the SMCCD.
- Be enrolled in an eligible program leading to an associate degree, certificate or transfer toward a university at any of the colleges in the San Mateo Community College District. The Emergency Medical Technician (EMT) certificate Program is NOT an eligible course of study for federal and most state financial aid.
- Be a U.S. citizen or eligible non-citizen*. Note: Some State of California programs may have a less restrictive citizenship requirement for non U.S. citizens.
- Have completed the enrollment process which involves assessment testing and placement, college orientation and completion of a Student Educational Plan (SEP) with a counselor.
- Provide official academic transcripts from prior colleges or universities if wishing to apply for a federal student loan.

*Note: Some State of California programs may have a less restrictive citizenship requirement for non U.S. citizens.
## MAJOR FINANCIAL AID PROGRAMS

### GRANTS – Need-based financial aid that does not have to be repaid

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>WHO CAN APPLY</th>
<th>ANNUAL AWARDS UP TO...</th>
<th>FILING DEADLINE</th>
<th>FORMS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Grant B</td>
<td>Undergraduates</td>
<td>$1,551</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA, verified GPA</td>
</tr>
<tr>
<td>Cal Grant C</td>
<td>Technical and Career Education Students</td>
<td>$576</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA, SEP</td>
</tr>
<tr>
<td>Cal Grant A or B Transfer Entitlement</td>
<td>California Community College Students</td>
<td>Tuition at University on reserve until transfer</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA, verified GPA</td>
</tr>
<tr>
<td>California Community College Board of Governors’ Fee Waiver (BOGFW)</td>
<td>California Community College Students</td>
<td>Waives “per unit” registration fee Limits parking fee to $20 per semester</td>
<td>Applications accepted throughout the year</td>
<td>FAFSA or Fee Waiver Application on WebSMART</td>
</tr>
<tr>
<td>Chaffee Grant</td>
<td>Current and Former Foster Youth</td>
<td>$5,000</td>
<td>Go to <a href="http://www.csac.ca.gov">www.csac.ca.gov</a></td>
<td>FAFSA and Application Form</td>
</tr>
<tr>
<td>Child Development Grant</td>
<td>Undergraduates</td>
<td>$1,000-$2,000</td>
<td>June 1</td>
<td>FAFSA and Application Form</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>Undergraduates</td>
<td>$400-$5,550</td>
<td>End of term or by end of school year</td>
<td>FAFSA</td>
</tr>
<tr>
<td>Federal Supplemental Grant</td>
<td>Undergraduates</td>
<td>$100-$800</td>
<td>May 2 priority</td>
<td>FAFSA</td>
</tr>
<tr>
<td>Special Fee Waivers (See BOGFW form)</td>
<td>Surviving Dependents of: Law Enforcement Personnel, Firefighters, VA, National Guard, Congressional Medal of Honor, Victim of 9/11</td>
<td>Waives $46 per unit registration fee</td>
<td>Contact the Financial Aid Office</td>
<td>Submit documentation to the Financial Aid Office</td>
</tr>
</tbody>
</table>

### LOANS – Money borrowed for college costs that must be repaid, with interest

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>WHO CAN APPLY</th>
<th>ANNUAL AWARDS UP TO...</th>
<th>FILING DEADLINE</th>
<th>FORMS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loan</td>
<td>Undergraduate/Graduate Students</td>
<td>$3,500 – $4,500</td>
<td>Contact the Financial Aid Office</td>
<td>Direct Loan Request Form, Academic Transcript, and SEP</td>
</tr>
<tr>
<td>Direct Unsubsidized Loan</td>
<td>Undergraduate/Graduate Students</td>
<td>$6,000</td>
<td>Contact the Financial Aid Office</td>
<td>Direct Loan Request Form, Academic Transcript, and SEP</td>
</tr>
<tr>
<td>Direct Plus Loan</td>
<td>Parents of Dependent Undergraduate Students</td>
<td>Variable</td>
<td>Contact the Financial Aid Office</td>
<td>Direct Loan Request Form, Academic Transcript, and SEP</td>
</tr>
</tbody>
</table>
• Submit all required forms and documents requested by the Financial Aid Office or Department of Education
• Meet and maintain satisfactory academic progress requirements as defined by the Financial Aid Handbook
• Have financial need (except in the case of unsubsidized federal loans) as demonstrated by a completed FAFSA (available online at www.FAFSA.ed.gov and Financial Aid Office review.
• Register with the Selective Service if you are male between 18 and 25 years of age.
• Do not owe a refund or repayment on a federal grant.
• Not be in default on a federal educational loan or owe a repayment to a federal grant program.
• Supply an accurate Social Security Number and name. If you are a dependent student, your parent may not be required to have a valid Social Security Number.
• Not have a conviction for a drug-related crime (possession or sales) that occurred when you were receiving federal aid.

