About the Cover

Rosa Mirella Pumacayo is a returning Skyline College student majoring in Psychology working to transfer to a four-year university. She has earned a certificate in Early Childhood Education.
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.

Board of Trustees
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Regina Stanback Stroud, Ed.D., President, Skyline College

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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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## Campus Directory

### Main Line (650) 738-4100

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SUMMER SESSION 2014

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<tr>
<td>July 4</td>
<td>Independence Day – Holiday</td>
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<tr>
<td>July 10</td>
<td>Last Day to Apply for AA/AS Degree or Certificate for Summer Award</td>
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<tr>
<td>July 26</td>
<td>Six-Week Summer Session Ends</td>
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<tr>
<td>August 2</td>
<td>Seven-Week Summer Session Ends</td>
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<td>August 9</td>
<td>Eight-Week Summer Session Ends</td>
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<td></td>
<td>Second Five-Week Summer Session Ends</td>
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<td>August 14</td>
<td>Summer grades available on WebSMART</td>
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FALL SEMESTER 2014

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<th>Date</th>
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<td>August 14 &amp; 15</td>
<td>Flex Days – No Classes</td>
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<tr>
<td>August 18</td>
<td>Day and Evening Classes Begin</td>
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<tr>
<td>August 29</td>
<td>Last Day to Drop Semester Length Classes with Eligibility for Partial Refund</td>
</tr>
<tr>
<td>August 29</td>
<td>Last Day to Add Semester Length Classes</td>
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<tr>
<td>August 30 &amp; 31</td>
<td>Declared Recess</td>
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<tr>
<td>September 1</td>
<td>Labor Day – Holiday</td>
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<tr>
<td>September 7</td>
<td>Last Day to Drop Semester Length Classes without Appearing on Record</td>
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<tr>
<td>September 8</td>
<td>Census Day</td>
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<tr>
<td>October 3</td>
<td>Last Day to Apply for Degree – Certificate</td>
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<tr>
<td>November 8 &amp; 9</td>
<td>Declared Recess</td>
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<tr>
<td>November 10</td>
<td>Veterans’ Day (Observed) – Holiday</td>
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<td>November 17</td>
<td>Last Day to Withdraw from Semester Length Classes</td>
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<td>November 26</td>
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SPRING SEMESTER 2015

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<td>January 19</td>
<td>Martin Luther King, Jr. Day – Holiday</td>
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<td>January 20 &amp; 21</td>
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<td>January 22</td>
<td>Day and Evening Classes Begin</td>
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<td>February 4</td>
<td>Last Day to Drop Semester Length Classes with Eligibility for Partial Refund</td>
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<td>February 4</td>
<td>Last Day to Add Semester Length Classes</td>
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<td>February 13</td>
<td>Lincoln’s Birthday (Observed) – Holiday</td>
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<td>February 14 &amp; 15</td>
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<td>February 16</td>
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<td>Last Day to Drop Semester Length Classes without Appearing on Record</td>
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<td>February 17</td>
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<td>May 29</td>
<td>Commencement Ceremony</td>
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TENTATIVE SUMMER SESSION 2015

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<td>June 15 – August 1</td>
<td>Seven-Week Summer Session</td>
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<td>June 15 – August 8</td>
<td>Eight-Week Summer Session</td>
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<tr>
<td>July 3</td>
<td>Independence Day – Holiday (Observed)</td>
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President’s Message

WELCOME TO SKYLINE COLLEGE

Completing your college education is the single most important thing you can do to improve your circumstances and those of your family and community. You have chosen one of the finest institutions of higher education in California located right here in the San Francisco Bay Area. It is here that you will enjoy a richness of diversity in cultures, backgrounds, languages, experiences, histories and perspectives. This globalized campus hosts a number of excellent programs and services that are designed to serve you in your efforts to gain an education or skill, enter or advance in the workplace, or transfer to a baccalaureate degree granting institution.

The great state of California has made a wonderful commitment to an Educational Master Plan that empowers its residents by providing access to higher education. You and San Mateo County voters have consistently supported and recognized Skyline College to be an important part of the community. While we all must remain committed to the investment in public education, you are the one who has to pursue your education with a messianic zeal. It is this education that will free you of many of life’s limitations and liberate society as a whole.

Famed author and intellectual, bell hooks, (she does not capitalize her name) said on page 207 of her 1994 seminal book, Teaching to Transgress:

“The academy is not paradise. But learning is a place where paradise can be created... In the field of possibility we have the opportunity to labor for freedom, to demand of ourselves and our comrades, an openness of mind and heart that allows us to face reality even as we collectively imagine ways to move beyond boundaries, to transgress. This is education as the practice of freedom.”

I urge you to practice until you get it right. Get an education as if your life and the lives of future generations in your family depend on it – because they do.

Sincerely,

Regina Stanback Stroud, Ed.D.
President
MISSION – VISION – VALUES

MISSION STATEMENT
To empower and transform a global community of learners.

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

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-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Participatory 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.”
**GENERAL INFORMATION**

**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 participatory governance.

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

4. 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.

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

6. Play a central role in the preparation of the region’s workforce and expand networks and partnerships with businesses, the community and non-profit organizations.

7. Establish and maintain fiscal stability and alignment of programs and services to the core Mission – Vision – Values of the college.

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.

**DIVERSITY IS VALUED AT SKYLINE COLLEGE**

Skyline College through its ‘student-first philosophy’, values diversity as demonstrated through its institutional values and commitment to social justice and educational equity. The College is committed to mutual respect between all constituencies and availability of quality educational programs and services for every member of our community regardless of level of preparation, socioeconomic status, cultural, religious or ethnic background, or disability. The institutional culture creates opportunities for engagement through fair, inclusive, and transparent processes based on an open and honest collegial environment. Hence, the foundation of our mission, vision and values statements, To empower and transform a global community of learners.

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

Upon completing an A.A./A.S. degree and/or transfer preparation, students will show evidence of ability in the following core competency areas:

**Critical Thinking**

Students will be able to demonstrate critical thinking skills in problem solving across the disciplines and in daily life.

**Effective Communication**

Students will be able to communicate and comprehend effectively.

**Citizenship**

Students will be able to use knowledge acquired from their experiences at this college to be ethically responsible, culturally proficient citizens, informed and involved in civic affairs locally, nationally, and globally.

**Information Literacy**

Students will be able to demonstrate skills central to information literacy.

**Lifelong Wellness**

Students will be able to demonstrate an understanding of lifelong wellness through physical fitness and personal development.

**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 Colleges of 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 basic skills education in language and computational skills required for 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. Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
8. 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. Participatory 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

Per Board Policy 6.35, Skyline College and the San Mateo County Community College District are dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District’s faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the rights enjoyed by faculty under the California and United States Constitutions. 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.

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 at http://skylinecollege.edu/accreditation/index.php.

GAINFUL EMPLOYMENT

LICENSED ELIGIBILITY REQUIREMENTS

Data on Gainful Employment and Licensure Eligibility Requirements are available on the Planning, Research and Institutional Effectiveness website at www.skylinecollege.edu/generalinformation/gainfulemployment.php.
Enrollment & Academic Information

- 5 Steps to Successful Enrollment 12
- How to Enroll 13–33
- Fees/Refund Policy 34–36
- Grades & Scholastic Honors 37–38
- Academic Standards 39–45
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 28 for information on scheduling your assessment.

**Step 3  COMPLETE ORIENTATION**
Counseling Center, 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 29 for further information on orientation. (In person orientation is available on a limited basis.)

**Step 4  MEET WITH A COUNSELOR**
Counseling Center, Building 2, (650) 738-4318
During the counseling session, 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
Step 1 – Admission

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:

Disabled Students: Contact the Disability Resource Center 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.

High School/Concurrent Students: Provide College Connection Concurrent Enrollment Course Request Form with parent and principal signatures certifying approval of college courses.

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.

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

Foundations in Early Childhood Education: The ECE Foundations Program is a Career Advancement Academy program by special application only. No application is required for other ECE classes.

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 Program 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](http://www.skylinecollege.edu/highschool).

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

**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/guardian 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 students who are registered for less than 11.5 units. 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 (AP), College Level Examination Program (CLEP), Credit by Examination (CBE), or the International Baccalaureate Examination (IB) 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 (AP):** Please see the Advanced Placement Exam Credit Policy chart on pages 20 – 23 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 College 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 12.0 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination, however, may not be counted in determining the 12.0 semester units in residence. 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 (IB):** See the International Baccalaureate Examination Credit Policy chart on pages 23-24 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 April 15 – Early Admission, July 1 – Late Admission.
   - Spring applications are due mid-October, Late Admission – November 15.
   - Deadline dates are subject to change.
2. Have the ability to pay international student tuition, application, enrollment and health fees. The Skyline College 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 28 months.
5. Meet criteria for admission:
   a. Submit a completed International Student Application available on Skyline’s website: [www.skylinecollege.edu/international](http://www.skylinecollege.edu/international).
   b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper 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. Approved foreign transcript evaluation services are:
      - **International Education Research, Inc.**
        P.O. Box 3665
        Culver City, CA 90231-3665
        Phone: (310) 258-9451
        Fax: (310) 342-7086
      - **World Education Service**
        Bowling Green Station
        P.O. Box 5087
        New York, NY 10274-5087
        Phone: (212) 966-6311
        Fax: (212) 739-6100
      - **Academic Credentials Evaluation Institute**
        P.O. Box 6908
        Beverly Hills, CA 90212
        Phone: (310) 275-3530
        Fax: (310) 275-3528
   f. Applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Skyline College admission requirements and is in status with U.S. Immigration and Citizenship Services.
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 $1,435.00 annually, or $601.00 for Fall, $594.00 for Spring and $240.00 for Summer. **Insurance rates are subject to change.**
10. Please refer to [www.skylinecollege.edu/international](http://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 is 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.
**NON-RESIDENT 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 nonresident AB540 student, other than a nonimmigrant alien, who meets all of the following requirements, to be exempt from paying nonresident tuition at a California Community College must file a Dream Act Application if:
   - The student must have attended a high school (public or private) in California for three or more years.
   - The student must have graduated from a California high school or attained the equivalent (e.g., passed the GED or California High School Proficiency Exam).
   - The student must be registered at or enrolled in an accredited California institution of higher education.
   - An alien student who is without lawful immigration status must file an affidavit with the college that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

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. A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.

4. Nothing in this statute modifies eligibility standards for any form of student financial aid.

5. 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.

**TRANSCRIPT EVALUATION SERVICE**

Students who have completed coursework at colleges and universities outside of the San Mateo County Community College District (SMCCCD) are encouraged to use the Transcript Evaluation Service within the first semester of enrollment.

Previous college level coursework is reviewed, analyzed, and applied, as appropriate, to the educational goals at Skyline College: associate degrees, certificates, California State University General Education Certification (CSU GE Cert), and/or Intersegmental General Education Curriculum Certification (IGETC Cert).

SMCCCD accepts coursework from colleges and universities with accreditation from the following organizations.

- **MSA** – Middle States Association of Colleges and Schools, Commission on Higher Education
- **NASC** – Northwest Association of Schools and Colleges
- **NWCCU** – Northwest Commission on Colleges and Universities
- **NCA-HLC** – North Central Association of Colleges and Schools, Higher Learning Commission
- **NEASC-CIHE** – New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
- **SACS** – Southern Association of Colleges and Schools, Commission on Colleges
- **WASC-ACCJC** – Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- **WASC-ACSCU** – Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
To be eligible to use the Transcript Evaluation Service, students must be:

1. Currently enrolled in a minimum of 6 units within the SMCCCD, or
2. Have previously completed at least 6 units within the SMCCCD and currently enrolled in .5 or more units.

Current enrollment is required to determine accurate catalog rights for evaluation purposes. Foreign coursework can be reviewed for application to a certificate or associate degree only if the foreign coursework has been evaluated by an approved foreign transcript evaluation service.

For the purpose of transcript evaluations for CSU GE or IGETC certification, students who have completed coursework at more than one California community college should prepare to have CSU GE or IGETC coursework certificated by the Admissions and Records Office of the last California community college they attended for a regular term (fall or spring for semester schools and fall, winter or spring for quarter schools) prior to transfer.

If Skyline College will be the last California community college attended during a regular term prior to transfer, use the Transcript Evaluation Service to identify coursework approved for the purpose of CSU GE and/or IGETC certification. Then request, via Web SMART, that the final transcript be sent to your transfer destination. Transfer rules prohibit application of foreign coursework to CSU GE or IGETC. Students should meet with a counselor for more information.

