

# COLLEGE CONNECTION

*Concurrent Enrollment Program*  
2015–2016

## Course Enrollment Packet

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*College Connection is an enrichment program that provides an opportunity for high school students to benefit from advanced scholastic or vocational work.*

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## **STEPS TO ENROLLMENT**

### **1** APPLY TO THE COLLEGE:

**Cañada College:**

[canadacollege.edu/concurrent/index.php](http://canadacollege.edu/concurrent/index.php)

**College of San Mateo:**

[collegeofsanmateo.edu/highschool/stepstoenrollment.asp](http://collegeofsanmateo.edu/highschool/stepstoenrollment.asp)

**Skyline College:**

[skylinecollege.edu/outreach/concurrentenrollment.php](http://skylinecollege.edu/outreach/concurrentenrollment.php)

### **2** SEE HIGH SCHOOL COUNSELOR

Meet with high school counselor for course recommendation, to discuss courses eligible for credit towards high school graduation, and to receive counselor's approval. Most courses are available to high school students. For a listing of restricted courses visit [smccd.edu/collegeconnection](http://smccd.edu/collegeconnection).

### **3** TAKE PLACEMENT TEST (IF REQUIRED)

Prior to enrolling, you must meet course prerequisite requirements based on placement test scores. See online catalog for specific course prerequisites, placement testing dates, times, and locations.

### **4** SUBMIT "COURSE REQUEST FORM"

Submit via mail, fax or in person the completed and signed College Connection Course Request Form to the Office of Admissions and Records at the college you wish to attend (see college contact information on next page). If you are a home-schooled student, a copy of your R4 (private school affidavit) form will be required, along with your course request form.

### **5** REGISTER FOR COURSES ON OR AFTER YOUR "REGISTRATION APPOINTMENT DATE"

"Registration Appointment Date" will give you access to online registration. You will receive a college assigned user ID and password to view your appointment date and register for courses at [websmart.smccd.edu](http://websmart.smccd.edu)

## **General Information**

College Connection is a special program designed to provide current high school students, who are enrolled in the 9<sup>th</sup> grade or above, the opportunity to get an "early start" on their college experience. College enrollment fees may be **free** to California residents (see Fees section on the next page for more information).

It is important to list **requested and alternative courses** on the attached College Connection Course Request Form. Students should understand that all courses selected, and/or any changes, must be approved (in writing) by the parent or guardian and the high school principal or designee. Please note the important information regarding dates, course prerequisites, transcripts, and fees on the next page. The college makes the final decision regarding admission.

Please check the following sites for college and program specific updates and information:

**Cañada College:** [canadacollege.edu/ce](http://canadacollege.edu/ce)

**College of San Mateo (CSM):** [collegeofsanmateo.edu/ce](http://collegeofsanmateo.edu/ce)

**Skyline College:** [skylinecollege.edu/ce](http://skylinecollege.edu/ce)

## **Responsibilities**

The primary responsibility for determining which classes a student should choose rests with the student and the high school counselor. The student assumes the responsibility of obtaining high school counselor/principal and parental permission when applying for admission and participating in the College Connection Program. The College Connection Course Request Form must be fully completed with all required signatures. Incomplete forms will not be processed.

## **College Records**

All college coursework for which a grade is issued becomes part of the permanent, academic college record of the student. Once enrolled in college, all rights to access student education records belong to the student. Students must provide written authorization for others to access their education records.

## **Code of Conduct/Academic Standards**

A concurrently enrolled student is expected to complete all course requirements, maintain a 2.0 grade point average or better in all college courses, and adhere to the College's Code of Conduct (refer to the College Catalog and/or Student Handbook).

## Important Information

### Important Dates

The College Connection Course Request form should be on file in the Office of Admissions and Records as early as possible. Registration will begin as of the dates below:

#### Summer Session 2015

Continuing HS student registration begins on May 8, 2015  
New HS student registration begins on May 14, 2015  
Classes begin on June 15, 2015

#### Fall Semester 2015

Continuing HS student registration begins on May 8, 2015  
New HS student registration begins on May 14, 2015  
Classes begin on August 17, 2015

#### Spring Semester 2016

Registration appointments will be assigned starting in November  
Classes begin on January 20, 2016

### Registration Delays

The following conditions might affect or delay college admission: insufficient time for application processing, placement testing, prerequisite verification, and/or limited college course offerings.

### Withdrawals

Official withdrawal is the responsibility of the student. A student who does not officially withdraw may receive a penalty grade. Details on these policies are in the class schedule.

Note: Grades earned and withdrawals processed at the college become part of your permanent college record.