Awards and Disbursement of Financial Aid
When a financial aid file is completed, the file will be reviewed within three weeks of receipt of all documents required. Students will be notified of eligibility for financial aid and amounts of funding that will be available in an award letter sent by email from the Financial Aid Office. All awards are based on full-time enrollment. An adjustment in payment is made for less than full-time enrollment. Students must sign up online for a disbursement method with Sallie Mae Business Solutions by going to www.skylinecollege.edu/financialaid and clicking eDisbursement/Direct Deposit. Students who seek and attain employment on campus must work to earn the funds provided and are paid on a monthly payroll. Students who desire a loan must complete additional paperwork to apply for the loan.

Return of Federal Funds
When a Student Withdraws:
Students who receive federal financial aid and do not attend any classes or who withdraw from all classes prior to completing more than 60% of the semester will be required to repay all or part of any unearned funding that was paid to them. A student’s withdrawal date, for purposes of federal financial aid, will be determined as follows:
1. The date the student officially notified the Admissions Office of his or her intent to withdraw, or
2. The midpoint of the semester for a student who leaves without notifying the college, or
3. The student’s last date of attendance at a documented, academically-related activity.
Students will be billed for any funds that are required to be repaid. Funds must be repaid immediately or the student may be reported to the U.S. Department of Education for a grant overpayment.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook at www.SkylineCollege.edu under Financial Aid, or at the Financial Aid Office in Building 2, Student Services Center, or by calling (650) 738-4236.

The Financial Aid faculty and staff have identified the following Student Learning Outcomes for the various services provided by Financial Aid:

- Students will be able to identify financial aid resources for which they may qualify, submit applications and meet deadlines.
- Students who receive financial aid will demonstrate knowledge and understanding of the Satisfactory Academic Progress “SAP” Policy for financial aid purposes.
- Students will gain understanding of the requirements, rights and responsibilities, and repayment obligations associated with acquiring a federal student loan.
- Students who participate in student financial aid programs at Skyline College will transfer with a completed financial aid package.
- Students will demonstrate knowledge and understanding of how financial aid resources can enhance their career planning.

HEALTH SERVICES

The following services are available from the Skyline College Health Center:

- Emergency care and first aid
- Health screening for blood pressure, hearing, vision, Tuberculosis, and pregnancy
- Consultation and evaluation of present health condition
- Nutrition and stress counseling
- Counseling and referrals for problems related to alcohol and drugs, eating disorders, acquaintance/date rape, and other related matters
- Anonymous HIV counseling and referral
- Psychological counseling services
- Brochures and information on health topics

Emergency and accident insurance coverage is in effect when students are on campus or attending college-sponsored events. Students are encouraged to carry their own health and dental insurance. An application for low cost medical and dental insurance is available through the College Health Center.

The Skyline College Health Center is located in Building 2, Room 2209. Check the Class Schedule for hours of operation. The College Health Center is closed on weekends. College Health Center personnel assist students with health issues. Please drop in or call the Center at (650) 738-4270.

The Health and Psychological Services Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by the Health and Psychological Services Center:

- Students will be able to evaluate resources needed to improve physical/mental/emotional health.
- Students will identify symptoms of substances abuse, eating disorder and/or other addictive/behaviors and learn coping strategies.
- Students will demonstrate awareness of the global implications of diseases such as HIV, diabetes, etc.
- Educating students to health information and health-care coverage information.
- Student will understand the risks associated with unintended pregnancy and sexually transmitted infections (STI) and how to prevent them through a variety of effective family planning methods and condom use.
- Students will be able to explain the various methods of preventing the spread of the flu. Including: vaccination, cover the cough, hand washing, crowd control, etc.