To request a transcript evaluation, go to smccd.edu/ transeval. Evaluations are conducted only after all official transcripts have been received and processed by the Admissions and Records Office. When requesting an evaluation for coursework completed at a private or out-of-state school, students are often asked to provide course descriptions and other informational documents.

VETERANS AND VETERANS’ DEPENDENTS

Welcome Veterans!

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 Chapter 30, 33 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans’ Spouses or Dependents), and Chapter 1606 (Selected Reserve). All Students, except those under Chapter 31, buy their own books and supplies. Those interested in attending Skyline College under any of these chapters should contact the Veterans’ Assistant in the Office of Admissions and Records (Building 2) to apply for benefits.

Honorably discharged veterans with at least 30 days of active military service may be eligible for educational benefits for a period of ten years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. See the Veterans’ Assistant in the Office of Admissions and Records. Those who have previously attended college must file official copies of all college transcripts with Admissions and Records.

College policy regarding Academic Probation applies to all students. Veterans students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following semesters or the College is required to report a termination of the veteran’s benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). More information is available from the Veteran’s Assistant.
Application of External Exams (AP, IB, CLEP) to General Education Areas

IGETC • CSU GE • Associate Degree GE
San Mateo County Community College District
Canada College  College of San Mateo  Skyline College

Important Note to Students – If you plan to complete an associate degree or CSU GE or IGETC certification within the San Mateo County Community College District, submit official AP, IB, or CLEP exam results to your Admissions and Records Office and request a SMCCD Transcript Evaluation at www.smccd.edu/transeval.

SMCCD applies external exam credit to associate degree general education requirements in the same manner as CSU applies external exam credit to CSU general education requirements. External exam results are applied to General Education Area Requirements Only. External exam evaluation results appear on WebSmart Degree Works Audit.

Use the reference links located on the SMCCD Transcript Evaluation website under External Exams (www.smccd.edu/transeval) to view additional information about the application of external exams and the unit values applied to general education areas, admissions units generated by external exams, and other information and restrictions. Transfer students should work with a counselor to determine how to apply external exam results to transfer major requirements. All students should work with a counselor to develop a comprehensive SEP after the external exam evaluation is completed.

### Advanced Placement Exams (AP)

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Column 1 Application to IGETC Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>Area 3A or Area 3B</td>
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<td>ART – STUDIO/2-D</td>
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</tr>
<tr>
<td>ART – STUDIO/3-D</td>
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</tr>
<tr>
<td>ART – STUDIO/Drawing</td>
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</table>

Column 1 – With a score of 3, 4, or 5, AP credit may be applied to Intersegmental General Education Transfer Curriculum (IGETC) certification.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Column 2 Application to CSU GE Certification</th>
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</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>Area C1 or Area C2</td>
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<tr>
<td>ART – STUDIO/2-D</td>
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</tr>
<tr>
<td>ART – STUDIO/3-D</td>
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</tr>
<tr>
<td>ART – STUDIO/Drawing</td>
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</tbody>
</table>

Column 2 – With a score of 3, 4, or 5, AP credit may be applied to California State University General Education (CSU GE) certification.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Column 3 Application to SMCCD Associate Degree General Education</th>
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</thead>
<tbody>
<tr>
<td>ART HISTORY</td>
<td>Arts or Humanities Area</td>
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<tr>
<td>ART – STUDIO/2-D</td>
<td>NA</td>
</tr>
<tr>
<td>ART – STUDIO/3-D</td>
<td>NA</td>
</tr>
<tr>
<td>ART – STUDIO/Drawing</td>
<td>NA</td>
</tr>
</tbody>
</table>

Column 3 – With a score of 3, 4, or 5, AP credit may be applied to Associate Degree General Education area requirements at Canada College, College of San Mateo, and Skyline College.

3 semester units awarded toward GE unless otherwise indicated.

*Some AP results generate different credit value depending upon the date completed. See www.smccd.edu/transeval for additional information.

Continued →
<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Column 1 Application to IGETC Certification</th>
<th>Column 2 Application to CSU GE Certification</th>
<th>Column 3 Application to SMCCD Associate Degree General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use the IGETC and UC information links at <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a> to view credit value applied to IGETC and UC admissions.</td>
<td>3 semester units awarded toward GE unless otherwise indicated. *Some AP results generate different credit value depending upon the date completed. See <a href="http://www.smccd.edu/transeval">www.smccd.edu/transeval</a> for additional information.</td>
<td>3 semester units awarded toward GE unless otherwise indicated.</td>
</tr>
<tr>
<td><strong>BIOLOGY</strong></td>
<td>Area 5B &amp; Area 5C</td>
<td>Area B2 &amp; Area B3</td>
<td>Natural Science/Scientific Inquiry Area w/lab 4 semester units</td>
</tr>
<tr>
<td><strong>CHEMISTRY</strong></td>
<td>Area 5A &amp; Area 5C</td>
<td>Taken Fall 2009 or after Area B1 &amp; Area B3*</td>
<td>Natural Science/Scientific Inquiry Area w/lab 4 semester units</td>
</tr>
<tr>
<td><strong>COMP SCIENCE A &amp; AB</strong></td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td><strong>ECONOMICS/Macro</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>ECONOMICS/Micro</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>ENGLISH – Language</strong></td>
<td>Area 1A</td>
<td>Area A2</td>
<td>English/Reading Basic Competency &amp; Written Communication/English Composition</td>
</tr>
<tr>
<td><strong>ENGLISH – Literature</strong></td>
<td>Area 1A or Area 3B</td>
<td>Area A2 &amp; Area C2</td>
<td>English/Reading Basic Competency &amp; Written Communication/English Composition and Humanities Area 6 semester units</td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL SCIENCE</strong></td>
<td>Area 5A &amp; Area 5C</td>
<td>Taken Fall 2009 or later Area B1 &amp; Area B3*</td>
<td>Natural Science/Scientific Inquiry Area w/lab 4 semester units</td>
</tr>
<tr>
<td><strong>GOVERNMENT</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>HISTORY</strong></td>
<td>Area 3B or Area 4</td>
<td>Area C2 or Area D</td>
<td>Humanities Area or Social Science Area</td>
</tr>
<tr>
<td>European</td>
<td>Area 3B or Area 4</td>
<td>Area C2 or Area D</td>
<td>Humanities Area or Social Science Area</td>
</tr>
<tr>
<td><strong>HISTORY United States</strong></td>
<td>Area 3B or Area 4 &amp; US – 1 US History</td>
<td>Area C2 or Area D &amp; US – 1 US History</td>
<td>Humanities Area or Social Science Area</td>
</tr>
<tr>
<td>World</td>
<td>Area 3B or Area 4</td>
<td>Area C2 or Area D</td>
<td>Humanities Area or Social Science Area</td>
</tr>
<tr>
<td><strong>HUMAN GEOGRAPHY</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>CHINESE Language/Culture</strong></td>
<td>Area 3B &amp; Area 6A</td>
<td>Area C2</td>
<td>Humanities Area</td>
</tr>
<tr>
<td>AP Exam</td>
<td>Column 1 Application to IGETC Certification</td>
<td>Column 2 Application to CSU GE Certification</td>
<td>Column 3 Application to SMCCD Associate Degree General Education</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|                         | Use the IGETC and UC information links at www.smccd.edu/transeval to view credit value applied to IGETC and UC admissions. | 3 semester units awarded toward GE unless otherwise indicated.  
*Some AP results generate different credit value depending upon the date completed. See www.smccd.edu/transeval for additional information. | 3 semester units awarded toward GE unless otherwise indicated. |
| FRENCH Language*       | Area 3B & Area 6A                            | Taken Fall 2009 or after                      | Humanities Area                                               |
| FRENCH Literature*     | Area 3B & Area 6A                            |Taken before Fall 2009 Area C2*                | Humanities Area                                               |
| GERMAN Language*       | Area 3B & Area 6A                            | Taken Fall 2009 or after                      | Humanities Area                                               |
| ITALIAN Language/Culture | Area 3B & Area 6A                          |Area C2                                       | Humanities Area                                               |
| JAPANESE Language/Culture | Area 3B & Area 6A                          |Area C2                                       | Humanities Area                                               |
| LATIN – Literature*    | Area 3B & Area 6A                            | Taken before Fall 2009                      | Humanities Area                                               |
| LATIN – Vergil         | Area 3B & Area 6A                            |Area C2                                       | Humanities Area                                               |
| SPANISH Language*      | Area 3B & Area 6A                            | Taken Fall 2009 or after                      | Humanities Area                                               |
| SPANISH Literature*    | Area 3B & Area 6A                            | Taken Fall 2009 of after                     | Humanities Area                                               |
| MATH Calculus AB       | Area 2                                      |Area B4                                       | Math Competency & Critical Thinking/Analytical Thinking Area |
| MATH Calculus BC       | Area 2                                      |Area B4                                       | Math Competency & Critical Thinking/Analytical Thinking Area |
| MATH Calculus BC/AB    | Area 2                                      |Area B4                                       | Math Competency & Critical Thinking/Analytical Thinking Area |
| MUSIC THEORY*          | NA                                          | Taken before Fall 2009                      | Arts Area                                                     |
| PHYSICS B*             | Areas 5A & Area 5C                           | Taken between Fall 2009 and Summer 2015 Area B1 & Area B3* – 4 semester units | Natural Science/Scientific Inquiry Area w/lab 4 semester units |
| PHYSICS 1              | No information at this time                  |Area B1 & Area B3 4 semester units            | Natural Science/Scientific Inquiry Area w/lab 4 semester units |
## AP Exam

<table>
<thead>
<tr>
<th></th>
<th>Column 1 Application to IGETC Certification</th>
<th>Column 2 Application to CSU GE Certification</th>
<th>Column 3 Application to SMCCD Associate Degree General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHYSICS 2</strong></td>
<td>No information at this time</td>
<td>Area B1 &amp; Area B3 4 semester units</td>
<td>Natural Science/Scientific Inquiry Area w/lab</td>
</tr>
<tr>
<td><strong>PHYSICS C Mechanics</strong></td>
<td>Areas 5A &amp; Area 5C</td>
<td>Area B1 &amp; Area B3 4 semester units</td>
<td>Natural Science/Scientific Inquiry Area w/lab</td>
</tr>
<tr>
<td><strong>PHYSICS C Electricity/Magnetism</strong></td>
<td>Areas 5A &amp; Area 5C</td>
<td>Area B1 &amp; Area B3 4 semester units</td>
<td>Natural Science/Scientific Inquiry Area w/lab</td>
</tr>
<tr>
<td><strong>PSYCHOLOGY</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>STATISTICS</strong></td>
<td>Area 2</td>
<td>Area B4</td>
<td>Math Competency &amp; Critical Thinking/Analytical Thinking Area</td>
</tr>
</tbody>
</table>

## International Baccalaureate Exams (IB)

Column 1 – Applied to [Intersegmental General Education Transfer Curriculum (IGETC)](http://www.smccd.edu/transeval) certification with a score of 5, 6, or 7.

Column 2 – Applied to [California State University General Education (CSU GE)](http://www.smccd.edu/transeval) certification with a score of 5, 6, or 7 unless otherwise noted.

Column 3 – Applied to [Associate Degree General Education area at Cañada College, College of San Mateo, and Skyline College](http://www.smccd.edu/transeval) with a score of 5, 6, or 7 unless otherwise noted.

