

Education Gateway website ([www.smccd.edu/degateway](http://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](mailto:skylinede@smccd.edu) or drop by the Distance Education Office located in Building 1, Room 1311.

## Educator Preparation Institute (EPICENTER)

The EPICenter (Educator Preparation Institute) provides support encouragement and assistance to students with education based majors. The EPICenter is a flexible learning environment providing academic support with an education library, computers, and student assistants. The EPICenter offers a quiet space for study, collaboration, and child based materials for students to utilize. The EPICenter sponsors several teacher preparation and education related conferences and workshop throughout the academic year. The EPICenter gives students a chance to work on school projects, meet other students with similar majors, and participate in teacher prep activities. The EPICenter is located in building 8 room 8317. For more information contact: Kristina Brower at 650-738-4304 [brower@smccd.edu](mailto:brower@smccd.edu) or Kate Williams Browne at 650-738-7092 [brownek@smccd.edu](mailto:brownek@smccd.edu).

## English Language Institute

The English Language Institute (ELI) helps non-native English speakers apply to Skyline College and make use of the resources at Skyline College so that they can achieve their educational goals. The ELI can help with the following:

- Applying to Skyline College
- Selecting and enrolling in classes
- Planning for certificates, degrees, and transfer goals
- Applying for financial aid
- Providing support for learning English
- Help with accessing on- and off-campus programs and services:
- Tutoring services
- Academic support programs and campus activities
- Career information and services
- Childcare, legal and healthcare services
- Financial coaching, food assistance programs, public benefits

The ELI is located in Building 1, Room 218. Contact Mylene Foo at (650) 738-7167 or [foom@smccd.edu](mailto:foom@smccd.edu) for additional information.

## Extended Opportunity Program And Services (EOPS)

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals for students who are 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 academic, career, personal counseling, priority registration, transfer assistance, UC, and CSU admission application fee waivers, book grant or voucher service, and calculator and SMART pen loan program. In addition, 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](mailto:skyeops@smccd.edu).

## 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) Work Study, 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 California accepts GED, HISET and TASC tests as high school equivalencies, or have completed at least six (6) degree applicable units prior to July 1, 2012 at one of the colleges in the SMCCCD.
- 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 County 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, college orientation and completion of a Student Educational Plan (SEP) with a counselor.
- 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](http://www.FAFSA.gov)) or California Dream Act Application (available at [www.dream.csac.ca.gov](http://www.dream.csac.ca.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 CCPG waiver, 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 Full-Time Incentive, Community College Completion Grant funds are disbursed in a single payment each term on the first scheduled disbursement date of the semester.

During the enrollment process, students can choose from a few preferred methods for receiving financial aid or scholarship funds from the College. Please visit [skylinecollege.edu/financialaid/disbursement](http://skylinecollege.edu/financialaid/disbursement) for complete details and sign up.

### 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](http://www.skylinecollege.edu) under Financial Aid, or at the Financial Aid Office in Building 2, Student Services Center, or by calling (650) 738-4236

### Student Learning Outcomes

The Financial Aid 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. **[ISLO: Communication and Information Literacy]**

- Students who receive financial aid will demonstrate knowledge and understanding of the Satisfactory Academic Progress "SAP" Policy for financial aid purposes. **[ISLO: Critical Thinking and Communication]**
- Students will gain understanding of the requirements, rights and responsibilities, and repayment obligations associated with acquiring a federal student loan. **[ISLO: Communication and Lifelong Wellness]**

### Experimental Site Initiative - Loan Counseling

Beginning in the 2017-18 academic year, the San Mateo County Community College District is part of an undergraduate Direct Loan counseling experiment with the Department of Education. Students who have previously completed entrance counseling and are selected for the experiment will be notified via their school email address. As part of this experiment, student's Direct Loan disbursements are conditional upon completion of additional in-person loan counseling. A schedule of workshops for all three campuses will be posted on the District Website.

### Respiratory Care, Baccalaureate Degree Program - Financial Aid

Financial Aid in forms of Federal, State aid is available for students eligible and accepted into the Bachelor of Science in Respiratory Care Program at Skyline College by completing a FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) or California Dream Act Application ([www.caldreamact.org](http://www.caldreamact.org)). Apply early and follow the "Steps to apply for Financial Aid" section located on our homepage at: [www.skylinecollege.edu/financialaid](http://www.skylinecollege.edu/financialaid). Workshops are also available for students needing assistance completing their financial aid application, see our events calendar on our homepage. Also, online instructional videos can be viewed 24/7 on our homepage by clicking on FATV.

Eligibility for various scholarship programs would be determined by the individual scholarship or program students apply for. Additional information on scholarships, internal and external, can be located on our homepage at: [www.skylinecollege.edu/financialaid](http://www.skylinecollege.edu/financialaid).

The California College Promise Grant (CCPG) is available (for California State residents or AB 540 exempt students) to cover \$46 per unit of lower division coursework and can be determined by submitting a FAFSA or Dream Act application. If eligible for a CCPG, the total cost of enrollment for students will be \$84 per unit for upper division coursework.

Students may be eligible for the Cal Grant B Program. Cal Grant B provides a living allowance of to \$1,672 in addition to tuition assistance. The CCPG waives \$46 of the \$130 per

unit for the Bachelor's Degree Program. The Cal Grant B Program will assist with the remaining \$84 per unit.

Students may be eligible for third year Direct Loan awards which are subsidized up to \$5,500 and unsubsidized up to \$7,000. Check in with the Financial Aid Office for additional assistance.