HONOR SOCIETY – PHI THETA KAPPA

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Beta Theta Omicron is both an International Distinguished Chapter and a Regional Distinguished Chapter. Members of Phi Theta Kappa are eligible for the National Dean’s List, the All-USA and All-California Academic teams, and a wealth of scholarships at four-year colleges and universities that are available only to Phi Theta Kappans.

Students who have completed 12 units at Skyline College with a GPA of 3.5 in degree-applicable courses and who are currently enrolled are eligible to join. All members of Beta Theta Omicron are lifetime members of Phi Theta Kappa.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Beta Theta Omicron. Additional information and applications are available at www.SkylineCollege.edu/boo. Applications are also available in the Office of Admissions and Records.
**THE LEARNING CENTER (TLC)**

The Learning Center (TLC) is a flexible learning environment providing academic support through individual or small group tutoring, short courses, workshops, computers and instructional media for students enrolled in Skyline courses. The goal of the Learning Center is to offer students opportunities to learn more effectively with greater confidence through individualized assistance and instructional approaches that engage diverse modes of learning and intelligence systems. The Center offers a comprehensive program of support for all levels of English, ESL, reading and math, and provides tutoring in a variety of academic subject areas.

Located on the first floor of Building 5, the TLC houses the following laboratories:

**ESOL Lab:** Offers a quiet space for greater practice in pronunciation, speaking and listening through conversation groups, computer-based learning materials, and one-on-one tutoring to improve English language acquisition.

**The Language Lab** is designed to support and assist students in the Foreign Languages, ESOL, English and Reading departments. With 35 student stations and an instructor station, all complete with headphones, the Language Lab offers many language-enhancing software programs for student use, including:

- Rosetta Stone for Arabic, Chinese, Filipino and Spanish
- Houghton Mifflin English Composition and Grammar
- Audacity (voice reading software).

Students may use the lab to access audio/visual materials for their courses.

**The Math Lab** offers drop-in tutoring to help students improve their skills and confidence in math at any level from basic arithmetic to Calculus. The Math Lab also offers MATH 650 (Mathematics Supplement for TRIO Students). In addition, the Math Lab offers workshops taught by Skyline faculty on a variety of math-related topics.

**The Science and Other Subjects Lab** offers tutoring in chemistry, biology, anatomy, psychology, social sciences, and other subjects. The Science/Other Subjects Lab offers two choices for assistance through one of two open entry courses: LSKL 800 – Supplemental Learning Assistance offers variable credit (.5 to 3.0) to students working with a professional Instructional Aide. Students working with peer tutors should enroll in LSKL 803 – Supervised Peer Tutoring, a non-credit, open entry/open exit course.

**The Communication Studies Lab** is designed to support and assist students in Communication Studies. The lab consists of two hi-tech studios equipped with cameras, HD, monitors – including one large flat panel monitor for slideshow presentations, microphones, and computers for simple video recording.

**TRIO/SSS (Student Support Services):** provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the TRIO program is to help students meet their educational goals, to graduate, and to transfer to a four-year college. To apply, please fill out an application in the Learning Center.

**Study Skills and Tutor Training:** Provides one-on-one and small group tutoring in student success skills and in a variety of subject areas. The center also offers the tutor training course LSKL 110, Directed Experience in Tutoring, which is a variable credit, open-entry course for students who are acting as tutors either at Skyline College or in one of our partner schools. LSKL 801, Applied Study Skills Assistance, offers variable credit (0.5-3.0 units) in the skills necessary for academic success.

**The Writing and Reading Lab (WRL)** offers students assistance with reading and writing assignments from any Skyline course. For students who want assistance on more than an occasional basis, the WRL offers three courses: English 650 (English Supplement for TRIO Students), ESOL 655 (English as a Second Language Supplement), and LSKL 853 (Writing Assistance Lab). Students can enroll in these courses at any time up until two weeks before the end of the semester for extra help with reading and writing assignments. These courses offer tutoring in an open-entry, self-paced, variable unit format (0.5-3.0 units). The WRL also offers an array of self-paced materials to allow students to build their skill in reading and writing, and a series of reading and writing-related workshops taught by Skyline faculty.

For general information about the Learning Center, call (650)-738-4144 or see our website: [http://www.SkylineCollege.edu/general/learningcenter/index.html](http://www.SkylineCollege.edu/general/learningcenter/index.html).