<table>
<thead>
<tr>
<th>IB HL Exam</th>
<th>Column 1 Application to IGETC Certification</th>
<th>Column 2 Application to CSU GE Certification</th>
<th>Column 3 Application to SMCCD Associate Degree General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOLOGY HL</strong></td>
<td>Area 5B</td>
<td>Area B2</td>
<td>Natural Science Area/Scientific Inquiry Area (no lab)</td>
</tr>
<tr>
<td><strong>CHEMISTRY HL</strong></td>
<td>Area 5A</td>
<td>Area B1</td>
<td>Natural Science Area/Scientific Inquiry Area (no lab)</td>
</tr>
<tr>
<td><strong>ECONOMICS HL</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>GEOGRAPHY HL</strong></td>
<td>Area 4</td>
<td>Area D</td>
<td>Social Science Area</td>
</tr>
<tr>
<td><strong>HISTORY HL (ANY REGION)</strong></td>
<td>Area 3B or Area 4</td>
<td>Area C2 or Area D</td>
<td>Humanities or Social Science Area</td>
</tr>
</tbody>
</table>

*Some AP results generate different credit value depending upon the date completed. See [www.smccd.edu/transeval](http://www.smccd.edu/transeval) for additional information.*
## IB HL Exam

<table>
<thead>
<tr>
<th>Column 1 Application to IGETC Certification</th>
<th>Column 2 Application to CSU GE Certification</th>
<th>Column 3 Application to SMCCCD Associate Degree General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 semester units toward IGETC Area</td>
<td>3 semester units toward CSU GE</td>
<td>3 semester units toward AA/AS GE</td>
</tr>
</tbody>
</table>

### LANGUAGE A1 HL (ANY LANGUAGE)

| Any language other than English Area 3B Credit for Area 6A | Taken before Fall 2013 Passing score of 4 Area C2 | Passing score of 4 Humanities Area |

### LANGUAGE A2 HL (ANY LANGUAGE)

| Any language other than English Area 3B Credit for Area 6A | Taken before Fall 2013 Passing score of 4 Area C2 | Passing score of 4 Humanities Area |

### LANGUAGE A Literature HL

| No information at this time | Taken Fall 2013 or after Passing score of 4 – Area C2 | Passing score of 4 Humanities Area |

### LANGUAGE A Language & Literature HL

| No information at this time | Taken Fall 2013 or after Passing score of 4 – Area C2 | Passing score of 4 Humanities Area |

### LANGUAGE B HL (ANY LANGUAGE)

| Area 6A | NA | NA |

### MATHEMATICS HL

| Area 2 | Passing score of 4 Area B4 | Passing score of 4 Math Competency is met. Need math placement test for course placement. |

### PHYSICS HL

| Area 5A | Area B1 | Natural Science Area/Scientific Inquiry Area (no lab) |

### PSYCHOLOGY HL

| Area 4 | Area D | Social Science Area |

### THEATRE HL

| Area 3A | Passing score of 4 Area C1 | Passing score of 4 Arts Area |

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## College Level Examination Program (CLEP)

**Column 1** – Applied to California State University General Education (CSU GE) certification.
**Column 2** – Applied to Associate Degree General Education area at Cañada College, College of San Mateo, and Skyline College.

**CLEP cannot be applied to IGETC.**

### CLEP Exam

#### Column 1 Application to CSU GE Certification

3 semester units toward CSU GE

#### Column 2 Application to SMCCCD Associate Degree General Education

3 semester units toward AA/AS GE

#### AMERICAN GOVERNMENT

Passing score of 50 – Area D

Passing score of 50 – Social Science Area

#### AMERICAN LITERATURE

Passing score of 50 – Area C2

Passing score of 50 – Humanities Area

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*Continued →*
<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Column 1 Application to CSU GE Certification</th>
<th>Column 2 Application to SMCCD Associate Degree General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 semester units toward CSU GE</td>
<td>3 semester units toward AA/AS GE</td>
</tr>
<tr>
<td>ANALYZING &amp; INTERPRETING LITERATURE</td>
<td>Passing score of 50 Area C2</td>
<td>Passing score of 50 Humanities Area</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>Passing score of 50 Area B2</td>
<td>Passing score of 50 – Natural Science Area/Scientific Inquiry Area (no lab)</td>
</tr>
<tr>
<td>CALCULUS</td>
<td>Passing score of 50 Area B4</td>
<td>Passing score of 50 – Math Competency &amp; Critical Thinking/Analytical Thinking Area</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>Passing score of 50 Area B1</td>
<td>Passing score of 50 – Natural Science Area/Scientific Inquiry Area (no lab)</td>
</tr>
<tr>
<td>COLLEGE ALGEBRA</td>
<td>Passing score of 50 Area B4</td>
<td>Passing score of 50 – Math Competency &amp; Critical Thinking/Analytical Thinking Area</td>
</tr>
<tr>
<td>COLLEGE ALGEBRA-TRIG</td>
<td>Passing score of 50 Area B4</td>
<td>Passing score of 50 – Math Competency &amp; Critical Thinking/Analytical Thinking Area</td>
</tr>
<tr>
<td>COLLEGE MATH</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>ENGLISH COMP (no essay)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>ENGLISH COMP (with essay)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>ENGLISH LITERATURE</td>
<td>Passing score of 50 – Area C2</td>
<td>Passing score of 50 – Humanities Area</td>
</tr>
<tr>
<td>FINANCIAL ACCTG</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FRENCH LEVEL 1</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>FRENCH LEVEL 2</td>
<td>Passing score of 59 – Area C2</td>
<td>Passing score of 59 – Humanities Area</td>
</tr>
<tr>
<td>FRESHMEN COLLEGE COMPOSITION</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>GERMAN LEVEL 1</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>GERMAN LEVEL 2</td>
<td>Passing score of 60 – Area C2</td>
<td>Passing score of 60 – Humanities Area</td>
</tr>
<tr>
<td>HISTORY, UNITED STATES I</td>
<td>Passing score of 50 Area D and US-1 US History</td>
<td>Passing score of 50 – Social Science Area and US History Specific Area</td>
</tr>
<tr>
<td>HISTORY, UNITED STATES II</td>
<td>Passing score of 50 Area D and US-1 US History</td>
<td>Passing score of 50 – Social Science Area and US History Specific Area</td>
</tr>
<tr>
<td>HUMAN GROWTH AND DEVELOPMENT</td>
<td>Passing score of 50 Area E</td>
<td>Passing score of 50 – Life Long Learning &amp; Self-Development Area</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>Passing score of 50 – Area C2</td>
<td>Passing score of 50 – Humanities Area</td>
</tr>
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</table>

Continued ➔
<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Column 1 Application to CSU GE Certification</th>
<th>Column 2 Application to SMCCCD Associate Degree General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Intro Educational Psychology</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Intro Business Law</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Intro Psychology</td>
<td>Passing score of 50 – Area D</td>
<td>Passing score of 50 – Social Science Area</td>
</tr>
<tr>
<td>Intro Sociology</td>
<td>Passing score of 50 – Area D</td>
<td>Passing score of 50 – Social Science Area</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Passing score of 50 Area B1 or B2</td>
<td>Passing score of 50 – Natural Science Area/Scientific Inquiry Area (no lab)</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Passing score of 50 Area B4</td>
<td>Passing score of 50 – Math Competency &amp; Critical Thinking/Analytical Thinking Area</td>
</tr>
<tr>
<td>Principles of ACCTG</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>Passing score of 50 Area D</td>
<td>Passing score of 50 Social Science Area</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>Passing score of 50 Area D</td>
<td>Passing score of 50 Social Science Area</td>
</tr>
<tr>
<td>Soc Science &amp; History</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Spanish Level 1</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Spanish Level 2</td>
<td>Passing score of 63 – Area C2</td>
<td>Passing score of 63 – Humanities Area</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>Passing score of 50 Area B4</td>
<td>Passing score of 50 – Math Competency &amp; Critical Thinking/Analytical Thinking Area</td>
</tr>
<tr>
<td>Western Civilization 1</td>
<td>Passing score of 50 Area C2 or Area D</td>
<td>Passing score of 50 – Humanities Area or Social Science Area</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>Passing score of 50 – Area D</td>
<td>Passing score of 50 – Social Science Area</td>
</tr>
</tbody>
</table>
Additional Information on External Exams

1. Issues around credit for external exams are complex. Where there is common use for general education AREAS as noted above, the application of units for admission, the use of external exams to meet major requirements, and more, is complex and specific to the receiving transfer institution. It is up to the student to thoroughly research this information.

2. Students who have earned credit through AP, IB, and/or CLEP should not take a comparable college course because credit will not be granted for both the external examination and the comparable college course.

3. This chart identifies how the San Mateo Community College District applies AP, IB, and CLEP credit to associate degree general education area requirements, CSU GE areas, and IGETC areas in the same manner as the CSU system applies AP, IB, and CLEP credit to CSU GE area requirements. The chart does not provide information about if or how external exam results apply to major course requirements (for the Associate Degree).

4. At Cañada College, College of San Mateo, and Skyline College, each instructional division determines if or how AP, IB, and/or CLEP credit is applied to associate degree major or certificate requirements. Students are encouraged to speak with a counselor for assistance.

5. Transfer Students: This chart does not provide information about transfer credit generated by external exams for the purpose of admissions, nor does it provide information on the application of AP, IB, or CLEP credit to meet lower-division major requirements. Each transfer institution determines if or how external exam results are applied.

6. Students earning an AP score of 3, 4, or 5 in the physical and biological science examinations meet IGETC Area 5 and the IGETC laboratory activity, Area 5C, requirements. AP exams in Biology, Chemistry, and Physics B allow California community colleges to apply 4 semester units to IGETC area certification to cover both the science lecture and science lab unit requirements for IGETC Area 5. For Environmental Science, Physics C: Mechanics, and Physics C: Electricity/magnetism, only 3 semester or 4 quarter units are applied to IGETC area 5A and 5C certification which means that students who complete these AP exams are required to complete a 4 semester or 5 quarter unit course to satisfy the minimum required units for IGETC Area 5.

7. References to use for information about external exams are:
   • CSU External Exam Credit information [www.calstate.edu/acadAff/codedmemos/AA-2014-07.pdf]
   • UC External Exam Credit information [www.admission.universityofcalifornia.edu/counselors/exam-credit/index.html]
   • IGETC Standards Version 1.4 [www.ccctransfer.org/igetc]
   • CSU Credit – [http://www.calstate.edu/app/general-ed-transfer.html] (find “use of external exams”)
   • Refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.

Revised May 16, 2014
Steps 2, 3 and 4 – Enrollment Process

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. 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. Log into WebSMART
2. Click Schedule Appointments under Student Services
3. Click Placement Test Appointment under Skyline College Services
4. Click Make Appointment
5. Choose desired test (only one test per hour appointment), click Continue
6. Select the Day and Time that fits your schedule, click Find Appointment
7. Confirm/input your information, click Continue
8. Your testing appointment information will then be displayed
9. Exit webpage and log out of your Websmart account

To Drop-in/ Walk-in

Student are served on a first come, first served basis.

1. Student should waitlist by entering his/her student ID G# into the computer located outside the testing center upon arrival.
2. Inform the proctor on-duty that you wish to drop-in.
3. Have your photo ID ready and have a seat until your name is called.

If you have any questions, please visit the website at www.skylinecollege.edu/placement and/or call (650) 738-4150.

Retest Policy

1. Math Placement results are valid for two years from the date the test was taken.
2. English/ESL placement results, for the purpose of course placement and prerequisite skill level assessment, do not expire and remain valid indefinitely. If however, a significant amount of time has passed since the English or ESL test was completed, a student may elect to repeat the placement test to secure an accurate assessment of current skill level.
3. 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.
4. 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.
5. 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 College 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. You have received a passing score on the EAP (Early Assessment Program). Note: A Passing score on the EAP English test allow eligibility for ENGL 100. A passing score on the EAP Math test allow eligibility for MATH 130 or 150 or 200 or 201 or 241. You must enroll in ENGL 100 and/or the appropriate MATH course in the Summer or Fall immediately following completion of your senior year in high school for the EAP results to be valid. If you do not enroll within this time frame, the Skyline College Placement Test will be required.
5. 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.
6. 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 shortly after completing the Orientation. For more information, please visit: www.skylinecollege.edu/admissions/orientation.php.

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:
• 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. Será 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.
Step 5 – Registration

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. 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.

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 skylinecollege.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 overall status of Financial Aid Application
- Apply for a Board of Governors Fee Waiver
- Check Financial Aid Eligibility
- Review Financial Aid Award Information
- Access Government Services

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

DEGREEWORKS
DegreeWorks is a tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Canada College, and Skyline College catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a “what if” tool that allows students to view their progress toward the full range of our San Mateo Country Community District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Ed Plan (Student Educational Plan – SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

TRANSCRIPTS
Official transcripts of a student’s academic record can be sent to colleges, universities, employers and other institutions upon a formal request of the student. Transcripts may be requested using the student WebSMART account. On WebSMART, under “Student Records,” find “Request Official Transcript” link for this purpose. Students may request official copies to be sent to them by noting “issue to student.” All courses completed or in progress at Canada College, College of San Mateo and/or Skyline College appear on the transcript. Transcripts from high school and other colleges are not forwarded from Skyline Colleges to other institutions because our district colleges are authorized to send San Mateo County Community College transcripts only. The first two official transcripts requested by a student are free; thereafter a charge of $5 for each transcript is imposed. If a student wants a transcript processed immediately there is an additional “rush” service charge of $10. Rush services may only be requested in-person, at the Admissions and Records Office.

