

Student Resources

Athletics

Skyline College sponsors men's and women's intercollegiate athletic competition within the Coast Conference. 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 (CCCAA). Obtaining clearance for athletic eligibility often requires considerable checking of records. 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. 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 with at least six of the units earned in their previous semester as a full-time student.
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

and pass at least six units in their previous semester as a full-time student.

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 two 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/coach 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.cccaasports.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 <http://bookstore.skylinecollege.edu/SelectTermDept.aspx>.

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.

Digital Textbooks - Inclusive Access

The Inclusive Access – Digital Textbooks program is a new textbook model created in collaboration with top publishers and the bookstore that converts books into dynamic digital content that lowers the cost of course materials for all students in the course using this.

The digital content also includes Interactive Learning Platforms, interactive abilities with CANVAS, and other benefits:

- Automatically billed to your WebSMART account at the beginning of the semester for enrolled students
- Discounted access for digital content
- Discounted print book upgrade (if available) at the bookstore

To opt out and not participate in the program for courses that are part of the Inclusive Access program, please visit the Skyline College Bookstore website at [bookstore.SkylineCollege.edu](http://bookstore.skylinecollege.edu), click on Inclusive Access, and follow the instructions on that page.

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 <http://bookstore.skylinecollege.edu/SiteText.aspx?id=24186>. For pricing information or a quote, please contact GAP at (650) 738-7014 or email at skygap@smccd.edu.

Calworks

Skyline College provides support services to students who are receiving CalWORKs/TANF (cash assistance) benefits. Support services to eligible students include individualized counseling, career and transfer planning, priority registration, job development assistance, work study, transportation assistance, and welfare-to-work advocacy. The CalWORKs office is located in Building 2, Room 2-211. For more information call (650) 738-4139.

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

- Students will be able to develop a Student Educational Plan (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.

Career Technical Education (CTE) Transitions

Skyline College CTE Transitions programs strengthen opportunities for students to engage in career education

pathways within high school and gain access to early college through partnerships with local high schools, and other industry partners. CTE Transitions programs prepare students for success in high-skill, in-demand; livable wage careers through curriculum that integrates academics and career focused education with hands-on experience in priority and emerging sectors.

CTE Transitions allows the granting of college credit for articulated courses and dual enrollment programs that are successfully completed by students while attending high school, or with other industry partners. College credit will be posted to a student's transcript according to the criteria stipulated in the articulation and dual enrollment agreement.

CTE Transitions is funded through the Carl D. Perkins Career and Technical Education Improvement ACT of 2006 (Perkins IV) using the option of a "10% Reserve" set-aside from Title I, Part C Funding.

CTE Transitions focuses on five objectives: outreach and career exploration, articulation, concurrent/dual enrollment and work-based learning.

For more information regarding partnership or student opportunities please contact Andrea Vizenor, Director Career and Workforce Programs via email at vizenorasmcdd.edu or 650-766-5060.

The Center For Career And Workforce Programs

The Center for Career and Workforce Programs brings together career education and workforce programming. The Center collaborates with Skyline College academic departments and programs, business and industry, community-based organizations, and governmental agencies to connect individuals with effective career education programs that provide college credit and access to in-demand careers. The Center develops and administers federal, state, local, and foundation grants and contracts for career education and economic and workforce development projects and initiatives. The Center facilitates the delivery of workforce development programs, college and career connection events, employer panels, innovative industry partnerships and services designed to meet local labor market needs.

The Center for Career and Workforce Programs 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 the public and private-sector organizations. Training services are provided when and where they are needed and when they are requested-during the workday, after hours, at the worksite, or on the campus. The Center is located in Building 1, Room 1311. For more information,

please contact Andrea Vizenor, Director of Career and Workforce Programs at vizenora@smccd.edu, (650) 738-7124 or visit <http://www.skylinecollege.edu/workforcedevelopment/>.

