

Fall Semester Calendar

AUGUST 15

Day and Evening Classes Begin

AUGUST 28

Last Day to ADD Semester Length Course*
Last Day to DROP Semester Length Course
with Eligibility for Refund*
Last Day to Reverse Student Body Fee

*Please check your WebSMART Class Schedule
Summary for exact dates for short courses.

SEPTEMBER 1, 2

Declared Recess

SEPTEMBER 3

Holiday – Labor Day

SEPTEMBER 3

Last Day to DROP Semester Length Course
without Appearing on Record
Last Day to Change Grade Option (P/NP)
Census Reporting Due (Faculty Only)

SEPTEMBER 4

Census Day (Semester Length Courses)

OCTOBER 5

Last Day to Apply for a Degree or Certificate

OCTOBER 10

Flex Day – No Classes

NOVEMBER 10, 11,

Declared Recess

NOVEMBER 12

Holiday – Veterans' Day

NOVEMBER 14

Last Day to WITHDRAW from Semester
Length Course

NOVEMBER 22

Holiday – Thanksgiving

NOVEMBER 23-25

Declared Recess

DECEMBER 11-17

Final Examinations – Day, Evening
& Weekend Classes

DECEMBER 17

Day, Evening & Weekend Classes End

DECEMBER 24 – JANUARY 1

Winter Recess

JANUARY 3, 2019

Final Grades Available on WebSMART

Final Grades

for the Fall 2018 Semester will be
available on WebSMART
at skylinecollege.edu beginning
January 3, 2019



Important: Refund Policy

*Please see the website for detailed
information regarding refunds:
skylinecollege.edu/fees*

Final Examinations – Fall Semester

DAY CLASSES

Regular Class Meeting		Final Examination		
8:10 am	MWF, MW, Daily	8:10-10:40 am	Monday	December 17
8:10 am	TTh, T, Th	8:10-10:40 am	Tuesday	December 11
9:10 am	MWF, MW, Daily	8:10-10:40 am	Wednesday	December 12
9:35 am	TTh, T, Th	8:10-10:40 am	Thursday	December 13
10:10 am	MWF, MW, Daily	8:10-10:40 am	Friday	December 14
11:10 am	TTh, T, Th	11:10- 1:40 pm	Tuesday	December 11
11:10 am	MWF, MW, Daily	11:10- 1:40 pm	Wednesday	December 12
12:10 pm	MWF, MW, Daily	11:10- 1:40 pm	Friday	December 14
12:35 pm	TTh, T, Th	11:10- 1:40 pm	Thursday	December 13
1:10/1:35 pm	MWF, MW, Daily	2:10- 4:40 pm	Wednesday	December 12
1:10 pm	TTh, T, Th	2:10- 4:40 pm	Tuesday	December 11
2:10 pm	MWF, MW, Daily	2:10- 4:40 pm	Friday	December 14
2:10 pm	TTh, T, Th	2:10- 4:40 pm	Thursday	December 13
All Others		11:10- 1:40 pm	Monday	December 17

Notes

- When a course consists of lecture and laboratory, the final examination is scheduled according to the time of the lecture.
- If your class meets at a time other than those listed, please check with your instructor for further information regarding your final examination.
- If there is an unavoidable conflict in your final examination schedule, see your instructor in one of the classes and request to take the examination with another class.
- Examinations start promptly at hours indicated and are held in the same room in which the class regularly meets.

EVENING/WEEKEND CLASSES

Final examinations for all evening, Saturday and Sunday classes will be given during the last class meeting for short courses and as follows for full-term courses:

Note: Evening courses that meet two nights per week meet both nights during Finals. The first night is a regular class meeting and the Final Exam is held on the second night.

Monday classes	Monday, December 17
Tuesday classes	Tuesday, December 11
Wednesday classes	Wednesday, December 12
Thursday classes	Thursday, December 13
Friday classes	Friday, December 14
Saturday classes	Saturday, December 15
Sunday classes	Sunday, December 16

Fall Semester Registration Calendar

REGISTRATION DATES/TIMES

Register Online at: <https://websmart.smccd.edu>

YOU MUST HAVE AN ASSIGNED APPOINTMENT TO REGISTER

CONTINUING STUDENTS PRIORITY REGISTRATION

Priority Registration is offered to students who meet specific criteria set by the State Chancellor and SMCCCD, based on academic goals. Eligible students must meet enrollment requirements, have a current Student Educational Plan (SEP) on record, be in Good Standing and have earned less than 100 degree-applicable units. Students may view their registration appointment date in WebSMART on **April 27, 2018**.