Unofficial transcripts are available through WebSMART, under “Student Services”, then “Student Records”.

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

Fee: $5 per transcript
Rush: $10

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 less than 11.5 units.

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.

NON-RESIDENT TUITION FEE

Students who do not qualify as California residents as determined by the California Education Code must pay Non-resident 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 Non-resident 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 student ID. Funds collected also help support student clubs, events, services and scholarships. Students who choose to waive the fee must...
contact The Center for Student Life and Leadership Development 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 College 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.

Parking options are as follows:

- $51 for each semester (Fall or Spring)
- $92 for a Two-Term Permit (Fall and Spring)
- $26 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. 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 Disability Resource Center 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) 738-4255.

**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 by renting or purchasing 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 the student’s expense:

- Automotive Technology – Approximately $800 for Basic Tools
- Cosmetology – Approximately $4,500 over the length of the program for uniforms and equipment

PAYMENT OF FEES

Fees may be paid in any of the following ways:

- WebSMART: Mastercard, Visa, Discover, Diners Club, or American Express
- In Person at Cashier’s Office (Student Services Center, Bldg. 2, 2nd Floor): Cash, Check, Money Order or Credit Card

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 not able to register for classes if there’s an outstanding balance on the account. 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

- To be eligible for a credit or refund, a student must officially withdraw from a course within the stated refund deadline as displayed on WebSMART. Students should check their Class Schedule Summary for exact refund dates. If registration occurs after the refund date for a class, no refund will be available.
- For summer or short courses, withdrawal must occur within the first 10% of the course (often this is the first day).
- If a student decides not to attend classes, it is their responsibility to officially withdraw within the published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
- A student may either maintain a credit balance on their account or request a refund.
- Refunds are not issued automatically. Students must contact the Cashier’s Office to request a refund.
- Credit balances remain on student accounts for a maximum of five (5) years.
- Fees paid by personal check(s) require ten (10) business days for bank clearance before refunds can be processed.
- 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 to the amount owed.
- Students who receive financial aid and withdraw from classes are advised to call the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.
- Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.
- 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).
- 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 unit of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
- 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 Scholastic Honors

Grades and Grade Points

Courses within the SMCCD are graded by means of the grading system established by the California Education Code (Title V).

Skyline College utilizes two types of grading methods or grade modes: Letter Grade and Pass/No Pass.

Letter Grade

Grades are averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive 4 points and the lowest grades 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>4.0 points</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7 points</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0 points</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7 points</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3 points</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0 points</td>
</tr>
<tr>
<td>D+</td>
<td>Passing, less than satisfactory</td>
<td>1.3 points</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1.0 point</td>
</tr>
<tr>
<td>D-</td>
<td>Passing, less than satisfactory</td>
<td>0.7 points</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 points</td>
</tr>
</tbody>
</table>

Pass/No Pass

Each division of the College may designate course(s) in which a student is evaluated on a Pass/No Pass basis only. There are no grade points assigned to this grade mode, as units are not calculated towards GPA. Evaluative symbols are as follows:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</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 evaluative symbols of Credit (CR) and No Credit (NC).

Grade Mode Option

Some courses offer both Letter Grade and Pass/No Pass grade mode options. Grade mode options allow students to explore various fields of study and broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such an option exists will be designated by the Division Dean in consultation with appropriate members of the division faculty.

Students selecting a Pass/No Pass option must select this grade mode at the time of registration or one day prior to Census, through their WebSMART account.

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.

Important: Four year colleges and universities vary widely in the number of units of Pass/No Pass courses they will accept. Students should consult the catalog of the college to which they plan to transfer for its regulations before selecting this option.

Non-evaluative Symbols – Grade Column

I Incomplete

Appears in the grade column, along with a default grade, and indicates incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the “Incomplete” shall be set forth by the faculty member in a written record which also indicates the default grade (grade assigned in lieu of removal). A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the default grade previously determined by the faculty member will be entered in the permanent record. The Incomplete must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances. The I symbol is not used in calculating units attempted nor for grade points.

IP In Progress

The IP symbol indicates courses which extend beyond the normal end of an academic term. It indicates that work is In Progress, but that assignment of the evaluative symbol (grade) must wait its completion. The IP symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the students permanent record for the term in which the course is completed.

RD Report Delayed

The RD symbol indicates 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 calculation of grade point average.
**W Withdrawal**
The W symbol indicates withdrawal from a course beyond the last day to drop without a notation appearing on the student record.

**MW Military Withdrawal**
The MW symbol indicates military withdrawal.

**# Non-Degree Applicable**
Appears with a grade and indicates a non-degree applicable course.

**E Excluded**
As a result of procedures such as Grade Alleviation, Academic Renewal and Course Repetition, a notation of E may appear in the right column of the student academic record to indicate that the course is to be Excluded from the GPA calculation.

**I Included**
As a result of procedures such as Grade Alleviation, Academic Renewal and Course Repetition, a notation of I may appear in the right column of the student academic record to indicate that the course is to be or Included in the GPA calculation.

**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 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

Previously recorded substandard academic performance (grade of “D+”, “D”, “D-”, “F”, or “NP”) may be disregarded from the computation of the grade point average, if it is not reflective of a student’s demonstrated ability. A student may file a formal petition with the Office of Admissions and Records seeking grade alleviation of standard work.

- A maximum of 36 units of course work with substandard academic performance may be alleviated.
- A period of at least one year must have elapsed since the course work to be alleviated was completed.
- To be eligible to apply for academic renewal a student must have completed one of the following benchmarks since the course work to be alleviated was completed:
  - 9 units of course work with a 3.5 cumulative grade point average, or
  - 15 units of coursework with a 3.0 cumulative grade point average, or
  - 21 units of coursework with a 2.5 cumulative grade point average, or
  - 24 units of coursework with a 2.0 cumulative grade point average

Substandard course work to be alleviated must have been completed at Canada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at a regionally accredited college or university that is accepted by SMCCCD, upon receipt of an official transcript from that institution.
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

A “course repetition” occurs when a student who has previously received an evaluative symbol (i.e., A, A-, B+, B, B-, C+, C, C+, D+, D, D-, F, W, P/NP, CR/NC, RD, I) in a credit course, re-enrolls in that course and receives an evaluative symbol OR attempts a course and receives an evaluative or non-evaluative symbol for the course and wishes to enroll again in the same course. All course attempts in a student's academic record count toward this enrollment limitation.

Course Repetition to Alleviate Substandard Work

1. A student who has earned a substandard grade (i.e., D+, D, D-, F, NP, NC) in a course that is not designated as repeatable may repeat the course to improve the grade. To alleviate substandard work, a “course attempt” occurs when a student receives an evaluative or non-evaluative symbol for the course. All course attempts in a student's academic record count toward this enrollment limitation.

2. When a student repeats a course to alleviate substandard academic work (i.e., D+, D, D-, F, NP, NC), the previous (i.e., last) grade and credit will be disregarded in the computation of grade point averages. A student may attempt a course a maximum of three times. A "W" counts as a course attempt. A fourth attempt may be permitted if the student meets one of two criteria:
   • Significant Lapse of Time: at least 36 months has elapsed since the student was awarded the grade in the course (at the end of term).
   • Extenuating Circumstances: Extenuating circumstances are verified cases of accident, illness, natural disaster, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average. Students must present a petition to the Admissions and Records Office and provide compelling documentation of the extenuating or extraordinary circumstances to justify such repetition.
Course Repetition for Satisfactory Work

When a student completes a course that is not designated as repeatable and receives a satisfactory grade (i.e., A, A-, B+, B, B-, C+, C), the student may not repeat the course, unless there is another provision that allows the repetition.

Examples of these provisions are described below:

Course Repetition for Significant Lapse of Time

1. A student may repeat a course in which s/he has received a standard grade (i.e., A, A-, B+, B, B-, C+, C, or Pass) after at least 36 months has elapsed since the student was awarded the grade in the course (at the end of term) and either the District has established a recency prerequisite that applies to the course, or an institution of higher learning to which the student seeks to transfer requires the student to have taken the course more recently than the student’s last enrollment.

2. The grade and units from the first course completion will be disregarded in the computation of grade point averages.

3. If a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory course that is related in content, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth except that, if the student has already exhausted the number of repetitions permitted, and additional repetition due to significant lapse of time may be permitted. The student should submit a petition to the Admissions and Records Office.

Course Repetition for Students with Verified Disabilities Repeating a Special Class

1. A student with a verified disability may repeat a special class designated for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that student. When a student with a disability repeats a class, the previous grade and credit shall be included in the computation of grade point averages.

2. Special classes are those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular classes even with appropriate support services or accommodations.

Course Repetition for Variable Unit Courses

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already been completed and evaluated.

Course Repetition for Legally Mandated Courses

1. A student may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of paid or volunteer employment, regardless of whether the student received a substandard grade (i.e., D+, D, D-, F, No Pass). A student must present documentation to the Admissions and Records Office to certify that the course is legally mandated. Admissions staff will approve/disapprove the repetition.

2. A student may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Student may take these courses any number of times. A student must present documentation to the Admissions and Records Office to certify that the course is needed because of a significant change in the industry or licensure standards. Admissions staff will approve/disapprove the repetition.

Course Repetition for Cooperative Work Experience Education

1. A student may repeat an occupational work experience course if the college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.

2. A student may repeat an occupational work experience course any number of times as long as the student does not exceed the limits on the number of units of cooperative work experience.

Course Repetition for Extenuating Circumstances

1. Under certain circumstances, students may repeat a course if extenuating circumstances justify a repetition. Students must provide documentation of the extenuating or extraordinary circumstances to justify such repetition. Extraordinary circumstances are similar to those that would justify the District in providing a student a refund.
2. Extenuating circumstances are verified cases of accident, illness, natural disaster, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average. Students must present a petition to the Admissions and Records Office. Students will be notified once a decision has been made.

3. A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are fire, flood, accident/hospitalization, or other extraordinary documentable experience. Students must present a petition to the Office of Admissions. Students will be notified once a decision has been made.

COURSSES RELATED IN CONTENT
1. The SMCCD has established related courses with similar educational activities (See #2 below.) Although a course cannot be repeated, a student may attempt up to four related courses. This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a "W." Enrollment limitations are monitored district wide for related courses.

2. Students may attempt active participatory courses in physical education/kinesiology, and visual or performing arts where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is attempted for the following reasons:
   a. The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods and
   b. Active participatory experience in individualized study or group assignments is the method to learn the objectives.

GENERAL PROVISIONS REGARDING COURSE REPETITIONS
1. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.
2. The permanent record shall be annotated in a manner that all work remains legible, insuring a true and complete academic history.
3. The District may claim the attendance of students for enrollments in credit courses for state apportionment.
4. Nothing in these procedures shall conflict with Education Code, Title 5 or District procedures relating to the retention and destruction of records.

REPEATABLE COURSES
Three types of courses are designated as repeatable:
1. Intercollegiate Athletics
   Courses in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
2. Intercollegiate Academic or Vocational Competition
   a. Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
   b. Enrollment is limited to no more than four times. This enrollment limit applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances.
   c. When a course is repeated pursuant to this section, the grade received each time shall be included for the purposes of calculating the student's grade point average.
   d. Apportionment shall be limited.
3. Required by CSU or UC for Completion of a Bachelor's Degree
   Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W."