Child Care Services

The Skyline College Child Development Laboratory Center (CDLC) provides a comprehensive child care and early education program for students, staff, and faculty of Skyline College and community members. The CDLC is child-centered and offers a play-oriented approach to learning in a safe and nurturing environment. The Master Teachers are highly qualified and certificated professionals in Early Childhood Education. The CDLC also serves as a laboratory school for Skyline College students in various disciplines and a model training site for Early Childhood Education students and the community. The program provides the following services for children and families: child care and early education experiences from 7:30-5:00 pm during the regular academic calendar, three nutritious daily meals, observation and assessment of children's typical development, resources and referrals for a wide 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 CDLC is partially funded by the California Department of Education and income eligible student-families may receive child care subsidies. For more information, call (650) 738-7070, email skylinecdc@smccd.edu, or visit our website at: <http://skylinecollege.edu/childdevelopmentcenter/>.

Community, Continuing And Corporate Education Programs

The Community, Continuing and Corporate Education (CCCE) Department at San Mateo County Community College District provides a full range of training and services to San Mateo County residents, families and businesses through increased lifelong learning and professional certifications for adults, expanded academic and fitness programming for youth, customized workforce training for public and private-sector organizations, and Intensive English Programs for international students. For a full range of live and online classes and training opportunities, please call (650) 574-6149 or visit <http://edthatworks.smccd.edu>.

CCCE also offers the **Bay Area Pathways Academy™ (BAPA)**, a comprehensive academic, enrichment and fitness summer program at the College of San Mateo for students entering grades 6 to 9. The Bay Area Pathways Academy™ is an enhanced summer program offering an exciting array of grade-appropriate academic classes, engaging enrichment classes and fun fitness and aquatics classes, including the opportunity to register for up to 3 two-week



sessions. For more information, call (650) 574-6149 or visit www.bayareapathwaysacademy.org.

CCCE is also pleased to offer the **Silicon Valley Intensive English Program (SVIEP)**. This exciting program of study is for students seeking high-quality, intensive English instruction and the opportunity to attend one of our three colleges. Upon successful completion of SVIEP level 4, students are guaranteed admission to Cañada College, College of San Mateo, or Skyline College, and then take an Exit and Placement Exam to determine appropriate placement. For more information please call SVIEP at (650)-381-3514 or visit <http://smccd.edu/sviep>.

CARE - Cooperative Agencies Resources For Education

Cooperative Agencies Resources for Education (CARE), a program within EOPS, is specifically designed for EOPS students who are single heads of household, who have a child under 14 years of age, and who are receiving CalWORKs/TANF for their children. CARE provides additional support services in addition to all EOPS services, such as transportation assistance, vocational grants, school supplies, and special workshops designed to meet the needs of CARE students. For more information call (650) 738-4139.

The Bay Area Entrepreneur Center (BAEC)

The Bay Area Entrepreneur Center (BAEC) The Bay Area Entrepreneur Center, hosted by Skyline College, is an off-campus resource for start-up businesses 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 part of the suite of the Career and Workforce Program services and is located at 458 San Mateo Avenue, in downtown San Bruno. The center holds classes, seminars and workshops for members of the community and students alike and offers office space, business support services and other resources at an affordable rate.

Student Drop-In Computer Lab

The Student Drop-In Computer Lab is located in the Library on the second floor of Building 5. It is open to students and the public from 8:00 a.m. – 9:00 p.m. Monday-Thursday, 8:00 a.m. – 2:00 p.m. on Friday and 10:00 a.m. – 2:00 p.m. on Saturday. Students can log in with their Peninsula Library System library card number. Students can apply for a library card at the Library Circulation Desk.

Students have access to 46 PCs, located at Tables A-F. Table A is designated as 15 minute express stations for students

in a hurry (no log-in required). The computers come with Microsoft Office 2013, Adobe Creative Suite 6, Windows Movie Maker, etc. Students also have access to pay-as-you-go print services through Pinnacle. Black & White printing is available at 12 cents per page after the purchase of a Vend Card.

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 Care 430, 445, 450, 460, 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 a comprehensive SEP on file once they have completed 15 units or 3 semesters at Skyline College.

Assistance with students' personal and social concerns is also available.

Counseling appointments are made in-person at the One-Stop Student Services Center in 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 (DRC) is designed to equalize the educational opportunities of students with disabilities. 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 5-132, 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 and courses to support their use of assistive technology. 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 5-131, 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 5-131, 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, courses to support their learning, review of learning styles and related study strategies. For further information, visit the Disability Resource Center, located in Building 5, Room 5-132, or call (650) 738-4108.