WebSMART – Log in to register May 2 – 8, 2018

After 7:00 am on your appointment date and any time thereafter

NEW AND FORMER STUDENTS

New students must submit an Application for Admission for the Fall Semester. Former students may also need to submit an Application for Admission if their application has expired. After being admitted/re-admitted, New and Former Students may register:

WebSMART – Log in to register May 9 – August, 14, 2018

After 7:00 am on your appointment date and any time thereafter

LATE REGISTRATION HOURS

August 15 – 28, 2018

Monday – Thursday, 8:00 am – 7:00 pm

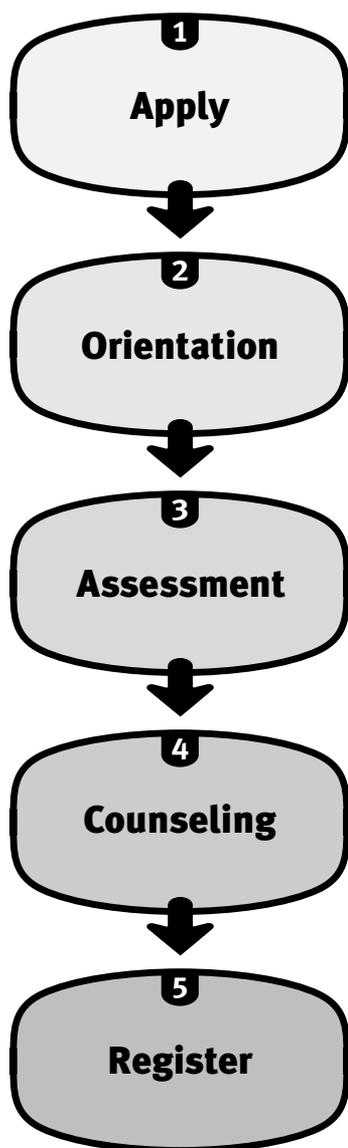
Friday, 8:00 am – 2:00 pm

To add a class:

- Obtain an Authorization Code from the instructor
- Register on WebSMART by entering Course Reference Number (1st screen – Submit) **and** Authorization Code (2nd screen – Validate), then “Submit Changes” (3rd Step)

Steps to Enrollment

You must complete the following Student Success Support Program (SSSP) steps before you register for classes if you selected one of the following educational goals on your application:



- Obtain an Associate Degree or Certificate
- Transfer to a university to complete a Bachelor's degree
- Improve your English, reading or math skills
- Discover career interests or prepare for a new career
- Undecided about your major

Step 1 APPLY FOR ADMISSION/FINANCIAL AID

Admissions & Records, Building 2, (650) 738-4251

- Complete the *Application for Admission* online at www.skylinecollege.edu; select "Apply".
- Once your application has been processed, you will receive email confirmations containing next steps.

Financial Aid, Building 2, (650) 736-4236

- Students who are US Citizens or Eligible Non-Citizens can apply for all types of Financial Aid at www.fafsa.gov.
- Students who meet the AB540 exemption requirements under AB131 can apply for the California Dream Act at www.caldreamact.org.

Step 2 ORIENTATION

Counseling Center, Building 2, (650) 738-4318

Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to skylinecollege.edu/orientation for further information on orientation.

Step 3 ASSESSMENT

Assessment Center, Building 2, (650) 738-4150

Assessments determine your skill level in reading, writing, and mathematics. Students are offered multiple assessment options to determine an appropriate English/ESOL and Math placement.

Step 4 COUNSELING

Counseling Center, Building 2, (650) 738-4318

During your counseling appointment a counselor will discuss your placement results and help you select appropriate courses for the upcoming semester and help develop your Student Education Plan (SEP) based on your educational and career goals.