**THE COLLEGE LIBRARY**

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 50,000 volumes and subscriptions to 235 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases. The Library’s web address is [www.SkylineCollege.edu/library](http://www.SkylineCollege.edu/library).

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer demonstration area for class orientations.

Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.
LEARNING COMMUNITIES

What is a Learning Community?

Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students in each class of the Learning Community. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on themes from more than one perspective.

In Learning Communities, faculty members assist learning and innovation as everyone works together to create community in a positive learning environment. Students participate in groups to share ideas and help each other learn. There is a greater sense of involvement with students and professors.

Please see the current Class Schedule for specific Learning Community opportunities.

ASTEP

(AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program offers a variety of classes and support services, such as academic counseling, group tutoring, priority registration and academic skills workshops. In addition, student leadership training seminars and community service learning opportunities are provided. ASTEP also sponsors activities, colloquiums and field trips that encourage cultural enrichment and promote personal growth.

Connected to the program is a first of its kind learning community called the African-American Experience Learning Community. Students in this learning community learn about African-American culture, tradition, identity, history, psychology and contemporary life through lectures, discussions, film, guest speakers and presentations. Each course prepares students to take that very important step towards transferring to a four-year college or university.

The ASTEP program includes the Math Academy, an innovative approach to mathematics classes that offers in-class counseling and in-class tutoring to provide the support students need to succeed.

The program offers tours of local colleges and universities that allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by contacting Patricia Deamer at (650) 738-4217 or Phyllis Taylor at (650) 738-4233, or by visiting the ASTEP webpage at www.SkylineCollege.edu.

Career Advancement Academy – Allied Health

The Allied Health Career Advancement Academy provides a bridge of courses in English, Math, Counseling, and Introduction to Health Careers to prepare students for entry into healthcare programs the following semester. A Career Certificate in the Allied Health areas of Emergency Medical Technician, Medical Office Assistant, Nursing Assistant, or Sterile Processing will be awarded upon completion of the program. Please contact the Career Advancement Academy Coordinator at skycaa@smccd.edu or call (650) 738-4185 for more information.

Career Advancement Academy – Automotive Technology

The Automotive Technology Career Advancement Academy provides the necessary instruction to gain the hands-on skills essential for beginning a career in the automotive industry, in just one semester. Students receive a Certificate of Specialization upon completion of the program and have the tools to enter the workforce and pursue further automotive education. Please contact the Career Advancement Academy Coordinator at skycaa@smccd.edu or call (650) 738-4185 for more information.

First Year Experience

The First Year Experience (FYE) Learning Community is designed to assist students new to Skyline College. Students, faculty and counselors collaborate through a set of chosen classes to establish a strong foundation for success in college. By enrolling in all the FYE classes, the student is joining a community of learners with a common goal of progressing through math and English courses while learning important skills for student success.

For more information, contact FYE Coordinator Vanson Nguyen at nguyenv@smccd.edu, or call (650) 738-4147.

Hermanos/Hermanas Program

Hermanos, which means “brothers,” and Hermanas, which means “sisters,” in Spanish, is a transitional program for Latino high school students that addresses their academic, psychological and social needs (while still in high school) through connecting with family, academic support, mentoring, and resources. Its goal is to increase educational opportunities for Latino and Latina students and to enhance the successful transition from high school to college.

The program’s purpose is to establish a brotherhood and sisterhood of Latino/a students, teachers, staff, and mentors dedicated to the success of each individual Hermano/a; assist Hermanos/as in developing strong self-identities, cultural and community awareness, and leadership abilities; provide life skills essential to personal success; promote the academic and career goals of each Hermano/a from high school to college; and provide support and assistance in striving for academic excellence.
Honors Transfer Program

The Skyline College Honors Transfer Program provides enhanced transfer and educational opportunities for highly motivated students who seek a challenging academic experience for intellectual and personal growth. The program provides special Honors sections of regular courses and seminars taught by outstanding instructors, as well as enriched cultural and leadership activities to help Honors students achieve their academic and personal goals. The Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

The program is committed to making it possible for Honors students to maximize their potential by expanding their intellectual capabilities, developing creative and critical thinking skills, practicing leadership skills, and opening new pathways to educational and personal quests.