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.

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 or Kate Williams Browne at 650-738-7092 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 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.

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) or California Dream Act Application (available at 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 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 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) or California Dream Act Application (www.caldreamact.org). Apply early and follow the "Steps to apply for Financial Aid" section located on our homepage at: 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.

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

GRANTS - Need-based financial aid that does not have to be repaid				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
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 www.csac.ca.gov	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.
LOANS - Money borrowed for college costs that must be repaid, with interest				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED

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: www.skylinecollege.edu/financialaid/scholarships.php	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.

Food Service

Sky Cafe

Pacific Dining's Sky Café (located in the Fireside Dining Room in 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.

World Cup Coffee & Tea

Skyline College Bookstore's World Cup Coffee & Tea (located in the Fireside Dining Room in 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 <http://bookstore.skylinecollege.edu/Home.aspx> for our catering form and operating hours.

Foster Youth Programs And Services

Guardian Scholars Program

The Guardian Scholars program provides additional resources, services and a dedicated space to all current and former foster youth at Skyline College.

Students may be eligible for the following resources:

- Transportation assistance
- School Supplies
- Lunch Vouchers
- Employment opportunities
- Additional scholarships
- Financial Aid Liaison
- Priority Registration

For more information regarding programs and services for Foster Youth, please contact the Guardian Scholars Program at (650) 738-4315 or via email at holidayt@smccd.edu.

For inquiries pertaining to Financial Aid, please contact Jeremy Evangelista at (650) 738-4390 or via email at evangelistaj@smccd.edu.

Global Learning Programs & Services Division

The African Diaspora Program (ADP)

The African Diaspora Program (ADP) is planned as an interdisciplinary academic program. ADP supports initiatives that represent the contributions of people of African descent in various parts of the world through

lectures, symposia, conferences, service learning, and internships.

Initiatives include:

- International studies and study abroad programs
- Art and cultural experiences at Skyline College

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 including:

- Resources on international trade and business development
- Courses in Global Trade & Logistics and Customs Brokerage

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 Student 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 Program website www.skylinecollege.edu/international or by contacting the International Student Program at skyinternational@smccd.edu.

Skyline College Passport Office

The Skyline College Passport Office is a U.S. Department of State designated Passport Acceptance Facility. As a Passport Acceptance Facility, the office is authorized to receive completed applications for a U.S. Passport and submit the application along with all necessary documentation to the U.S. Department of State. The U.S. Department of State will then determine eligibility for a U.S. Passport and makes the final decision to issue a passport to an applicant.

Services offered:

- Receive and submit completed application and necessary documentation for a U.S. passport (or passport card) to the U.S. Department of State.
- Provide on-site passport photo services (\$8 tax inclusive) for passport applications or visa applications.
- Provide the necessary forms required to apply or renew a U.S. passport.
- Provide other passport-related forms.
- Field any questions regarding the passport application process.
- Provide expedited passport application processing.

For more information or to schedule an appointment to apply for a U.S. Passport, visit www.skylinecollege.edu/passport or email skylinepassportservices@smccd.edu.

Study Abroad

The San Mateo County Community College District Study Abroad Program, housed at Skyline College, offers students of all ages the opportunity to study and live abroad in four of our programs. Students in the Semester Abroad Program and Short-Term Study Abroad earn up to 15 units towards an A.A./A.S. degree which are transferable to the California State University System, the University of California System and most private colleges and universities. Upcoming study abroad destinations include:

- Semester Abroad Program: Fall 2018 semester in London, England, Spring 2018 semester in Florence, Italy and Fall 2019 semester in Barcelona, Spain.
- Short-Term Study Abroad Courses: Belize in January 2019, Brazil and Ghana in Summer 2019.
- Global Internships: Chile, Czech Republic, Hong Kong, Ireland, New York, San Francisco, Singapore and South Africa in Summer 2019 for two months.
- Community Travel: Not-for-credit educational travel tours for adults and lifelong learners – Spring and Summer 2019 – South Africa, Cuba, Ireland and Spain.

Financial aid and scholarships are available for eligible students for Semester Abroad and Short-Term Study Abroad. Early planning is advisable. For more information and eligibility requirements, visit www.smccd.edu/studyabroad or email studyabroad@smccd.edu.

