Skyline College Admissions Checklist
Student Success & Support Program (SSSP)

Instructions: Complete this checklist in the order listed and bring it with you to your Counseling appointment (Step 4). Detailed information about these steps may be found in the Schedule of Classes, online at skylinecollege.edu/admissions, or in the Student Services Center, Building 2.

1 Apply	Once your application is submitted, your college ID number (G number) and Personal ID Number (PIN) will be sent to the email you indicated on the admission application.	My G#: My PIN: *(your six digit birthday)*
2 Attend Orientation	Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. To schedule an orientation, visit: www.skylinecollege.edu/counseling/orientation.php To access the online orientation, visit: https://smccd.mrooms.net/login/index.php • Enter your college ID (G number). Your default password is your six digit birthdate. Use the search box to find "Skyline College Online Orientation." Click on the link to the orientation to begin.	Orientation completed on: _____ *(date)* In-Person -or- Online *(Circle One)*
3 Take Placement Tests	Placement tests evaluate your current skill in English/ESOL and/or mathematics. The results are used to determine appropriate placement into English, math, and other required courses you may take. To schedule your placement tests visit: www.skylinecollege.edu/placement/index.php Placement test location: Bldg. 2 (1st Floor), Computer Lab Room 2116 • Important! Students must bring a verifiable photo identification on the day of testing.	Math Test Date & Time: _____ English Test Date & Time: _____ ESOL Test Date & Time: _____
4 See Counselor	Meet with a counselor to discuss your academic and career plans, select courses and develop an initial Student Educational Plan (SEP). To schedule a counseling appointment, call (650) 738-4318 or visit the Counseling Department, Bldg. 2.	My Counseling Appt. Date & Time: _____
5 Register	Upon completion of Steps 1-4, you will be eligible for an "Appointment to Register". You can view your Appointment to Register in WEBSMART at the beginning of each cycle, or within 48 hours if you complete your steps after the registration cycle has begun. Registration appointments are assigned: • Late in November through January for the following SPRING TERM • Late in April through August for the following SUMMER AND FALL TERMS	My Registration Date: Date: _____ Time: _____

SSSP Exemptions: Some students may be exempt for Steps 2 -4. For further information and to obtain a copy of the Petition for Exemption from SSSP form, visit [insert link] or contact the Counseling Center, Bldg. 2. Completed forms may be faxed to (650) 738-4195.

Contact Info:
- Admissions & Records, Building 2, (650) 738-4251 or 4252
- Placement/Assessment Center, Building 2 (1st floor) Computer Lab 2116 (650) 738-4150
- Counseling Center, Building 2, (650) 738-4318; fax (650) 738-4195