Some of the advantages of being in the Honors Transfer Program are enhanced transfer and educational opportunities in the form of scholarships, priority consideration to selective universities, honors recognition on transcript, leadership and community service activities, and cultural enrichment. In addition, students are taught by inspiring instructors in a stimulating environment among other students who seek intellectual challenges to prepare them to succeed in a university setting. Honors students work with a designated Honors counselor who provides them with academic and personal counseling in planning both short- and long-term educational and career goals.

Eligibility criteria for the program are:

- Eligibility for English 100 and
- Eligibility for Intermediate Algebra (Math 120)

And at least one of the following:

- Minimum 3.5 high school GPA, or
- Minimum cumulative college GPA of 3.25 in at least 9 units of college degree applicable courses.

Interested students who do not meet the eligibility criteria above may be admitted into the program on a provisional basis. In addition to the application form, these students must also:

1. Be referred by an instructor or counselor, and
2. Be interviewed by the Honors Coordinator and Honors Counselor.

To complete the program, students must graduate with a minimum 3.25 overall GPA and a 3.25 GPA in at least 15 units/4 courses of Honors coursework. In addition, students must complete a 16-hour community service requirement. Each Honors course completed will be noted “Honors” on the student’s transcript. The designation of “Honors Transfer Program Graduate” will appear on the transcript and the degree, if applicable, of those students who complete the program. They will also be recognized at graduation. In addition, many universities recognize academic excellence as reflected by completion of the program.

For more information and an application form, contact Katharine Harer, HTP Coordinator, at (650) 738-4412, or email her at harer@smccd.edu, or visit the Honors Transfer Program web page at www.SkylineCollege.edu, click on Honors at Skyline.

Kababayan Program

The Kababayan Program (Filipino for “countryman”) is a transfer and community support program with the goal of increasing proficiency in English skills for success in college, work and life. It is open to all students and focuses on the Filipino and Filipino American student experience. By using culturally appropriate texts – about the Filipino and Filipino American experience – the Kababayan Program instructors, tutors and mentors generate lively and timely discussions about the students themselves and the community around them, making the students’ coursework “come alive” and providing a solid foundation for their academic success.

Students in the Kababayan Program receive counseling assistance, tutoring and supplemental instruction. They are connected to professional and peer mentors who assist them in achieving academic success and transferring to other colleges and universities. Students also engage in extracurricular activities, including art, music and literary events, college tours, and community functions to foster a sense of community within the Kababayan Program.

The Kababayan Program consists of three core English courses which students need in order to earn their Associate Degrees or transfer to a four-year university: English 846, 100 and 110. In addition, the Kababayan Program offers English 104 – Applied English Skills for Cultural Production, a unique year-long course for students to write, edit, produce, and perform an annual “Filipino Cultural Night,” an evening of acting, singing and dancing that celebrates the Filipino and Filipino American experience. Other courses include Filipino, reading, literature, history, music and sociology.

For more information, please contact Liza Erpelo, Kababayan Program Coordinator and English instructor, by telephone at (650) 738-4119 or by email at erpelo1@smccd.edu, or visit the Kababayan Program web page at www.SkylineCollege.edu/kababayan.
Puente

Founded in 1981, the Puente Program (Spanish for “bridge”) is a national-award-winning program that has improved the college-going rate of thousands of California’s educationally underrepresented students. The original program mission was to increase the number of Chicano/Latino students transferring to four-year colleges and universities. Today the program is open to all students. Through the reading of texts highlighting the Chicano/Latino experience, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities such as college tours, mentor networking, and social and literary events, and family nights to foster a sense of community within the program. Initiating its program in 1992, Skyline is one of 54 community colleges participating throughout California.

Puente Program courses begin in Fall Semester and continue in Spring Semester. In the fall, Puente students are strongly advised to concurrently enroll in English 846 AP (Reading and Writing Connections) and Counseling 100 AP (College Success), since their curriculum is related. In the spring, students will continue on to English 100 AP (Composition).

For more information, please contact the Puente Program Coordinator at (650) 738-4146.