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 <http://skylinecollege.edu/healthcenter/> for hours of operation. The Health Center

is closed on weekends. Please drop in or call the Center at (650) 738-4270.

Check <http://skylinecollege.edu/healthcenter/psychologicalservices.php> for hours of operation. Personal Counseling Services is closed on weekends. College Personal Counseling Services personnel assist students with mental health issues. Please drop in or call the Center at 650-738-4270.

Hermanos & Hermanas Connection to College

The goal of Los Hermanos and Hermanas Connection to College is to increase the number of Latino students graduating from high school and enrolling in higher education. In partnership with Parkway Heights Middle School and South San Francisco High School, Hermanos and Hermanas Connection to College is committed to providing structured support to the Latino community beginning in middle school and continuing through the end of their senior year and enrollment in higher education.

Students begin in 8th grade and start taking significant concurrent enrollment college courses during the spring semester of their sophomore year and continue taking one college course every fall and spring semester until graduation from high school. Wrap-around structured support takes place in the form of the following program components: concurrent enrollment in one college course per semester, parent workshops, intentional monitoring of student progress, and access to quality instruction. The program pillars are designed to develop the following:

- Brotherhood/Sisterhood
- Leadership Development
- Academic Success
- Career Exploration

For more information visit www.skylinecollege.edu/hermanos or contact Alberto Santellana at santellana@smccd.edu.

Honor Societies

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 have taken a minimum of three appropriate business-degree courses are eligible for lifetime 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/contact.php or email at skykdbd@smccd.edu.

Honors Transfer Program

The Skyline College Honors Transfer Program provides enhanced transfer and educational opportunities for highly motivated students who seek a challenging academic experience for intellectual and personal growth. The program provides special Honors contract-based sections 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 ulloaj@smccd.edu, or visit the Honors Transfer Program web page at www.skylinecollege.edu/honorstransfer/.

The Learning Commons

The Skyline College Learning Commons brings together the functions of the Library and the Learning Center into a unified, technology enhanced academic support space for students in Building 5.

The Learning Center

The Learning Center (TLC) is a flexible learning environment providing academic support for students in all Skyline College courses through workshops, instructional technology, tutoring, and lab-based courses. The goal of the TLC is to offer students opportunities to learn more quickly and effectively and with greater confidence. Accordingly, the TLC provides alternative means of instruction that address students' diverse learning preferences and styles. The TLC also offers a comprehensive program of individual and small group support for all levels of English, ESOL,

reading and math, and provides tutoring in a variety of academic subject areas. The Learning Center includes the following: Writing/Reading Lab, Math Assistance Lab, ESOL Lab, Computer Lab, TRIO/Student Support Services, online tutoring, and supplemental instruction.

Tutoring and Academic Support Workshops: Free tutoring is available to students in a variety of subjects at the Learning Center. Students must be enrolled in LSKL 803 (0 units) or LSKL 800 (0.5 or 1.0 unit) to receive tutoring. In addition, the Learning Center offers free one-hour instructional workshops for students on a variety of topics each term. All workshops are held in the Learning Center in Building 5.

Supplemental Instruction: Supplemental Instruction (SI) is a voluntary academic assistance program that utilizes peer-led group study to help students succeed in traditionally difficult courses. SI sessions are led by Skyline College students who have previously completed the course successfully and have received SI training.

Tutor Training: The first step to becoming a peer tutor in the Learning Center is to register for LSKL 110, Effective Tutoring and Practicum. Students completing LSKL 110 will receive course credit and earn the first step toward a CRLA Level 1 tutor certificate. With your CRLA certificate you will be eligible to work in The Learning Center as a tutor, if positions are available.

For more information about The Learning Center, please call (650) 738-4144 or stop by the Center in Building 5, Room 5100 (below the Library). Hours are Monday through Thursday, 8:00 am to 9:00 pm, Friday, 8:00 am to 4:00 pm and closed on Saturdays and Sundays. You can also learn more about the TLC at our website: www.skylinecollege.edu/learningcenter.

