

# CANDIDATE PACKET

The Associated Students of Skyline College  
2020 – 2021



Email completed packet to:

[samnr@smccd.edu](mailto:samnr@smccd.edu)

before or on

**Wednesday, April 22,**

**2020**

*Email [samnr@smccd.edu](mailto:samnr@smccd.edu) if you have any questions.*

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First and foremost, we will need to have you complete the Title IX Training on WebSmart. Login to your WebSmart account and click “STUDENT”. Find the “Not Anymore” link and complete this online module to prevent sexual assault, dating & domestic violence and stalking. Once you have completed the module, it will send you an email with a certificate with your G#. Print this certificate and write your full name next to your G#.



## Student Services

### Registration

Check your registration status. Add or drop classes. Select variable units. Display your class schedule. Display and Pay student fees.

### Student Online Orientation

Student Online Orientation



### Financial Aid

Review the status of your financial aid applications; Check status of document requirements; Review loans.

### District Promise Application

The scholars program provides dedicated financial, academic and career support services for Cañada College, College of San Mateo and Skyline College.

### Student Account

View account statements and payment history

### Student Services Appointment

Make appointments and check your lab attendance.

### Student Records

View holds on your record. Display your grades for a term or request and check status of an official transcript. View an unofficial transcript. Review student fees

### DegreeWorks

DegreeWorks is a web-based tool to help students and counselors monitor progress toward degree and certificate completion.

### Degree & Certificate Petition

Petition for, and submit, your Degree and/or Certificate request

### Update Student Program of Study

Update your goal and program of study

### Update Your Student Information

Update your mailing address, email address, mobile and telephone numbers, sign up to receive emergency text messages and sign up for electronic 1098T.

### Order Parking Permit

Purchase Your Parking Permit

### Student Email & Canvas Accounts

View your Canvas username and @my.smccd.edu email address. Reset your email password.

### Emergency Text Message Contact Information

WebSMART can send emergency campus alerts, notifications and updates direct to your cell phone.

### Not Anymore

Not Anymore is an interactive online program designed for community college students to prevent sexual assault, dating & domestic violence, and stalking.

### Voter Information

Information on how to register to vote as well as nonpartisan election information.

### Student Office of Instruction Reports

Local web pages for the Office of Instruction.

### Request a Transcript Evaluation

Request that the TES office evaluate your transcript from a previous institution

### College Connection Course Request Form

Request the Admissions and Records Office to evaluate your college connection course request form.

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## CANDIDATE CHECKLIST

*In order for my application to be considered, I understand my candidate packet must contain all of the following:*

	A signed copy of the Statement of Understanding
	Nomination Petition
	Printed Candidate's Statement <i>attached to the back of your packet</i> <i>*Your statement will not be proofread or edited by the ASSC.</i>
	Digital Candidate's Statement emailed to <a href="mailto:samn@smccd.edu">samnr@smccd.edu</a>
	Candidate Information Page
	Provide a headshot & a photo-copy of your Student Body Card email to <a href="mailto:samn@smccd.edu">samnr@smccd.edu</a>
	The "Not Anymore" Certificate with your G# and name written on it.
	A copy of the ASSC Meeting Agenda you attended <i>*If a class conflicts during the Tuesday, 4-6pm time, please attach a copy of your class schedule from WebSMART instead.</i>

*Verified by the Center for Student Life and Leadership  
Development Office Staff:*

Name

Please Date Stamp Here

(For full information about ASSC, please go to  
<http://www.skylinecollege.edu/studentgovernment/index.php>)



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## STATEMENT OF UNDERSTANDING

*I understand that if I am elected as an ASSC Member, I must:*

- Attend ASSC meetings Tuesdays 4-6pm
- Participate in 3 day mandatory ASSC planning and training meetings during Summer 2020.
- Be available for a leadership retreat during the summer and weekends of winter/spring breaks.
- Meet the following ASSC Constitution Requirements