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.
### List Of Kinesiology Families Across The District

<table>
<thead>
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<th>Category</th>
<th>Previous/Equivalent Courses (S)</th>
<th>Leveled/Current Courses</th>
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</thead>
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<td><strong>AQUATICS:</strong></td>
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</tr>
<tr>
<td>Aquatic Conditioning Family</td>
<td>AQUA 127</td>
<td>AQUA 127.1, 127.2, 127.3, 127.4</td>
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<tr>
<td>Resistance Training Family:</td>
<td>AQUA 135</td>
<td>AQUA 135.1, 135.2, 135.3, 135.4</td>
</tr>
<tr>
<td>Stroke Skill Development Family:</td>
<td>AQUA 133</td>
<td>AQUA 133.1, 133.2, 133.3, 133.4</td>
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<td><strong>COMBATIVES:</strong></td>
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<td>Karate Family:</td>
<td>COMB 404, 405</td>
<td>COMB 404.1, 404.2, 404.3, 404.4</td>
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<tr>
<td>Self-Defense Family:</td>
<td>COMB 401</td>
<td>COMB 401.1, 401.2, 401.3, 401.4</td>
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<td><strong>FITNESS:</strong></td>
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<tr>
<td>Cardiovascular Training Family: (High Impact)</td>
<td>FITN 151, 305, 314; DANC 350</td>
<td>FMTN 151, 305.1, 305.2, 305.3, 305.4</td>
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<tr>
<td>Cardiovascular Training Family: (Low Impact)</td>
<td>FITN 123, 127, 134, 199, 301, 303, 304, 308, 312, 320</td>
<td>FITN 134, 199.1, 199.2, 199.3, 199.4</td>
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<tr>
<td>Cross Training Family:</td>
<td>FITN 110, 112, 117, 118, 119, 166, 235, 400</td>
<td>FITN 112.1, 112.2, 112.3, 112.4</td>
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<td>Core Training Family:</td>
<td>FITN 116, 128, 129, 219, 237</td>
<td>FITN 117, 118, 119, 166.1, 166.2, 166.3, 166.4</td>
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<tr>
<td>Yoga Family:</td>
<td>FITN 332, 334, 337, 338</td>
<td>FITN 206, 332.1, 332.2, 332.3, 332.4</td>
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<td><strong>INDIVIDUAL SPORTS:</strong></td>
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<td>INDV 121.1, 121.2, 121.3, 121.4</td>
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<tr>
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<td>INDV 165.1, 165.2, 165.3, 165.4</td>
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<td><strong>TEAM SPORTS:</strong></td>
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<td>TEAM 171.1, 171.2, 171.3, 171.4</td>
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### List Of Dance Families

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<thead>
<tr>
<th>DANCE:</th>
<th>PREVIOUS/EQUIVALENT COURSES(S)</th>
<th>LEVELED/CURRENT COURSES</th>
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<tr>
<td></td>
<td></td>
<td>DANC 151.1, 151.2, 151.3, 151.4</td>
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<td>DANC 167.1, 167.2, 167.3, 167.4</td>
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<td>DANC 168, 169</td>
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<td>DANC 172.1, 172.2, 172.3, 172.4</td>
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<td>DANC 395.1, 395.2, 395.3, 395.4</td>
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<td>DANC 330.1, 330.2, 330.3, 330.4</td>
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<td>DANC 140.1, 140.2, 140.3, 140.4</td>
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<td>DANC 130.1, 130.2, 130.3, 130.4</td>
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<tr>
<td>Composition Family:</td>
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<td>Classical Family:</td>
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<td>Hip Hop Family:</td>
<td>DANC 150</td>
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<td>Tango Family:</td>
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### List Of Music Families

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<tr>
<th>MUSIC:</th>
<th>PREVIOUS/EQUIVALENT COURSES(S)</th>
<th>LEVELED/CURRENT COURSES</th>
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### List Of Theatre Arts Families

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<th>THEATRE ARTS:</th>
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<tr>
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</tr>
</tbody>
</table>

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.

**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 prerequisite.
• If you believe that the prerequisite has been established in violation of Title 5 regulations or the SMCCCD 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 determine 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 challenge form with documentation to the appropriate Division Office for review.
• You will be notified in 5 business days if your challenge 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 documentation 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 information, equivalency/challenge processes, and forms go to: http://www.skylinecollege.edu/highschool/gettingstarted/chooseprogram/registration_rules/prerequisite_information.html.

SEQUENTIAL COURSES

To enroll in sequential courses, students must complete the courses in order – e.g., English 846 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 successful 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 environment where they have equal access to instruction. The San Mateo County Community College District is responsible 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 discriminate against qualified students with disabilities. Skyline College has developed a procedure for responding, in a timely manner, to accommodation requests involving academic adjustments. This procedure shall provide for an individualized review of each request. The procedure shall also permit the Section 504 Coordinator, or other designated 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 Disability Resource Center Office, Building 5, Room 5131A.

ACADEMIC STANDARDS AND POLICIES REVIEW COMMITTEE

The Academic Standards and Policies Review Committee considers requests for waivers and/or exceptions to academic policies. Inquiries should be directed to the Office of Admissions and Records.
Student Rights, Responsibilities, Resources & Support Services

Student Rights & Responsibilities  48–61
Student Resources  62–81
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 Dean of Enrollment Services’ Office written requests that identify the record(s) they wish to inspect. The Dean of Enrollment Services 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 Dean of Enrollment Services’ 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 Dean of Enrollment Services, 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) 738-4199, 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 view the information on the web at http://www.smccd.edu/accounts/skypromark/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/HONESTY

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 in 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 will 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 the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.

2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.

3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.

4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.

6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).

7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

8. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.

9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.

11. Knowingly receiving stolen property belonging to the College District.

12. Participation in hazing.

13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.

14. Forgery, alteration, or misuse of College/District documents, records, or identification.

15. Misrepresentation of oneself or of an organization as an agent of the College/District.

16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).

17. Infringement or violation of copyright laws.

18. Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.

19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.

20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.

21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.

22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.

23. Failure to satisfy College/District financial obligations.

24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.

25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.

26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.

27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.

28. Committing sexual harassment as defined by law or by District policies and procedures.

29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.

30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

31. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities. 32. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.
Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

No student shall be suspended from a College unless the conduct for which the student is disciplined is related to College/District activity or attendance. Any violation of law, ordinance, regulation or rule regulating or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

For additional information refer to SMCCCD Board Policy 7.69

Types of Disciplinary Sanctions

Students charged with misconduct may be subject to the following sanctions:

a. Warning: An oral statement to the student that he/she is violating the Student Code of Conduct; that continuation or repetition of the conduct may be cause for further disciplinary action. This action may be taken by any faculty or staff or by the Disciplinary Officer when the case is referred to him/her.

b. Reprimand: A written notice by the Disciplinary Officer of violation of the Student Code of Conduct. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions of the Student Code of Conduct.

c. Disciplinary Probation: Formal written notice by the Disciplinary Officer of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.

d. Restitution: Formal action by the Disciplinary Officer to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

e. Removal from Classes/Facility: Exclusion of a student by an instructor or an administrator from a class and/or facility for the day of the offense and/or the next class meeting or day. An instructor removing a student from class shall make written report or meet with the College Disciplinary Officer to discuss the cause for the removal. After-the-fact review by the President/designee shall occur if the student alleges in writing that an instructor or administrator has abused his/her administrative discretion.

Any College instructor, for good cause, may remove a student from the classroom for the day of the incident and the next regular class meeting.

- Before ordering the removal of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal.
- Immediately following the removal from class, the instructor shall document the removal and notify the Division Dean and/or Disciplinary Officer of the action.
- If the student is a minor, the parents or legal guardian shall be notified in writing by the Disciplinary Officer as soon as possible and the parent will be asked to attend a conference regarding the removal.

f. Suspension: Action by the President to exclude the student from all Colleges and District/College programs and activities for a definite period of time. This action shall be posted on the student’s electronic record, but shall not be reflected on the academic transcript. This does not prohibit, where an interim suspension is required in order to protect lives or property and to insure the maintenance of order, an interim suspension pending a hearing, provided that a reasonable opportunity for a hearing be afforded a suspended person within ten (10) instructional days. Suspension for more than ten days may have impact on a student’s financial aid eligibility or financial aid award.

g. Expulsion: Action by the Board of Trustees to terminate student status in the District indefinitely. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others. Final action by the Board shall be taken by the Board of Trustees at a public meeting. Action to expel a student will be posted on the academic transcript.

Decisions regarding the following types of disciplinary action are the responsibility of the campus Judicial Officer. 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.

For additional information please refer to SMCCCD Board Policy 7.73 and Administrative Procedures 7.73.1.
DISCIPLINARY SANCTION PROCEDURES

These procedures are designed to provide uniform standards to assure due process rights that are guaranteed by federal and state constitutions when a student is charged with a violation of the San Mateo County Community College Student Code of Conduct, as defined in Rules and Regulations 7.69 and 7.70 as defined by Board Policies and Administrative Procedures 7.69, 7.69.1, 7.69.2, 7.69.3, 7.73 and 7.73.1. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil procedures that may be initiated. All proceedings held in accordance with these procedures shall relate only to an alleged violation of established standards.

These procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Disciplinary Officer: Each president will designate an administrator to serve as the College’s Disciplinary Officer. The Disciplinary Officer shall be responsible for investigating and processing the alleged violation of the Student Code of Conduct.

Step 1. Incident Occurs

Within twenty (20) days from the time that the Disciplinary Officer is informed of allegations which may constitute a violation of the Student Code of Conduct, the Disciplinary Officer shall conduct a fact-finding investigation to determine whether to pursue an Administrative Conference or a Student Disciplinary Hearing.

For the purpose of evaluating whether the student’s conduct is a violation of the Student Code of Conduct, no consideration shall be given to the student’s actual or perceived disability unless such disability is being asserted by the student as a defense to, in mitigation of a potential violation.

Immediate Interim Suspension: In cases where the alleged violation is deemed by the Disciplinary Officer to pose an imminent threat to the health and safety of the college community, the student may be suspended immediately pursuant to Education Code 66017, provided that a reasonable opportunity is afforded a suspended person for a hearing within ten (10) days.

Step 2. Administrative Conference or Student Disciplinary Hearing

Based on the review of the alleged code of conduct violations, the Disciplinary Officer shall determine if the matter goes to an Administrative Conference or to a Student Disciplinary Hearing.

Administrative Conference

The Disciplinary Officer shall schedule a meeting with the student involved to inform the student of the alleged offense. The student will be notified of charges/alleged violations and the basis for the charges. Based on the information at the Conference, the Disciplinary Officer may either dismiss the charges for lack of merit or notify the student of one or more disciplinary actions being taken (described in Step 3). The student may request the opportunity for a Student Disciplinary Hearing.

Student Disciplinary Hearing

Hearing Notice: A notice of the hearing will be sent to the student and shall specify the date, time, and place of the hearing, a statement of the charges against the student, and the date, time, and location that the tangible evidence will be made available for inspection and (when applicable), A copy of the disciplinary procedures shall also be enclosed.

Student Disciplinary Board

The Disciplinary Board shall include: one (1) student selected from the pool submitted by the Associated Student Organization governing body, one (1) faculty member selected from the pool submitted by the Academic Senate and one (1) staff member from a pool submitted by CSEA and the Management Group. A Judicial Officer will also be appointed to assure the process is followed.

No person shall serve as a member of the Disciplinary Board if that person has been personally involved or could otherwise not act in a neutral manner. The student may request the names of the Disciplinary Board members and may challenge for cause any member of the Disciplinary Board by addressing the challenge to the Disciplinary Board Chairperson, who shall determine whether the cause for disqualification has been shown.

The scope of the duties of the Disciplinary Board is to weigh the evidence presented in relation to the alleged violation and, based on the evidence, submit a recommendation to the Disciplinary Officer regarding the student’s responsibility for violations of the Code of Conduct.

Formal Hearing Process

Absence of the Student: The hearing shall proceed in the absence of the student.

Chairperson: Prior to the hearing, the Board shall select a Chairperson. The chairperson shall preside over the hearing.

Behavior: Disruptive behavior will not be tolerated and will result in exclusion of individuals.

Hearing Process: A document describing the process for conducting disciplinary hearings will be distributed to all members of the Disciplinary Board. The Judicial Officer will assure the process is followed.
Charges: The Chairperson shall distribute copies of the charges and incident reports to the members of the Board, read the charges aloud, and ask the student if the charges have been received.

Representation: The disciplinary hearing is an internal due process hearing conducted by the colleges of the San Mateo County Community College District. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

Participants: A student may be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.

Witnesses: Each side shall be entitled to call witnesses. All witnesses shall be excluded from the hearing process except when testifying.

Plea: The student shall admit or deny responsibility for each charge. If the student admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Board shall retire to make its decision. If the student denies any or all of the charges, or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.

Information: Formal rules of evidence shall not apply. All relevant information is admissible, including but not limited to testimony of witnesses, physical objects, police or security officer reports, photographs, and copies of documents. Any and all information will be entered for the record.