Library

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 53,000 volumes and subscriptions to over 100 magazines, journals and newspapers. Through a wide area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and research databases, including eBook and streaming video collections, all of which may be accessed off-campus with library card. 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 lab for class research workshops.

Borrowing privileges are extended to all students. The Library will issue cards to students with appropriate identification.

Contact information: (650) 738-4312 (reference), (650) 738-4311 (circulation). Hours are Monday through

Thursday, 8:00 am to 9:00 pm; Friday, 8:00 am to 4:00 pm; Saturday, 10:00 am to 2:00 pm and closed on Sunday

Student Drop-In Computer Lab

The Student Drop-In Computer Lab is located in the Library on the second floor of Building 5. It is open to students and the public: Monday through Thursday, 8:00 am to 9:00 pm; Friday, 8:00 am to 4:00 pm; and Saturday, 10:00 am to 2:00 pm.

Students have access to 46 PCs. The computers come with Microsoft Office 2013, Adobe Creative Suite CC2015, Windows Movie Maker, etc. Students also have access to pay-as-you-go print services through Pinnacle. Black and White printing is available at 12 cents per page after the purchase of a Vend Card. Technology and computer help is available by contacting (650) 738-4392.

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 to four 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.

Learning Community students have higher success rates because they...

- Are part of a community who **share a similar passion** or interest.
- Earn **CSU** and **UC** transferable **general education** units.
- Take courses that begin a **path** to Associate's Degrees, Certificates and Bachelor's Degrees.
- Enroll in courses that have **linked and related content**.
- Have **preferred class times** and **back-to-back courses**.
- Stay on track with academic and personal campus **support services**.
- Are supported by dedicated **staff and faculty**.
- Build long lasting **friendships and professional connections**.
- Participate in **special events and activities** focused on students' interests.
- Explore **rewarding** academic connections between courses.



ASTEP (African American Success Through Excellence and Persistence)

The African-American Success through Excellence and Persistence (ASTEP) learning community, open to all students, is a transfer and support program designed to provide culturally-relevant curriculum and programming focused on the African American experience. While enrolled in ASTEP, students will receive personalized support, mentoring and leadership development from instructors, counselors and support services staff that will help them to overcome academic, personal and financial barriers. ASTEP students will also experience curriculum designed to improve skills in written and oral communication, critical thinking, life skills, and cultural and identity development while engaging in dialogue, texts, and history highlighting the African-American voice. ASTEP seeks to promote student retention and success in the core college-level courses, and support students with completing their degree requirements, transfer to 4-year universities, and other educational goals.

Core courses in the program include History, Counseling, English, Math, and Communication. Designated sections are also available in Science, Psychology and other general education courses. For more information, please contact Danielle Powell at (650) 738-7182 or powelld@smccd.edu.

See more at: <http://www.skylinecollege.edu/astep>.

CIPHER (Center for Innovative Practices Through Hip-Hop Education and Research)

The CIPHER (Center for Innovative Practices through Hip Hop Education & Research) Hip Hop 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 promotes critical literacy, personal development, and social change within our communities. CIPHER also provides resources for students interested in the careers in business, music, fashion, teaching, psychology, and social justice studies. It is also designed to encourage students to obtain AA/AS/AA-T/AS-T degrees and/or transfer to a four-year university or other post-secondary institution to continue their studies. Contact Nate Nevado for additional information at nevadon@smccd.edu or (650) 738-4388. You can also find more information online at <http://skylinecollege.edu/cipher>

Engineering & Tech Scholars

The Engineering & Tech Scholars (ETS) Learning Community is a contextualized and accelerated cohort program designed to engage and support students in Engineering, Computer Science, and Biotechnology pathways. Part of the Silicon Valley Engineering Tech Pathways project, the ETS program helps students move through core Math, Physics, Chemistry and English courses together as a

group with support from Math and Engineering faculty and a Student Support Specialist. Through supportive group-based learning, engagement in academic success strategies, contextualized mathematics, hands-on and team-based design projects, and introduction to advanced manufacturing techniques in a brand new state-of-the-art Fabrication Laboratory, students progress from entry-level mathematics through intermediately advanced Science, Engineering, and Technology courses. The ETS Learning Community prepares students for an Associate's of Science Degree in the Engineering and Tech pathways and transfer to university, in addition to cultivating hands-on design and manufacturing experience to place students in entry-level internships in the Silicon Valley and San Francisco tech industries. For more information, contact Jenny Le, ETS Student Support Specialist at lej@smccd.edu, call (650) 738-7048, and visit: <http://www.skylinecollege.edu/engineering/engineeringtech.php>.