Women In Transition (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition into the academic environment. Whether you are a re-entry student with a few college courses under your belt, a first-generation college student, or trying to become self-sufficient and learn new skills, the WIT Program can assist you. Our goal is to encourage women to expand their horizons and reach their intellectual, professional and personal goals. It is our philosophy that central to a student’s success is a comprehensive academic and social support system that extends from pre-orientation through graduation. To that end, the WIT Program combines the rigors of an academic program with an integrated support network that helps women persist and succeed. This includes pre-registration counseling, career and life planning courses, the Women in Transition seminar, and core WIT courses in English and Math, in addition to information on transferable coursework and job placement. For further information, contact Lori Slicton, WIT Coordinator, at (650) 738-4157 or via email at slicton@smccd.edu, or visit the program’s website at www.SkylineCollege.edu/general/learningcommunities/wit.html.

MEDIA SERVICES

Media Services supports the Skyline campus with audio-video media equipment for presentations, conferences and special events. Among these are LCD projectors, laptops, document cameras, microphones, public address systems and video cameras. Media Services also provides DVD duplication, VHS to DVD transfer, basic DVD authoring, videographer services, Skype teleconference setup, telephone conference setup, special club event setup, and trains faculty and staff on audio-video equipment.

Media Services can be found near the Learning Center in Building 5, Room 5116. For assistance, please contact Kamla Buccheri (650) 738-4142 or Ira Lau (650) 738-4132.

MESA

(MATH, ENGINEERING & SCIENCE ACHIEVEMENT)

The MESA (Math, Engineering, & Science Achievement) Program at Skyline College provides support, encouragement and assistance to students with math and science based majors. MESA serves economically disadvantaged students who plan to transfer to a four-year university and major in such subjects as Biology, Chemistry, Computer Science, Earth Science, Engineering, Math, Physics, and Pre-Med. The MESA Program offers academic and transfer counseling, field trips to universities and industries, Academic Excellence Workshops, and leadership development opportunities. Students also have access to the MESA Center, which gives them a chance to work on school projects, meet other students with similar majors, and participate in MESA activities.

The MESA Center is located in Building 7, Room 7309. For more information contact the MESA Director at (650) 738-4244.

PARKING

All persons parking on the Skyline College campus are responsible for knowing and following the college’s parking regulations. Complete parking regulations are also available online at http://www.skylinecollege.edu/online/findpeopleplaces/placesoncampus/parkingpublictrans.html.

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 and display a campus parking permit in their vehicle at all times while parked on the Skyline College campus. (Motorcycles are excluded if parked in designated motorcycle parking.) Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is $40.00 for fall and spring semesters and $20.00 for the summer session, or a two-term permit may be purchased for $70.00 (fall and spring together). These fees are nonrefundable except by action of the college.
Parking permits may be transferred from one vehicle to another.

One day parking permits are available for $2.00 per day from coin/bill operated parking permit dispensers located in student parking lots A, C, F, G, L, N and P. There are visitor lots that have pay-by-space, timed parking in Lots D and M.

Students may pay for their parking permits at the time of WebSMART registration, online or in person at the Cashier’s Office.

Students may park in designated student parking lots only. Staff lots are marked with yellow parking lines and are reserved for Staff and Faculty only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, all students, staff, faculty and the general public must obey all campus, local and state regulations.

A parking permit is required inside the vehicle in order to park in any lot on campus other than a visitor lot. All Staff parking areas on the Skyline College campus are restricted to San Mateo County Community College District employees (excluding student aids, assistants or student workers while enrolled in the current semester). Vendors and contractors at the college may also park in staff parking lots with proper authorization and permit.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline 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 Public Safety Office, Building 6, Room 106, (650) 738-4199.

Parking Grace Periods

There is a two-week grace period in student parking lots only at the beginning of the fall and spring semesters. There is a one-week grace period in student parking lots only at the beginning of the summer session. The grace period does not apply to staff lots, handicap parking and other restricted parking areas.

Visitor Parking

Visitors to the Skyline campus may park in Visitor Lot D or Visitor Lot M. These visitor lots are pay-by-space meter parking. After parking the vehicle, the visitor notes the number of the parking space, enters the number into the meter, and deposits coin or currency. The receipt from a visitor parking permit machine does not have to be displayed in the vehicle. Visitor parking permits are valid ONLY in the respective visitor parking lot in which they are purchased. Daily permits, Staff/Faculty permits, and Student permits are not valid in visitor parking lots.

Visitors may also park in student lots if they have purchased a daily parking permit. For the location of daily parking permit machines, please refer to the campus map.