Requirements of a Candidate running for office

1. Must submit a Candidate Eligibility Form, a Nomination Petition containing a minimum of 25 signatures of students of Skyline College, a printed Candidate's statement, an electronic Candidate's statement and picture emailed, a copy of your current Skyline College Student Body card, a copy of the agenda from the ASSC Student Governing Meeting or statement of academic conflict with a copy of your current schedule printed from WebSMART at least 7 days prior to the election date.
2. Hold a current Skyline College student body card.
3. Upon filing to run for an office you must have a minimum accumulative GPA of 2.0 to hold a Senator position and 2.5 to hold an Executive Council positions. Candidates must be verified to be in good standing at the college.
4. Be enrolled in at least six units at the time of assuming office.
5. Must have read and have a working knowledge of the A.S.S.C. Constitution and Bylaw Codes.
6. Must attend and observe at least one A.S.S.C. Governing Council meeting prior to election.
7. A candidate running for the office of President or Vice President must meet the following requirements: Successful completion of 8 units of college level courses. (Accumulative of GPA 2.75)
8. Must also maintain "satisfactory progress" defined as 50% or higher completion rate.

"I have picked up a complete ASSC Election Packet from the Center for Student Life & Leadership Development and will carefully read all of the material and election rules contained in this packet. I agree to follow the guidelines in the packet, and understand that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines for falsifying any information in this candidate application. I also agree to abide by any additional rulings the Election Board and the Coordinator of Student Activities may deem necessary to insure the fairness of this election."

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_



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## CANDIDATE STATEMENT

Please Respond to **ONE** of the following questions.  
Please keep responses to 50 words or less.

All statements must be **TYPED**.

*The following statement and an appropriate picture of you will be posted online.*

### **Option 1:**

What skills do you possess, and how can you apply these skills to some of the problems facing Skyline College?

### **Option 2:**

Explain why you are interested in running for your chosen position, and why you feel that you are the most qualified candidate?

### **Option 3**

What issue(s) do you feel needs to be addressed here on campus and why?



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## CANDIDATE INFORMATION PAGE

Full Legal Name:	
What Name/Pronouns I Prefer to Be Called:	
What Position I'll Be Running For:	
Student ID # Home	G
Address:	
Home Phone:	
Work Phone:	
Cell Phone:	
Current Major/ Academic Interest	
E-mail Address:	
Full Birthday:	Month:                      Day:                      Year:
T-Shirt Size:	





**ASSC General Election Timeline for Spring 2020**

<b>Date:</b>	<b>Event:</b>	<b>Notes:</b>
<b>Monday, April 6</b>	Candidate filing period begins!	<ul style="list-style-type: none"> <li>● Candidate eligibility forms and information packets available in the Center for Student Life, by QR code or downloadable online.</li> <li>● No campaigning may take place until after the Mandatory Candidates Meeting.</li> </ul>
<b>Tuesday, April 14</b>	Mandatory Candidate Meeting	<ul style="list-style-type: none"> <li>● All candidates must attend this meeting or be subject to disqualification.</li> <li>● Photos for the Ballot shall be taken at this meeting.</li> <li>● Review of the election process, including the election, campaigning, and posting guidelines.</li> <li>● Discuss plans for debate &amp; other campaign activities.</li> </ul>
<b>Wednesday, April 15</b>	Campaigning begins	<ul style="list-style-type: none"> <li>● Eligible candidates may not campaign prior to this day/time.</li> <li>● Any campaigning prior to this day/time shall result in sanctions against a candidate.</li> </ul>
<b>Wednesday, April 22</b>	Packets DUE	<ul style="list-style-type: none"> <li>● Final deadline to be considered a candidate to run for office.</li> <li>● Those who failed to turn in their packet on time will not have their name placed on the ballot.</li> </ul>
<b>Tuesday, April 28 to Thursday, April 30</b>	Election Polls OPEN: Voting by NoviSurvey or In-Person	<ul style="list-style-type: none"> <li>● Ballots to go out electronically to each registered student via my.smccd email</li> <li>● Students may vote ONLY once, double votes will be omitted.</li> </ul>
<b>Friday, May 1</b>	Center for Student Life to announce new ASSC Officers for 2020-2021	<ul style="list-style-type: none"> <li>● Ballots to be counted at 8AM by the Center for Student Life Staff until complete.</li> <li>● Election results posted to be posted on the ASSC website and ASSC social media after 12PM on 5/1.</li> <li>● If there are discrepancies in the ballot count, Student Life reserves the right to post result by Tuesday, May 5 at the latest. As always, these dates are subject to change based on availability or other circumstances.</li> </ul>