First/Second Year Experience

The First and Second Year Experience (F/SYE) Learning Community is designed to assist new students explore their major and career options. 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 F/SYE classes, the student is joining a community of learners with a common goal of progressing through math and English classes while learning important skills for student success. For more information, contact Jarrod Feiner at (650) 738-4231 or feinerj@smccd.edu.

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.

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 Learning Community web page at www.skylinecollege.edu/kababayan.

PACE

The Proficiency in American Culture and English (PACE) Learning Community is designed for nonnative speakers of English to help them accelerate through to ENGL 100/105. PACE students enroll as a group in a set sequence of classes that focus on English composition, grammar and American history. Students can expect additional support from instructors, information about programs, services and how to transfer, and a designated ESOL Counselor.

Interested students can contact Marisa Thigpen by email at thigpenm@smccd.edu or the English Language Institute in Building 01-1218 or (650) 738-7089 or by visiting www.skylinecollege.edu/esol/pace.php.

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 64 community colleges participating throughout California.

Puente courses begin in fall semester and continue in spring semester. In the fall, Puente students concurrently enroll in both first semester Puente English and Counseling courses and continue on to their second semester Puente English and Counseling courses in the spring. Students continue to work with both their English instructor and counselor beyond their first year of Puente. For more information, please contact the Puente co-coordinators, Rocio Aguilar-Pedroza at (aguilarpedrozar@smccd.edu) or Lucia Lachmayr at lachmayrl@smccd.edu.

Teacher Track

The Teacher Track Learning Community is a great choice for students interested in a teaching career. This Learning

Community offers students the opportunity to take ECE/EDU classes connected with hands-on paid work experience at Skyline College's Child Development Laboratory Center (CDLC). All Teacher Track students benefit from CA Permit application assistance, professional growth opportunities, individualized advising and support, and priority enrollment for select courses the subsequent semester. For more information about this program or to enroll, contact Kristina Brower at brower@smccd.edu or call (650) 739-4304, and visit the program's website at <http://skylinecollege.edu/epicenter/teachertrack.php>.

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 audiovideo equipment.

Media Services can be found near the Learning Center in Building 5, Room 5116. For assistance, please contact Roger Marcelo (650) 738-4148 or Kamla Bucceri (650) 738-4142.

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/parking/index.php>.

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 \$54.00 for fall or spring semesters and \$27.00 for the summer session, or a two-term permit may be purchased for \$98.00 (fall and spring together.) These fees are non refundable except by action of the college. **Parking permits may be transferred from one vehicle to another.**

One day parking permits are available for \$3.00 per day from coin/bill operated parking permit dispensers located in student parking lots C, F, L1, L2, 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, firstserved 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 6-106, (650) 738-7000.

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 payby-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.

Personal Counseling

Personal Counseling 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 Personal Counseling 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 Personal Counseling Services is located in Building 2, Room 2206 (next to the Health Center).

Public Safety

The role of the Department of Public Safety (DPS) is to work toward ensuring the safety of all individuals while on campus and provide for the security of all properties of Skyline College.

FOR EMERGENCIES DIAL 911 FIRST

Located in Building 6, Room 6-106, regular office hours are:

- Monday – Friday 7:00 am - 11:00 pm
- Saturday 7:00 am - 9:00 pm
- Sunday 8:00 am - 4:00 pm

ALERTU

The AlertU Emergency Text Message System enables college administration to send emergency information by text messages to cell phones on a subscription basis. To receive college alerts, go to <http://smccd.edu/alertu/>. After you click Submit, you will receive a text message asking you to Reply Y to complete the sign up process. Unsubscribing is easy. Simply text STOP to 253788.