## Major Financial Aid Programs

<b>GRANTS - Need-based financial aid that does not have to be repaid</b>				
<b>PROGRAM</b>	<b>WHO CAN APPLY</b>	<b>ANNUAL AWARDS UP TO...</b>	<b>FILING DEADLINE</b>	<b>FORMS REQUIRED</b>
Cal Grant A	California Community College Students	Tuition at University on reserve until transfer	March 2 and Sept. 2	FAFSA, verified GPA Dream Act Application
Cal Grant B Access	Undergraduates	\$1,672	March 2 and Sept. 2	FAFSA, verified GPA Dream Act Application
Cal Grant B Tuition	Bachelors of Science Respiratory Care	Varies based on cost of upper division	March 2	FAFSA, verified GPA Dream Act Application
Cal Grant C	Technical and Career Education Students	\$1094	March 2	FAFSA, SEP Dream Act Application
California College Promise Grant (CCPG)*	California Community College Students	Waives "per unit" registration fee Limits parking fee to \$30 per semester	Applications accepted throughout the year	FAFSA or CCPG Application on WebSMART Dream Act Application
CCPG for Bachelor of Science Respiratory Care*	All Students accepted into B.S. Respiratory Care Program	CCPG will pay \$46 per unit. Student pays \$84 per unit	Contact the Financial Aid Office	FAFSA or Dream Act Application
Chafee Grant	Current and Former Foster Youth	\$5,000	Go to <a href="http://www.csac.ca.gov">www.csac.ca.gov</a>	FAFSA and Application Form
Federal Pell Grant	Undergraduates	\$650-\$6,095	End of term or by end of school year	FAFSA
Federal Supplemental Grant	Undergraduates	\$100-\$800	May 2 priority	FAFSA
Special Fee Waivers* (See CCPG form)	Surviving Dependents of: Law Enforcement Personnel, Firefighters, VA, National Guard, Congressional Medal of Honor, Victim of 9/11	Waives \$46 per unit registration fee	Contact the Financial Aid Office	Submit documentation to the Financial Aid Office
Student Success Completion Grant	California Community College Students	\$1,298 - \$4,000 Annual Award (Awards vary based on enrollment units per term)	March 2	FAFSA, Dream Act Application, Student Educational Plan, Cal Grant Eligible.
<b>LOANS - Money borrowed for college costs that must be repaid, with interest</b>				
<b>PROGRAM</b>	<b>WHO CAN APPLY</b>	<b>ANNUAL AWARDS UP TO...</b>	<b>FILING DEADLINE</b>	<b>FORMS REQUIRED</b>

Direct Subsidized Loan	Undergraduate	\$3,500 – \$4,500	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP
Direct Subsidized Loan for B.S. Respiratory Care	Bachelor of Science Respiratory Care Students	\$5,500	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP
Direct Unsubsidized Loan	Undergraduate/ Graduate Students	\$6,000	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP
Direct Unsubsidized Loan for B.S. Respiratory Care	Bachelor of Science Respiratory Care Students	\$7,000	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP
Direct Plus Loan	Parents of Dependent Undergraduate Students	Variable	Contact the Financial Aid Office	Direct Loan Request Form, Transcript, and SEP

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

PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Federal Work-Study Student Assistant	Undergraduate and Graduate Students	Up to \$6,000	Contact the Financial Aid Office	FAFSA
CalWorks Work Study	CalWORKS Student	Variable	Contact the EOPS Office	Contact the EOPS Office

#### SPECIAL PROGRAMS - Funding that does not have to be repaid

PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Extended Opportunity Programs and Services (EOPS)	California Community College Students	\$900	Contact the EOPS Office	FAFSA or Dream Act Application, CCPG Application
Cooperative Agencies Resources for Education (CARE)	California Community College Students	Variable	Contact the EOPS Office	Contact the EOPS Office
College Scholarships	Skyline College Students, Transfer Students and Incoming High School Students	\$100-\$2,000	See website: <a href="http://www.skylinecollege.edu/financialaid/scholarships.php">www.skylinecollege.edu/financialaid/scholarships.php</a>	Scholarship Application • Letter of Recommendation • Personal Statement • Unofficial Transcript

#### \*NEW NAME CHANGE: California College Promise Grant Program (CCPG) formerly known as Board of Governors Fee Waiver

In support of AB1741: California College Promise Innovation Grant Program, the Online BOG Fee Waiver Application is changing its name to the California College Promise Grant Application (CCPG) (formerly known as the BOG Fee Waiver Application).

LOSS OF CCPG:

Recent eligibility regulations went in to effect as of the fall 2016 semester requiring all California Community College students to meet minimum academic and progress standards to receive and maintain eligibility for the CCPG (SB 1456 Student Success Act of 2012).

Students must:

1. Maintain a cumulative GPA of 2.0 (Academic Standard)
2. Successfully complete more than 50% of all units attempted (Progress Standard)

Students placed on academic and/or progress probation for two consecutive primary terms (fall or spring semester) will lose eligibility for the CCPG. Please see <http://smccd.edu/faprobation..> Students are encouraged to utilize the numerous support services on campus to help them regain good academic standing.

Part-time or full-time students may qualify for the CCPG as explained below. Arrangements for assistance should be made prior to registration to avoid being dropped for non-payment. The application is available on-line through WebSMART and paper applications for the current year under Financial Aid Forms at [www.skylinecollege.edu/forms/ financial.php..](http://www.skylinecollege.edu/forms/financial.php..)

### **NEW: CCPG-Homeless Youth**

As of January 1, 2017, AB 801, the Success of Homeless Youth Act, adds "homeless youth" as an eligible group of students for a fee waiver. A "homeless youth" under this section is a student under 25 years of age, who has been verified at any time during the 24 months immediately preceding their application for admission as a homeless youth, as defined in the federal McKinney-Vento Homeless Assistance Act.

A student who is verified as a homeless youth as defined above will retain that status for up to six years or age of 25. For more information and assistance, homeless youth should contact the Financial Aid Office or SparkPoint.