Step 5 REGISTER FOR CLASSES/PAY FEES

- Upon completion of this process, you will receive an appointment to register through WebSMART.
- Access your WebSMART student account for the following services:
 - register for classes and pay fees
 - access your student email – my.smccd.edu – all official electronic communication will be sent to your my.smccd.edu account
 - purchase parking permit

Fees

FEE TYPE AND AMOUNT*	REQUIRED OF
Enrollment* \$46 per unit	All Students , except high school students enrolling in less than 11.5 units through the Concurrent Enrollment and College Consortium Programs. These fees are waived for recipients of the California College Promise Grant. See website for more information and the application for a fee waiver.†
Enrollment – Bachelor of Science in Respiratory Care \$130 per unit [\$84 per unit Upper Division coursework (plus \$46 per unit Enrollment Fee)]	All Students that are new graduates and have completed a CoARC accredited Respiratory Care (RC) program equivalent to an A.S. in Respiratory Care and are California licensure eligible or RC Practitioners who have completed a CoArc accredited RC program equivalent to an A.S. in Respiratory Care and are California licensure eligible and accepted into the B.S. Respiratory Care program at Skyline College will pay \$130 per unit for upper division coursework. Students eligible for the California College Promise Grant (FAFSA or Dream Act Application) will only waive \$46 per unit and total cost to the student is \$84 per unit.
Health Services** \$17 Summer / \$20 Fall / \$20 Spring	All Students , except those enrolled ONLY in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program**.†
Student Representation \$1	All Students , except those enrolled in the Concurrent Enrollment Program.†
Nonresident Tuition* \$233 per unit + \$8 per unit capital outlay fee (plus \$46 per unit Enrollment Fee)	Nonresidents of California who are residents of other states.
International Student Application Fee* \$50	Foreign/International Students (Fall and Spring semesters only.)
Foreign Student Tuition* \$233 per unit + \$8 per unit capital outlay fee (plus \$46 per unit Enrollment Fee)	International Students.
International Student (F-1 Visa)* Health Insurance* \$684 Fall and Spring \$1,368 full year	All F-1 Visa International Students.
Student Body \$15 Fall / \$15 Spring	All Students , except those enrolled ONLY in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program. Fall and Spring semesters only.†
Student Union \$1 per unit / \$5 max per semester	All Students , except those enrolled in the Concurrent Enrollment Program. Fall and Spring semesters only.†

***Subject to change**

**Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the health services fee. Contact Admissions and Records for an Extenuating Circumstances Form.

† See Explanation of Fees at skylinecollege.edu/fees for disclaimers regarding fees.

FEE TYPE AND AMOUNT*	REQUIRED OF
Parking* \$27 Summer / \$54 Fall / \$54 Spring / \$98 Two Term Permit (Fall & Spring) / \$3 per day Parking (California College Promise Grant)* \$25 Summer / \$30 Fall / \$30 Spring \$60 Two Term Permit (Fall & Spring) \$3 per day	All persons who park motor vehicles on campus. Daily permits may be purchased from ticket dispensers. See www.skylinecollege.edu/parking for up-to-date information.
Audit \$15 per unit	The College allows auditing of courses with the exception of courses in programs that require special preparation and/or program admission on a limited basis. The California College Promise Grant will not cover the fee for an audit class.†
Returned Check \$20	Students whose personal checks are returned by the bank. (Only cash, credit card, Cashier's Check or money order will be honored to clear a returned check). The Bookstore fee for a returned check may differ.
Online Instructional Materials Access Fee Varies by Course	License fee to access course digital material. This Inclusive Access Program comes at a discount compared to printed materials, and also includes Interactive Learning Platforms. Digital course material access will be billed to the student during the first week of the semester (listed as Inclusive Access and is refundable).
Duplicate Degree \$20	
Official Transcript* (All SMCCCD records will appear on one transcript) \$5	Students may request a transcript of their academic record from Cañada College, College of San Mateo and/or Skyline College on WebSMART (https://websmart.smccd.edu). The first two transcripts requested are free of charge.
Materials Fee \$2-\$8	See course description.

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**Contact the Cashier's Office regarding fee or refund questions: (650) 738-4101
Building 2, Student Services Center**

PAY FEES BY:

WebSMART: *MasterCard, Visa, Discover or American Express*

In Person at Cashier's Office (Student Services Center, Bldg. 2, 2nd Floor):
Cash, Check, Money Order or Credit Card