### Using Community College Coursework for University Credit or H.S. Graduation

Most universities will accept transferable or baccalaureate level courses taken at community colleges to count toward the student's baccalaureate degree. Private universities may not accept college work if used for high school credit (check with the particular private university for further information). When applying to universities (e.g., CSU/UC) high school seniors will have the opportunity to list (on their college application) all their community college coursework. When requested by the university, students will send an official copy of their community college transcript to the university

for verification of college work, honors credit, and transfer of credit accepted toward a baccalaureate degree.

Depending on the high schools, community college coursework may be accepted and applied towards high school graduation requirements and calculated into the students GPA.

### Course Prerequisites

All applicants are required to fulfill course prerequisites. 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. "Computerized Prerequisite Checking" is utilized in the San Mateo County Community College District.

### Transcripts/Grades

Grades are not mailed upon completion of the semester. Grades and unofficial records can be accessed online through WebSMART at [websmart.smccd.edu](http://websmart.smccd.edu). Students may request official college transcripts online via WebSMART and it is the students' responsibility to provide transcripts to requesting institutions, including high schools.

### Enrollment Fee

High school students enrolled in 11 units or fewer are not required to pay the Enrollment Fee and Health Fee. Some courses may require payment of a materials fee (see course description in class schedule). Students are expected to purchase their own textbooks as recommended or required for their college courses.

### Parking Fee

To park a motor vehicle (excluding motorcycles) on campus Monday-Friday, students are required to pay a parking fee. Students may purchase semester-length or two-term (fall/spring) parking permits online via WebSMART at [websmart.smccd.edu](http://websmart.smccd.edu). Daily permits are also available at permit dispensers on campus. See class schedule for types of parking fees, dispenser locations and designated student parking.

*Fees are subject to change. Payment for any assessed fees should be paid online at [websmart.smccd.edu](http://websmart.smccd.edu).*



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

**Cañada College**  
4200 Farm Hill Blvd.  
Redwood City, CA 94061  
Phone: 650-306-3226  
Fax: 650-306-3113  
[canadacollege.edu](http://canadacollege.edu)

**College of San Mateo**  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: 650-574-6165  
Fax: 650-574-6506  
[collegeofsanmateo.edu](http://collegeofsanmateo.edu)

**Skyline College**  
3300 College Drive  
San Bruno, CA 94066  
Phone: 650-738-4251  
Fax: 650-738-4200  
[skylinecollege.edu](http://skylinecollege.edu)

## College Connection Course Request Form

<b>Term</b> <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring    _____ <b>Year</b>	<b>College you plan to attend</b> <input type="checkbox"/> Cañada College <input type="checkbox"/> College of San Mateo <input type="checkbox"/> Skyline College	<b>Grade Level</b> <i>(At time of entering course)</i> <input type="checkbox"/> 12 <sup>th</sup> Grade <input type="checkbox"/> 11 <sup>th</sup> Grade <input type="checkbox"/> 10 <sup>th</sup> Grade <input type="checkbox"/> 9 <sup>th</sup> Grade
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<b>College Student ID # (G #)</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<b>Date of Birth</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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<b>Student Name (Last)</b>	<b>(First)</b>	<b>(M.I.)</b>
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<b>Legal Address</b>	<b>Home Phone</b>
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<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Cell Phone</b>
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<b>E-Mail Address</b>
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**High school you attend:** \_\_\_\_\_ **Expected graduation date:** \_\_\_\_\_

**Please complete your requested and alternate course selection below for best enrollment opportunity.**

### Requested College Courses

Placement tests are required for English and Mathematics courses, and many other courses with Math and English prerequisites.

	CRN	Subject	No.	Sec.	Title	Days/Hours	Units
<i>Example:</i>	81632	ACTG	121	AB	Financial Accounting	TTh 7-9:30	5.0

Alternate Course(s)							

Any changes to the selection(s) above must be approved, in writing, by the high school principal/designee and parent/guardian

### Parent or Guardian

The signature below indicates parental or guardian's permission for the student to enroll in the college course(s) listed above.

Print Name of Parent or Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

### Principal or Designee

I have reviewed the academic record of the student named above and recommend this student for admission to the Concurrent Enrollment Program for the expressed purpose of enrolling in the course(s) listed above. I certify that this student can benefit from this advanced scholastic or vocational course work. I understand for any grade level in my school I may not recommend for community college summer session attendance more than five percent of the total number of pupils who completed that grade prior to this recommendation, excluding Middle College High School students.

Print Name of Principal or Designee \_\_\_\_\_ Phone # \_\_\_\_\_

Signature and Title of Above \_\_\_\_\_ Date \_\_\_\_\_