Disciplinary Board Deliberation: The Disciplinary Board shall retire to deliberate in closed session with only the members of the Board and the Judicial Officer present. The Disciplinary Board shall reach its decision based only upon the evidence presented and shall not consider matters outside of the record. The Board shall recommend disciplinary sanctions to the Disciplinary Officer based upon its findings.

**Step 3. Disciplinary Action(s) Recommended**

If a student is found responsible for violating the Student Code of Conduct, either through the Administrative Conference or Disciplinary Hearing process, one or more of the following types of disciplinary actions may be recommended. Refer to Types of Disciplinary Sanctions in the Student Handbook.

Any level of sanction may also include a behavioral contract; community service, and/or any other directives to make amends and/or reduce the likelihood of repeating prohibited behavior.

**Step 4. Written Decision**

1. Within five (5) days following receipt of the Disciplinary Board’s recommendation, the Disciplinary Officer shall make a written decision.
2. The Disciplinary Officer may adopt the recommendations made or make changes.
3. The Disciplinary Officer should then promptly send a copy of the decision to the student by certified mail. A copy will also be sent to the President. If the student is a minor, the report shall be sent to the parent or guardian. If the recommended disciplinary action is expulsion, the recommendation for this action will be made to the Board of Trustees. Expulsion proceedings will be completed upon action by the Board of Trustees.
4. A student may appeal the decision using the process outlined in Step 5.
5. The President shall notify the District Chancellor of any decision to suspend a student.
6. Disciplinary Records: The Disciplinary Officer shall maintain all records of a disciplinary hearing. Disciplinary files shall be retained for at least five (5) years from the time of a final determination.

**Step 5. Appeal to the President**

1. A student may appeal to the College President within two (2) days of the delivery of the decision to the student. Such appeals shall be in writing and shall be delivered to the College President.
2. The student may request the College President to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.

Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.

New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to him/her.

3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the President’s appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.
Step 6. Appeal to the Chancellor

1. The student may appeal, in writing, to the Chancellor-Superintendent within five calendar days after receipt of the decision of the President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten calendar days of the review of the student’s written appeal. The student shall be advised in writing of his/her further rights of appeal.

2. The student may request the Chancellor to review findings or a sanction recommended as a result of the Student Disciplinary Hearing only if it addresses either 1) due process or 2) new information.

   Due Process: Specific instances or conduct that the accused student claims resulted in a Student Disciplinary Hearing that was not conducted fairly in light of the charges and information presented, and that denied the student a reasonable opportunity to prepare and to present a response to the allegations.

   New Information: If there is new information sufficient to alter a factual finding or recommendation not brought out in the original hearing, because such information was not known to the student at the time of the original Student Disciplinary Hearing. Information shall not be considered “new information” if the student could have learned of the information by avenues reasonably available to him/her.

3. The decision on appeal shall be reached within five (5) days after receipt of the appeal documents. Copies of the Chancellor’s appeal decision shall be sent to the student and the Chairperson of the Disciplinary Board.

Step 7. Appeal to the Board of Trustees

The student may appeal, in writing, to the Board of Trustees, or its designee, within five days after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, within twenty calendar days following the review. The decision of the Board of Trustees is final.

For additional information regarding the SMCCCD Board Policy and procedures for Disciplinary Sanctions.

STUDENT GRIEVANCES AND APPEALS PROCEDURES

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. Skyline College complies with Federal regulations designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation or disability sees (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1992).

In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor or administrator in accordance with the due process procedures established by the college.

Students may file a grievance or appeal if the student believes that:

- She or he has been subject to unjust action
- Denied his or her rights
- Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust
- Disciplinary procedures where not followed in accordance with College Policies and District Rules and Regulations

Students filing grade grievances must be able to demonstrate the following:

- Mistake
- Fraud
- Bad faith
- Incompetence in the academic evaluation of their performance
- 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 grievances must be filed within one year of issuance of the grade in dispute.

Filing all grievances and appeals must be done in accordance with the College Policies and District Rules and Regulations

Complaints of sexual harassment, or unlawful 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 web site www.smccd.edu or stop by the District Office, 3401 CSM Drive, San Mateo CA, 94402
At any time during the progress of the procedure outlined below, informal resolution of the problem may be sought by mutual agreement. For grade grievances, refer to B, Grade Grievances. For parking citations, refer to C, Parking Citation Appeals.

A. Academic (Excluding Grade) and Non-Academic Grievances and Appeals

Step 1 – College Level

a. Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate a formal appeal with the Vice President of Student Services and must do so within one (1) year of the incident on which the grievance is based or within one (1) year after the student learned of the basis for the grievance. The Vice President of Student Services shall advise the student, within five (5) days, of his or her rights and responsibilities, assist the student in the final preparation of the grievance and determine whether the grievance will be remanded to a hearing of the Grievance Committee or reviewed with an appointed mediator. Specific information regarding timelines for grievances remanded to the Grievance Committee is outlined in the Student Grievances and Appeals Procedures, 7.73.1. The Vice President of Student Services will ensure that a student filing a grievance and the Grievance Committee members are provided copies of grievance procedures, including timelines.

b. Appeal to the President

i. If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (Appeal to the Chancellor). 7.73 Student Grievances and Appeals.

ii. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the President within five (5) days after receipt of the decision made in response to the initial appeal. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the President’s decision shall be provided to the student within ten (10) days of the hearing by the President.

Step 2 – Appeal to the Chancellor

If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor within five (5) days after receipt of the decision of the President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) days of the review of the student’s written appeal.

Step 3 – Board Level

a. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board within five (5) days after receipt of the decision of the Chancellor.

b. The Board shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members within twenty (20) days following the hearing. The decision of the Board is final.

B. Grade Grievances

Grades can only be grieved according to the criteria outlined in Education Code 76224.

Before initiating formal appeal procedures, the student shall attempt to resolve the grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

C. Parking Citation Appeals

Appeals for parking citations must be directed to the Redwood City Courthouse. Refer to Disciplinary Codes & Student Grievances and Appeals Policies, the Student Grievance and Appeals Policy in the catalog for further information.

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 Cashier’s 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
It is the policy of the San Mateo County Community College District to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff Board Policy 7.67 and/or the harassment of staff by students is considered intolerable behavior that will be investigated and acted upon immediately.
According to both State and Federal laws and guidelines issued by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of discrimination. Sexual harassment is misconduct that can change the course of careers, disrupt the climate of an entire class, affect academic performance, and undermine the integrity of educational relationships. It is an abuse of power which confuses the boundaries of personal and professional roles and breaches trusting relationships which should exist among members of the College community.

1. It is the policy of the San Mateo County Community College District to provide its students with a learning environment free of sexual harassment and intimidation. This policy addresses interactions between a student and faculty, staff members, or other students. Because of the seriousness of these matters, the District will make every effort to assure that sexual harassment does not occur and will take disciplinary actions up to and including dismissal or expulsion for policy violation. It is the responsibility of each District employee and student to maintain a level of conduct that is in compliance with District policy.

2. For purposes of this policy, sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and/or other verbal, physical, or visual conduct of a sexual nature which occur under any of four circumstances:
   a. Submission is made, either explicitly or implicitly, a term or condition of admission to or retention in a course or program;
   b. Submission or rejection by a student is used as a basis for grading, enrollment, or other educational decisions affecting the student;
   c. Submission or rejection by a student affects negatively a student’s class performance, opportunity to benefit from class participation, or constitutes a disruption of the learning process;
   d. Such conduct creates, encourages, or condones an intimidating, hostile, or otherwise offensive environment for learning and/or teaching.

3. Sexual harassment includes, but is not limited to, the following:
   a. Making unsolicited written, graphic, verbal and/or physical contact with sexual overtones. Written examples: suggestive or obscene letters, notes, invitations. Graphic examples: prurient display of objects, pictures, cartoons, or posters. Verbal examples: derogatory comments, slurs, jokes, innuendos and epithets. Physical examples: assault, touching, gestures, impeding or blocking movement.
   b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Mutual attraction is not considered sexual harassment.)
   c. Making reprisal, or implied threats of reprisal, following a negative response. This can include denial of, or actually withholding, support or opportunities normally provided in the form of counseling or other services, suggesting the assignment of a poorer grade than earned.
   d. Engaging in implicit or explicit coercive sexual behavior which has the effect of controlling, influencing, or affecting the enrollment, grade, academic success, and/or learning environment of any student.
   e. Offering favors or preferential treatment such as: assignment of better grades than earned; opportunities for extra credit; recommendations, favorable assigned duties or shifts; or other benefits in exchange for sexual favors.

4. Complaint Procedures
   a. Staff to Student or Student to Student
      i. If a student complainant feels that a specific act or environment is offensive and in violation of this policy, the complainant should first notify the offender in an effort to stop the offensive behavior. If the behavior does not stop, or if the complainant does not wish to confront the offender directly, the student should notify the Vice President, Student Services or designee.
      ii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the Office of Personnel Services.
   b. Student to Faculty/Staff
      i. If a faculty or staff member is the complainant and feels that a specific act committed or environment created by a student is offensive and in violation of this policy, the complainant should first notify the offender in an attempt to stop the behavior.
      ii. If the behavior continues, the complainant will then notify the Vice President, Student Services or designee. Such continued behavior constitutes a disruption of the learning and teaching environment.
iii. Once received, the complaint will be investigated and acted upon in accordance with District Rules and Regulations. The Office of Personnel Services will be notified of all claims of sexual harassment at the time the complaint is received. Investigations involving faculty or staff members will be coordinated by the Office of Personnel Services.

c. In accordance with the guidelines on sexual harassment of the Equal Employment Opportunity Commission, the District intends: 1) to raise the subject of sexual harassment affirmatively in formal staff training and other arenas; 2) to express strong disapproval for the inappropriate behavior; and 3) to implement this policy fully.

d. District employees or students found to be in violation of this policy may be subject to full disciplinary measures up to and including dismissal or expulsion, as appropriate, pursuant to any and all established District procedures.

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 implemented a smoke free policy beginning the fall semester 2009. Smoking is now 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, Rm. 2209, (650) 738-4270 and on the Skyline College website. A printed Smoke Free Policy and Resource Guide are 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.

Designated Smoking Areas are in or near the following Parking Lots:

Lot E: Near Bus Stop & Near Loading Dock of Bldg. 1
Lot F: Near Bldg. 10
Lot G: Near Bldg. 8
Lot H: Near Bldg. 7
Lot K: Near Bldg. 6 & Near Loading Dock of Bldg. 5
Lot L: Pacific Heights Student & Staff Lot
Lot R: Bottom of Stairway

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. To read the district policies go to http://www.skylinecollege.edu/generalinformation/complaintprocess.php.

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. Additional information is located online at www.skylinecollege.edu/generalinformation/complaintprocess.php.


For complete Board Policies, please visit www.smccd.edu.

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 Y PROCEDIMIENTOS PARA QUEJAS POR DISCRIMINACIÓN ILEGA

La política del Distrito del Colegio Comunitario del Condado de San Mateo (San Mateo County Community College District) es proporcionar un ambiente educativo y laboral en donde a ninguna persona se le deberá negar ilegalmente el acceso total y equitativo a, los beneficios de la misma, o estar ilegalmente sujeto a la discriminación en base a la identificación con un grupo étnico, origen nacional, religión, edad, sexo, raza, color, descendencia, orientación sexual, o discapacidad física o mental en cualquier programa o actividad gestionada por, financiada directamente por, o que recibe cualquier asistencia económica por parte del Rector Estatal o la Junta de Gobernadores de los Colegios Comunitarios de California.

Además, la política del Distrito es proporcionar un ambiente educativo y laboral libre de avances sexuales inoportunos, solicitudes para favores sexuales, y otra conducta o comunicado verbal o físico que constituya acoso sexual.

Los empleados, estudiantes u otras personas que actúan a nombre del Distrito y se involucran en la discriminación ilegal, como lo define la política o la ley estatal o federal, pueden estar sujetos a una acción disciplinaria, llegando hasta e incluyendo incluso el despido, la expulsión, o la terminación de un contrato.


El Funcionario designado por el Distrito para recibir e investigar quejas del personal y de estudiantes sobre la discriminación ilegal es el Vice-Rector, Recursos Humanos y Relaciones del Empleado, llamando al (650) 358-6767. Puede encontrar información adicional en línea visitando www.skylinecollege.edu/general/information/complaintprocess.php.


Para ver la versión completa de las Políticas de la Junta, visite por favor www.smccd.edu.