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 also purchase a student parking permit issued through Skyline College. Disabled parking is available in student and staff lots. Transportation from student lots to campus may be arranged through the Disabled Students Program and Services Office at (650) 738-4280.

The Public Safety Office staff has identified the following Student Learning Outcomes for the various services provided by the Public Safety Office:

- Students will be aware of the smoking policy.
- Students will follow the campus rules and regulations.

SPARKPOINT

SparkPoint at Skyline College is a financial education and coaching support service program that provides students with the tools to achieve financial stability. Through partnerships with a broad range of organizations and funders, SparkPoint at Skyline College brings added value to the services and resources that Skyline College offers students and other community members. Affiliated with United Way of the Bay Area, SparkPoint at Skyline College features financial coaches that students and others utilize like personal trainers in order to achieve financial fitness. Students work one on one with their personal financial coach to:

- Increase income with certificates and degrees
- Discover and access resources including benefits when eligible
- Create a balanced budget
- Access free and low cost banking
- Obtain your credit report and correct mistakes
- Understand your credit score
- Pay off debt and save

SparkPoint includes the English Language Institute, the Grove Scholars Program, Income Tax Preparation Assistance, Career and Employment Services, California Employment Development Department, public benefits screening, an on-site food pantry for individuals and families who need food, and referral assistance for those seeking shelter. Learn about our many programs and services by visiting our website at www.skylinecollege.edu/sparkpoint. Contact Adolfo Leiva at (650) 738-7035 or leiva@smccd.edu for more information.
The SparkPoint Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by the SparkPoint Center:

• Students will engage SparkPoint services and resources by completing the SparkPoint Welcome Form and identifying SparkPoint services to pursue.
• SparkPoint Students who engage in Financial Coaching will improve their financial stability by identifying financial goals, creating a budget and taking up two or more SparkPoint Services.

STUDENT LIFE

The Center for Student Life and Leadership Development is an excellent resource center for students who have questions related to campus life at Skyline College or are interested in creating or participating in campus activities. Skyline student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student activities. The Center for Student Life and Leadership Development also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Center for Student Life and Leadership Development at (650) 738-4275.

Vending and Space Room Reservations: All student clubs and organizations, off-campus organizations, or vendors who want to facilitate a special event, hold a fundraising event on campus, sell their product, or hand out information about their group must make a space reservation at the Center for Student Life and Leadership Development by calling (650) 738-4275. Additional information about event planning and space/room reservations is listed in the Time, Place and Manner Policy in the Student Handbook. Note: Facilities reservations must be made at least 15 business days in advance of the event.

Vending Complaints and Refunds: All complaints regarding vendor service or malfunctioning vending machines should be reported to the Center for Student Life and Leadership Development. Refunds for lost funds are processed at the Center for Student Life and Leadership Development during regular business hours.

The Center for Student Life and Leadership Development staff have identified the following Student Learning Outcomes for the various services provided by the Center for Student Life and Leadership Development:

• The ASSC Governing Council will understand the College and District shared governance processes.
• The ASSC Governing Council and SOCC members will be able to conduct needs assessments, understand event planning policies and procedures, and manage a budget to stage effective events on campus.
• Student will demonstrate an understanding of their rights and responsibilities as members of our campus community.

STUDENT CLUBS

Participation in one or more of the student clubs and organizations is a great way to make the most of your college experience. These clubs offer many and diverse opportunities to students for both social and educational contacts. A list of student clubs may be found in the current Class Schedule, in the Student Handbook, and at the Center for Student Life and Leadership Development.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities at (650) 738-4275 or the Vice President of the Associated Students at Skyline College at (650) 738-4327.

STUDENT GOVERNMENT

(ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

The Associated Students of Skyline College (ASSC) is the student government organization. The ASSC ensures that the needs and concerns of the student body are addressed and heard in the campus and district decision-making process. The ASSC also provides and supports a wide range of educational, cultural and social programs at Skyline College.