Sparkpoint at Skyline College

We envision that financial circumstances should not prevent anyone from the promise of higher education. SparkPoint at Skyline College provides financial education and coaching that students and their families use to strengthen their financial capability and meet their educational and economic goals. Affiliated with United Way of the Bay Area, SparkPoint at Skyline College supports students and other members of the community who are working 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
- Find immediate employment with a liveable wage

SparkPoint networks with the excellent programs and services throughout Skyline College. SparkPoint also partners with other organizations to deliver services and resources that are not typically available on a college campus. In addition to these partnerships and our financial coaching services, programs onsite include: the Grove Scholars Program, income tax preparation assistance, career and employment services, credit repair services, public benefits application assistance, an on-site food pantry, and referral assistance for additional services.

Learn about our many programs and services by visiting our website at www.skylinecollege.edu/sparkpoint. Contact (650) 738-7035 for more information or to make an appointment. Visit our center on the Skyline College campus in Building 1 on the second floor starting

with reception in Room 1-214. Individuals, groups, and organizations are also welcome to schedule informational tours to learn more.

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

- Students will utilize 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 life include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student programs. The Center for Student Life and Leadership Development also serves as the facilitator for the annual 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, or sell their product must make a space reservation at the Center for Student Life and Leadership Development by calling (650) 738-4275.

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 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 opportunities to connect with others as well as develop leadership skills. A list of student clubs may be found online at <https://www.skylinecollege.edu/studentclubs/clublisting.php>, 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/studentclubs/](http://www.skylinecollege.edu/studentclubs/).

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 decisionmaking 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 understanding of social justice and student equity
- Develop and implement student events
- 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 college and district committees
- Provides leadership opportunities
- Offers scholarships
- Lobbies for students' rights at the state and federal level
- Provides partial funding for student clubs and departmental activities
- Funds leadership events
- Donates to campus-wide events and activities

Voting member positions in the ASSC are obtained through elections or by appointment. Any interested student with a minimum G.P.A. of 2.05, enrolled in at least six units, and who has paid the Student Body Fee is eligible to participate. Students can pick up an application from the Center for

Student Life and Leadership Development, Building 6, Room 6212, during election season or visit the ASSC webpages at <http://www.skylinecollege.edu/studentgovernment/index.php>.

Student Publications

The following publications are published for the student body:

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

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

Student Services One Stop Center

Skyline College's Student Services One Stop Center is located on the second floor of Building 2. Many student support services are located in this area, including; Admissions and Records, Financial Aid, Counseling, Cashiers, Health Center, Transfer Center, EOPS, and student computer stations. Services located on other floors in building two are; Assessment, Veterans Resource Center, Middle College, Global Learning, and Outreach. For more information on all student services at Skyline College, visit our website at www.skylinecollege.edu.

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

Transfer information and a calendar of ongoing events are posted on the Center's webpage at 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.
- Students will access Transfer Center resources offered
- Students who identify or are identified as transfer students will transfer to a 4 year institution

Limitations on Programs and Services

In order to be able to adjust to the changing avail ability 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.

TRiO/Student Support Services (SSS)

TRiO Student Support Services (SSS) has a long and successful history of providing academic support and comprehensive service to students whose goal is to earn a certificate and/or graduate with an associate degree, and transfer to a four-year college or university. TRiO services include your own dedicated counselor, priority registration, scholarships, tutoring, academic planning, financial literacy, assistance in completing financial aid and scholarship applications, transfer planning, visits to four-year colleges and universities and more. TRiO also sponsors a Professional Development and Leadership Program to enhance students' skills, provide avenues for students to assist other TRiO students and the program, apply the knowledge they learn, and build their resumes. Students are also active in the TRiO Student Club, building their leadership skills and planning programs of their personal and professional interests. 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 at the TRiO office located in Building 5 (inside the Learning Center). For general information about TRiO, call (650) 738-7924 or visit our website www.skylinecollege.edu/trio.

Veterans Resource Center (VRC)

The Skyline College Veterans Resource Center (VRC) is located in Building 2, 3rd Floor, Room 2-350 and provides a respite from the college atmosphere. The VRC Staff is available to connect veterans and dependents to information on appropriate campus and community services, assist with access to educational benefits and help support a successful transition to college life. The center is dedicated to ensuring that a strong veteran community flourishes on campus and promoting superb support services for personal growth, development, and educational success. For further information, visit the website at www.skylinecollege.edu/veterans/.