1 Si los estatutos federales citados anteriormente resultarían en una protección más extensa de los derechos civiles de los individuos, entonces dicha protección o cobertura más extensa deberá incorporarse por referencia dentro del mismo, y deberá prevalecer sobre disposiciones en conflicto del Título 5, sección 59300, como se citó en la Política Modelo.
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 Kinesiology/Athletics/Dance, 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

Course materials, 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 and course materials for the courses in which they are enrolled by logging into WebSMART or going to www.skylinecollege.edu/bookstore/course materials.

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), and production services 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, Naked Juice, 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. 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 CENTER
The Career Services Center offers a wide variety of services and resources to assist students with their individual career and employment goals. Students are encouraged 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
• Employment and Internship Services: Students and local residents can get personalized job search and Internship assistance, access to workforce services, unemployment insurance benefits, veterans and youth services.
• Workshops that address career research and Job Search skills
• Career Conversation Series and Employer Spotlights
• Job and Internship Postings at www.skylinejobs.com
• Career Networking Night, Job Fairs and Internship Fair
• 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 is located in Building 1, Room 1219B, (650) 738-4337. Visit www.skylinecollege.edu/careercenter or email skycareers@smccd.edu.

The Career Services Center 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 other industry partners. 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 with other industry partners. College credit 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 other industry partners 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 ADVANCED LEARNING AND TECHNOLOGY
(CALT)

Computers and Printing Available for Students

Networked PC-platform computers are available to any registered student doing specific course-related work. A drop in lab with printing services is available in the library located in building 5, 2nd floor and is available during open library hours. PC-platform computers are also located in the Learning Center located in building 5, 1st floor and is available during open center hours. Students may also rent Chromebook computers through the college bookstore.

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 not-for-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 1311. For more information, please contact the Center for Workforce Development at (650) 738-7042 or visit http://www.skylinecollege.edu/workforcedevelopment/.
CHIL D 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 one (1) year of age until entry into kindergarten: child care and early education experiences from 7:30 am to 5:00 pm, three nutritious daily meals, observation and assessment of children’s typical development, resources and referrals for a wide variety 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://communityedsm.org.

Community Education also offers College for Kids, an award-winning summer academic enrichment program for youths entering 5th – 8th grades. The program combines the fun of a 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 the 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-licensures. 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 meets requirements for BRN CEUS.

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, 310
- 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. Assistance with students’ personal and social concerns is also available.

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 Disability Resource Center is designed to equalize the educational opportunities of physically and learning disabled students. Skyline College 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 testing time, lockers, assistive technology classes, adaptive physical education classes, alternate formats of textbooks and printed materials upon request.

Skyline College and the Disability Resource Center are committed to providing services that will enhance the educational experience of students with disabilities. For a more detailed description of the program, stop by the DRC, Building 5, Room 5131, 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 their disabilities, accommodations, and services available for them.
- DRC 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 DRC.

**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 825.1 – Assistive Computer Technology – Kurzweil 3000 I and/or DSKL 826.1 – Assistive Computer Technology – Dragon Naturally Speaking – I, 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 5, Room 5131, 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 NaturallySpeaking), 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 5131, 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 Disability Resource Center, located in Building 5, Room 5131, or call (650) 738-4180.

**Workability III Program**

The Workability III (WAIll) Program assists persons with disabilities to obtain and retain competitive employment. WAIll is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIll serves people with disabilities who are clients of DOR. For more information and program eligibility, contact the WAIll Program Office, located in the Disability Resource Center, Building 5, Room 5131A, or call (650) 738-4234.
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. Skyline College maintains a distance education website with student readiness support materials, student online resources, and student success in online education resources: www.skylinecollege.edu/distanceeducation/

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 1311.

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. For additional assistance call (650) 738-4139, visit the EOPS web page at http://www.skylinecollege.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 prior to July 1, 2012 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 student 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.
• 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.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.
• For Federal financial aid 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 a conviction for a drug-related crime (possession or sales) that occurred when you were receiving federal aid.
• Students with a Bachelor’s Degree are not eligible for Pell Grant or FSEOG funds but may be eligible for Fee Waivers, Federal Work Study and/or loans.

Awards and Disbursement of Financial Aid
Students can check their Financial Aid status through WebSMART by following these steps:
• Login to WebSMART
• Click on the “Financial Aid" tab
• Click on “My Overall Status of Financial Aid”
• Make sure to select a specific “Aid Year” and click “Submit”
• Here you will find Cost of Education, Status of Academic Progress and Award Information (which is the amount of Financial Aid you have been awarded, if any)
• Also check under “My Overall Status of Financial Aid” to see if there are any Unsatisfied Tracking Requirements. If you have any Unsatisfied Tracking Requirements, please make sure to submit all documents to the Financial Aid Office.
• You will be notified of your Financial Aid award 3-4 weeks via email after your file is complete

All financial aid funds are disbursed on scheduled dates each term. Federal grant aid (Pell Grant, Supplemental Educational Opportunity Grant) disburses twice each term with 50% of the scheduled award being disbursed on or after each scheduled date based on the student’s enrollment level and program eligibility. Federal Direct Loans are also disbursed in two payments based on the approved loan period. Cal Grant funds are disbursed in a single payment each term on the second scheduled disbursement date of the semester.

Disbursement Option 1: Direct Deposit
To receive your financial aid refund, students are advised to sign up for direct deposit through WebSMART so your refund will automatically be deposited into your bank account. We encourage students to sign up for direct deposit which is the fastest and safest way to receive funds.

Disbursement Option 2: Paper Check
If you do not sign up for direct deposit, you will receive paper checks in the mail. Paper checks may take up to an additional 7 to 10 days after your financial aid payment has been disbursed. All checks are mailed to the student and will be sent to your address in WebSMART. If you have more than one address type in WebSMART, please know the Mailing Address has priority and will be used instead of the Legal Address. It is your responsibility to ensure your address information is correct at all times.

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.
## 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>$1,473</td>
<td>March 2 and Sept. 2</td>
<td>FAFSA, verified GPA Dream Application</td>
</tr>
<tr>
<td>Cal Grant C</td>
<td>Technical and Career Education Students</td>
<td>$547</td>
<td>March 2</td>
<td>FAFSA, SEP Dream Application</td>
</tr>
<tr>
<td>Cal Grant A</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 Dream Application</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 $30 per semester</td>
<td>Applications accepted throughout the year</td>
<td>FAFSA or Fee Waiver Application on WebSMART</td>
</tr>
<tr>
<td>Chafee 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>$587-$5,730</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</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>
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.

### GLOBAL LEARNING PROGRAMS & SERVICES DIVISION

**The African Diaspora Program (ADP)**

The African Diaspora Program supports initiatives that represent the contributions of people of African descent in various parts of the world through lectures, symposia, conferences, and service learning.

Initiatives include:

- International Mentorship Program for Skyline College Students
- International Studies and Student/Faculty Exchange Programs
- Linkages Among Institutions of The World
- Technical Educational Assistance
- Introducing Art and Cultural Experiences to Skyline College

### WORK STUDY – Money for college earned by student

<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>Federal Work-Study Student Assistant</td>
<td>Undergraduate and Graduate Students</td>
<td>Up to $6,000</td>
<td>Contact the Financial Aid Office</td>
<td>FAFSA</td>
</tr>
</tbody>
</table>

### SPECIAL PROGRAMS – Funding 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>Extended Opportunity Programs and Services (EOPS)</td>
<td>California Community College Students</td>
<td>$900</td>
<td>Contact the EOPS Office</td>
<td>FAFSA or Fee Waiver Application</td>
</tr>
<tr>
<td>Cooperative Agencies Resources for Education (CARE)</td>
<td>California Community College Students</td>
<td>Variable</td>
<td>Contact the EOPS Office</td>
<td>Contact the Financial Aid Office</td>
</tr>
<tr>
<td>College Scholarships</td>
<td>Skyline College Students, Transfer Students and Incoming High School Students</td>
<td>$100-$2,000</td>
<td>See website: <a href="http://www.skylinecollege.edu/financialaid/scholarships.php">www.skylinecollege.edu/financialaid/scholarships.php</a></td>
<td>Scholarship Application • Letter of Recommendation • Personal Statement • Unofficial Transcript</td>
</tr>
</tbody>
</table>
The Bay Area Entrepreneur Center (BAEC)

The Bay Area Entrepreneur Center, hosted by Skyline College, is an off-campus business office designed to nurture the development of local and small businesses throughout the Bay Area and will enhance our community’s entrepreneurial climate by retaining businesses, accelerating growth and diversifying local economies. The center is located at 458 San Mateo Avenue, in downtown San Bruno. The center will hold classes, seminars and workshops for members of the community and students alike and will offer office space, business support services and other resources.

Center For International Trade Development (CITD)

Skyline College’s Center for International Trade Development (CITD) offers a variety of services, seminars and workshops for business owners and entrepreneurs interested in international trade/business including:

- One-on-One consultations on a variety of topics (trade missions, virtual trade shows, and networking opportunities, etc.)
- International exchange for students, faculty and collaboration
- Resources on international trade and business development
- Fast-track and traditional entrepreneurship certificates as well as an A.A. degree in International Trade

For more information visit: www.skylinecollege.edu/citd

International Students Program (ISP)

Skyline College is authorized under federal law to enroll non-immigrant students. The International Students Program is intended for students who are seeking or already hold F-1 student visas. Complete information regarding the program is available on the International Student Services website or by contacting the International Students Office. www.skylinecollege.edu/international or skyinternational@smccd.edu

Study Abroad & Exchange Program

The San Mateo County Community Colleges District, in cooperation with the American Institute for Foreign Study, offers students of all ages the opportunity to study and live abroad, earning up to 15 units toward an A.A./A.S. degree which are transferable to the CSU/UC and most private colleges and universities.

- Fall semester in Paris, France and a spring semester in Florence, Italy
- To apply to participate, students must have at least 12 college units completed and have a minimum 2.0 ("C") GPA
- Financial Aid is available for costs including flights and living accommodations. Early planning is advisable. For more information, visit: www.skylinecollege.edu/educationabroad or www.collegeofsanmateo.edu/studyabroad

Youth Entrepreneurship Program (YEP)

The Youth Entrepreneurship Program (YEP) teaches entrepreneurship and innovation to young adults across the Bay Area. YEP provides seed-funding to college students that submit qualifying business plans to the Business Plan Competition. Learn more about the fast-track Entrepreneurship certificate programs, in areas including: General Entrepreneurship, Automotive Technology, Cosmetology and Early Childhood Education.

YEP features:

- Business Plan Competitions
- Seminars and Workshops
- Entrepreneurship boot-camp
- In-house business coaching

For more information visit: www.skylinecollege.edu/citd/youthentrepreneurshipprogram

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 healthcare coverage information.
- Students 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.

Check the Class Schedule or website for hours of operation. Psychological Services is closed on weekends. College Psychological Service personnel assist students with mental health issues. Please drop in or call the Center at 650-738-4270.

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

- 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.

HERMANOS/HERMANAS

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.

For more information contact Hermanos/as Program Counselor/Instructor Aricka Bueno at buena@smccd.edu or call (650) 738-7058.

ACADEMIC 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.

BUSINESS HONOR SOCIETY – KAPPA BETA DELTA

Alpha Beta Chi is the Skyline College chapter of Kappa Beta Delta, the international Honor Society for Accreditation Council of Business Schools and Programs (ACBSP) accredited two-year Business Programs. The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among students pursuing business degrees. To encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Students who have completed 15 units at Skyline College with a GPA of 3.4 and be in the upper 20 percent of their class and have taken a minimum of three appropriate business-degree courses are eligible for life-time membership.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Alpha Beta Chi. Members are also eligible for International and Local Kappa Beta Delta scholarships. For additional information see the Kappa Beta Delta webpage at www.skylinecollege.edu/kappabetadelta/contactus.php or email at skykbd@smccd.edu.
HONORS TRANSFER
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 John Ulloa, HTP Coordinator, at (650) 738-7127, or email him at ulloa@smccd.edu, or visit the Honors Transfer Program web page at www.skylinecollege.edu, click on Honors at Skyline.

THE LEARNING CENTER (TLC)
The Learning Center (TLC) is a flexible learning environment providing academic support through individual or small group tutoring, 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:

Academic Support 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 Audio/Video Recording Lab is designed to support and assist students with speeches and presentations. 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.

ESOL 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 and tools for student use.