Goals & Objectives

• Advocate for and protect student rights
• Increase cultural awareness
• Develop and implement student activities
• Improve communication between all campus and district constituency groups
• Develop an inclusive and responsive campus climate that encourages open communication and dialogue between students, faculty and staff
• Increase and improve financial resources and services for students

ASSC Services to Students

• Represents students on campus with district issues
• Provides leadership opportunities
• Offers scholarships
• Lobbies for students’ rights at the state and federal level
• Provides partial funding for student clubs and departmental activities
• Supports student publications
• Funds leadership conferences
• Donates to campus-wide events and activities
Voting member positions in the ASSC are obtained through elections or by appointment. Any interested student with a minimum G.P.A. of 2.05, enrolled in at least six units, and who has paid the Student Body Fee is eligible to participate. Students can pick up an application from the Center for Student Life and Leadership Development, Building 6, Room 6212, during election season or visit the ASSC webpages at http://www.skylinecollege.edu/studentgovernment/index.php.

STUDENT PUBLICATIONS

The following publications are published for the student body:

The Student Handbook, which is available online, contains information for incoming students about campus rules, student conduct, college staff, student organizations, and services of the college.

The Skyline View, is a student-run print and online newspaper that covers the campus community and is produced by Skyline College journalism students. Publication opportunities for non-journalism students include guest opinion columns, letters to the editor, and more.

Talisman, the literary magazine produced by the English 161/162 Creative Writing class each May, contains original art and literature. The Victoria Alvarado Memorial Short Story Award, including a cash prize, is given for the best story submitted. The Dorothy Dutcher Award is given for the best submission in poetry or in journal-writing.

STUDENT SERVICES

ONE STOP CENTER

Skyline’s Student Services One Stop Center is located on the second floor of Building 2. The majority of student support services are located in the Center. Students wishing to obtain more information about available services should check in at the One Stop Information Desk or call (650) 738-4465. Staff are available day and evening hours. Campus tours can be arranged upon request.

STUDY ABROAD PROGRAM

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students the opportunity to study and live abroad, earning up to 15 units toward an Associate degree which are transferable for Bachelor’s degree credit. Current offerings include Barcelona, Spain in the fall and Florence, Italy in the spring. Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.5. Costs, including flights and living accommodations, are reasonable, and financial aid is available. Early planning is advisable. Check the website for more information and contacts:

http://collegeofsanmateo.edu/studyabroad.

TRANSFER CENTER

The Transfer Center provides comprehensive transfer services, resources, activities, and events. Transfer assistance includes:

- Application and informational workshops
- University tours and off-campus events
- Visits and advising appointments with university representatives
- Transfer Admission Guarantee programs
- Transfer and articulation information
- Access to computers for college research

Sign-up to be on the transfer email list to keep informed about on/off-campus transfer-related events and activities. Transfer information and a calendar of ongoing events are posted on the Center’s webpage at www.SkylineCollege.edu/transfercenter/index.php. Please visit the Transfer Center in Building 2, Room 2227, or call (650) 738-4232.

The Transfer Center faculty and staff have identified the following Student Learning Outcomes for the various services provided by the Transfer Center:

- Students who utilize the Transfer Center’s services, events, and programs will demonstrate the ability to access, utilize, and integrate new transfer information learned into their transfer planning.
- Students who utilize the Transfer Center services and resources will be able to express their transfer goals with clarity and purpose.
- Students who utilize the Transfer Center’s services and resources, and participate in the center’s events, will demonstrate an increased level of confidence in their transfer knowledge.

TRIO/STUDENT SUPPORT SERVICES (SSS)

TRIO/SSS (Student Support Services) provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the TRIO program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, fill out an application in the Learning Center.

For general information about the Learning Center, call (650)-738-4144 or see our website: http://www.SkylineCollege.edu/general/learningcenter/index.html.
VETERANS AND VETERANS’ DEPENDENTS

Skyline College is approved by the Veterans Administration to fund veterans for degrees and certificates. Students attending Skyline College under the veterans’ programs should contact the Veterans’ Affairs Assistant in the Office of Admissions and Records to initiate a claim for education benefits. Benefits received by each veteran will vary according to the following scale of units attempted:

- 12 units – full-time benefits
- 9 units – three-quarters benefits
- 6 units – one-half benefits

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Applications should be made to the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (800) 807-5799.

See “Veterans and Veterans’ Dependents” under the Admission section of this Catalog for further information.

LIMITATIONS ON PROGRAMS AND SERVICES

In order to be able to adjust to the changing availability of resources, Skyline College reserves the right to modify the programs, services, and regulations detailed in this catalog. Regulations are also subject to change by actions of the State legislature and the Board of Governors of the California Community Colleges.