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 College faculty on a variety of math-related topics.

The Science / Social Sciences / Business Lab offers tutoring in chemistry, biology, anatomy, psychology, social sciences, and other subjects. The Science 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.

TRiO/Student Support Services (SSS) provides academic support and wrap around services to students whose goal is earning a certificate and/or graduating with an associate degree, and transferring to a four-year university. Services include counseling, tutoring, financial literacy, scholarships, transfer planning, visits to universities and more. To qualify for TRiO, students must meet at least one of the following eligibility criteria; be first generation, low-income, and/or have a documented learning difference or physical disability.

To apply, complete an application on our website or in person in the Learning Center. For general information about TRiO, call (650) 738-4144 or visit our website: www.skylinecollege.edu/trio.

The Writing and Reading Lab (WRL) offers students assistance with reading and writing assignments from any Skyline College course. For students who want assistance on more than an occasional basis, the WRL offers multiple learning skills courses which can be taken in sequential order as needed: LSKL 800, LSKL 803, and LSKL 880. 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 College faculty.

For general information about The Learning Center, call (650)-738-4144 or see our website: www.skylinecollege.edu/learningcenter.

LEARNING COMMUNITIES

Learning communities are one of the most exciting and rewarding learning opportunities at Skyline College. Students and faculty get to know one another and work together to ensure that students are successful at college. Students in learning communities enroll in a preset group of classes with other students in their cohort who take classes together over one, two, or three semesters. The instructors teaching in learning communities get to know students one on one and work together to support students and make learning relevant to real life. Students who enroll in learning communities are more likely to be successful, to feel connected to their college experience, and to earn a degree. Here are few of the benefits of joining a learning community:

- You will make connections among your peers and the faculty. You will get to know people and make friends in your classes.
- You will belong to a small group of peers while enjoying the excitement of attending a large community college.
- You will have access to peer tutors and mentors who can assist you with a variety of academic questions and issues.
- Some of your courses will be block scheduled in advance of course registration with other learning community members.

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.

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 transfer 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 Nathan Jones at (650) 738-7037, 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 that prepare students for entry into healthcare programs the following semester. A Career Certificate in the Allied Health areas can be obtained upon completion of the Emergency Medical Technician, Medical Office Assistant, Nursing Assistant, or Sterile Processing programs. Please email skycaa@smccd.edu or call (650) 738-4185 for more information.

Career Advancement Academy – Automotive Technology

The Automotive Technology Career Advancement Academy provides students with the necessary, hands-on instruction and skills they need to begin a career in the automotive industry. In just one semester, students who complete the program receive a Certificate of Specialization and have the tools they need to enter the workforce and pursue further automotive education. Students enrolling in AUTO 709 CAA (CRN 43159), AUTO 710 CAA (CRN 43122) and CRER 650 CAA (CRN 40403) must also enroll in and ENGL 846 CAA (CRN 43616) and MATH 811 CAA (CRN 91441) or achieve appropriate scores on community college placement test. Contact the CAA Coordinator at (650) 738-4485, or email johnsonj@smccd.edu.

Career Advancement Academy – Early Childhood Education

The Early Childhood Education Career Advancement Academy provides students with introductory level preparation for occupations in childhood settings serving preschool children, infants/toddlers, and school-age children. This two semester program provides individuals with foundational courses in Early Childhood Education and culminates with a Career Certificate in Foundations in Early Childhood Education. After completion of the two semester program, students will be more than halfway to the Associate Teacher level on the Teacher Permit of the California Department of Education and can pursue a position in the early care and education field at the assistant level. Please email skycaa@smccd.edu or call (650) 738-4185 for more information.

Career Advancement Academy – Paralegal

The Paralegal Career Advancement Academy (PCAA) provides a challenging academic experience in a highly supportive environment. This first year bridge/The PCAA combines English, Counseling, and Paralegal courses to prepare students for work as legal professionals and for transfer to four-year schools. Upon successful completion of the program, students will be able to demonstrate highly sought after legal knowledge and skills. This program could be your first step towards a meaningful career in the law! Please email skycaa@smccd.edu or call (650) 738-4185. Applications are due August 4, 2014.

CIPHER

The CIPHER Learning Community, open to all students, helps students increase their skills in English and Math and prepares them for success in college and in their career. CIPHER focuses on the culture and history of Hip Hop and how it promotes critical literacy, personal development, and social change within their communities. CIPHER also provides resources for students interested in the careers in business and music. The activities are also designed to encourage students to obtain AA/AS degrees and/or transfer to a four-year university or other post-secondary institution to continue their studies. Please contact Nate Nevado at (650) 738-4388 or nevadon@smccd.edu 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 Arielle Smith at smitha@smccd.edu or 650-738-4147.

FYE/LEAP: Latinos Excelling in Academics

The First Year Experience LEAP is a community of scholars who work together to develop academic skills and leadership abilities so that they can succeed in school and work. Students enroll in a cohort of courses, including a career planning course that explores career options, enhancing the student’s transition into the workforce with confidence. To enroll or for more information about this learning community, contact Arielle Smith at smitha@smccd.edu or 650-738-4147.
Kababayan

The Kababayan Learning Community (Filipino for “countryman”) is a transfer and community support group 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 Learning Community 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 Kababayan 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 Kababayan.

Kababayan 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 Learning Community offers English 104 – Applied English Skills for Cultural Production, a unique year-long course for students to write, edit, produce, and perform an annual “Pilipino 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 Coordinator and English instructor, by telephone at (650) 738-4119 or by email at erpelol@smccd.edu, or visit the Kababayan Program web page at www.skylinecollege.edu/kababayan.

PACE

English Language Learners who are ready for ESOL 400 can enroll in the PACE learning community. “PACE” stands for “Proficiency in American Culture and English.” Upper-level ESOL students who have or could develop transfer goals, will have the opportunity to complete the PACE certificate prior to completing their Skyline degree. Interested students can contact Kenny Gonzales at (650) 738-4281 at the English Language Institute for additional information.

Puente

Founded in 1981, the Puente (Spanish for “bridge”) is a national-award-winning learning community 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 socials, art and literary events, and family nights to foster a sense of community within the program.

Initiating its program in 1992, Skyline College is one of 54 community colleges participating throughout California.

Puente 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 Lucia Lachmeyer Puente Coordinator at (650) 738-4146.

Scholar Athlete Learning Community

The Scholar Athlete Learning Community is designed or students who are motivated to excel in sports and academics. Using the same discipline applied to achievement in their sport, students build the reading, writing, and critical thinking skills needed to succeed in college. Professors, the athletics counselor, and coaches work together to build a program in which academics and athletics complement each other. Success in the Scholar Athlete Learning Community prepares students to pursue athletic and academic goals at the university level.

For more information, contact Joe Morello at morelloj@smccd.edu or (650) 738-4271.

SYE/Second Year Experience

The Second Year Experience (SYE) Learning Community is designed for students who have completed the FYE or another learning community in their first year of study at Skyline College and value the experience of a learning community. The SYE allows students to continue learning with a cohort and develop close relationships with faculty in the SYE. The community is also a good choice for those who would like to transfer and/or receive AA/AS degrees as quickly as possible.
Social Justice League

The Social Justice League Learning Community: JUSTICE FOR ALL is an exciting new learning community designed for TRiO and students wanting to learn how to use their education to address social justice issues in their communities! This learning community combines MATH, ENGLISH, and PUBLIC SPEAKING to study real-world social justice issues such as poverty, homelessness, equality, food security, environmental discrimination, women rights, etc. You will learn how to ask questions, research real-life problems and effectively communicate your research through writing and public speaking. You will become empowered to create global change and justice for all. You can get more information about the Social Justice League from Nohel Corral at (650) 738-4161 or corraln@smccd.edu.

THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, offers a comprehensive array of online and print resources, including research databases, eBook collections, course reserves, an audio-visual collection, and a book collection of 52,000 volumes. 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.

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer classroom for information literacy instruction. Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.

MEDIA SERVICES

Media Services supports the Skyline College 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 Bucceri (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/placescampus/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 $51.00 for fall and spring semesters and $26.00 for the summer session, or a two-term permit may be purchased for $92.00 (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 College 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 Disability Resource Center (DRC) 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.

PSYCHOLOGICAL SERVICES

Psychological Services offers brief confidential individual counseling, crisis intervention, mental health and substance abuse assessments, and community referrals.

The goal of counseling is to support students in identifying and managing personal concerns, learn more about themselves and make positive life changes. Talking about issues and concerns in a safe and confidential environment can enable students to become more successful in college and life. Benefits of counseling include relief from distressing symptoms; improved emotional health; the acquisition of new approaches to problem solving and decision making; more satisfying interpersonal relationships; and increased insight and understanding of thoughts, feelings and behaviors.

The Psychological Services Office is staffed by licensed mental health professionals. Psychological Services is open to all currently enrolled Skyline College students and is free of charge. Referral information for longer term counseling is also provided.

The Skyline College Psychological Services is located in Building 2, Room 2206 (next to the Health Center).

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 credit reports and ensure their accuracy
- Understand and increase credit scores
- 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 (650) 738-7035 for more information.

The SparkPoint at Skyline College faculty and staff have identified the following Student Learning Outcomes for the various services provided by SparkPoint:

- 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 go to the Center for Student Life and Leadership Development. www.skylinecollege.edu/centerforstudentlife.

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 45 (forty five) 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 Vice President of the Associated Students at Skyline College at (650) 738-4327 or visit www.skylinecollege.edu/centerforstudentlife/clubs.php.

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](http://www.skylinecollege.edu/studentgovernment/index.php).

STUDENT PUBLICATIONS

The following publications are published for the student body:

The [Student Handbook](http://www.skylinecollege.edu/studentgovernment/index.php), 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](http://www.skylinecollege.edu/studentgovernment/index.php), 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](http://www.skylinecollege.edu/studentgovernment/index.php), 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 College’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.

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](http://www.skylinecollege.edu/transfercenter). 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 express the ability to access, and incorporate new transfer information learned into their transfer planning.
- Students who utilize and/or participate in the Transfer Center services, resources, and events will be able to express an increased level of confidence in their transfer knowledge.

TRiO/STUDENT SUPPORT SERVICES (SSS)

TRiO/Student Support Services (SSS) project provides intensive academic and counseling support for students who meet the project criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the TRiO SSS Project is to assist students in meeting their educational goals of earning a certificate, graduating with an associate degree, and/or transferring to a four-year college. To apply, complete an application in The Learning Center.

For general information about the TRiO SSS project, call (650)-738-4144 or visit our website: [www.skylinecollege.edu/trio](http://www.skylinecollege.edu/trio).
VETERANS AND VETERANS’ DEPENDENTS

Welcome Veterans!

Skyline College offers approved instruction to veteran’s, 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 Chapter 30, 33 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans’ Spouses or Dependents), and Chapter 1606 (Selected Reserve). All Students, except those under Chapter 31, buy their own books and supplies. Those interested in attending Skyline College under any of these chapters should contact the Veterans’ Assistant in the Office of Admissions and Records (Building 2) to apply for benefits.

Honorably discharged veterans with at least 30 days of active military service may be eligible for educational benefits for a period of ten years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. See the Veterans’ Assistant in the Office of Admissions and Records. Those who have previously attended college must file official copies of all college transcripts with Admissions and Records.

College policy regarding Academic Probation applies to all students. Veterans students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following semesters or the College is required to report a termination of the veteran’s benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). More information is available from the Veteran’s Assistant.

VETERANS RESOURCE CENTER (VRC)

The Veterans Resource Center (VRC) was opened to serve all veterans from the Skyline College community. Its mission is to provide veterans assistance with a smooth transition and any support and assistance they require to succeed. The VRC has various pamphlets, flyers, and contact information about organizations that were set up to assist veterans. Additionally, it provides veterans with a respite from the college atmosphere, where they can relax and make use of the resources offered at the center. There are three computers with printers that are available for use by all veterans so that students can access the internet and print out any documents needed. There is also a comfortable lounge area, a study area, and a kitchen area that is furnished with a mini fridge and a microwave. All these resources are available for all veterans to utilize and to ensure a strong veteran community flourishes at Skyline College. For further information, visit the Veterans Resource Center located in Building 2, Room 2350, call (650) 738-7060, or visit the website: www.skylinecollege.edu/veterans/.

WOMEN IN TRANSITION (WIT)

Women in Transition (WIT) 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, WIT 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, WIT 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.

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.