Fall Semester Registration Calendar

REGISTRATION DATES/TIMES
Registration Online at: https://websmart.smccd.edu
YOU MUST HAVE AN ASSIGNED APPOINTMENT TO REGISTER

CONTINUING STUDENTS EARLY/PRIORITY REGISTRATION

Early Registration appointments are assigned to Continuing Students based on cumulative units earned. Students must have a current Student Education Plan on file in order to be eligible for Early Registration. Contact the Counseling Division if you are unsure of your SEP status. Continuing Students may access their registration appointment date in WebSMART on **April 22, 2015**. See page 23 for the definition of "Continuing Student."

WebSMART – Log in to register
April 30 – May 4
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 5 – August 16
After 7:00 am on your appointment date
and any time thereafter

REGULAR OFFICE HOURS

Admissions & Records, Cashiers, CalWorks, General Counseling, Disability Resource Center (DRC), Extended Opportunity Programs & Services (EOP&S), Financial Aid, Health Center, and Transfer Center

Monday – Thursday	8:00 am – 6:30 pm
Friday	8:00 am – 12:00 pm

Career Center

Monday & Thursday	8:00 am – 4:30 pm
Tuesday & Wednesday	8:00 am – 6:30 pm
Friday	8:00 am – 12:00 pm

SparkPoint

Monday – Friday	8:00 am – 4:30 pm

Assessment Center

Monday, Wednesday	9:00 am – 4:00 pm
Tuesday	9:00 am – 6:00 pm
Thursday	9:00 am – 1:00 pm
Friday	CLOSED

Selected Saturdays by appointment only

LATE REGISTRATION HOURS

August 17 – 28

Monday – Thursday	8:00 am – 7:00 pm
Friday	8:00 am – 12:00 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)

Registration Information

REGISTRATION

- *Registration* through WebSMART will enable students to enroll in courses at all three San Mateo County Community College District campuses: Skyline College, College of San Mateo and Cañada College.

- *Fees* are due at the time of registration. You may pay fees online by credit card, or in person by credit card, cash, personal check or money order. You also have the option to apply for a payment plan and/or apply for Financial Aid.

- *Changes to registration status:* It is the responsibility of the student to drop classes within deadlines to avoid penalty grades and fee obligations.

- *Waitlists* are available for many classes. Please read the information in WebSMART to determine eligibility.

REGISTRATION APPOINTMENT NOTICE

Notification of your registration access date will be sent to you via your District email account (**my.smccd.edu**). The notice contains your appointment date and information regarding your Personal Identification Number, or **PIN**. You may personalize your PIN at any time. You will be required to enter your PIN to register for classes through WebSMART. **It is important to keep your PIN**, as it will be required for future transactions in WebSMART, such as accessing final grades.

BEFORE REGISTRATION

- Clear any fee balances or holds on your record.

- Check for prerequisites, corequisites and recommendations for the courses in which you intend to enroll.

- Meet with a counselor/advisor for assistance in selecting your courses, if needed.

- Obtain permission from your counselor and the Admissions Office if you plan to enroll in more than 19 units.

HOW TO REGISTER

- Check for your appointment date in your college email account or on WebSMART. Appointments for Fall 2015 will be posted on April 22, 2015.

- Register online through WebSMART at: **https://websmart.smccd.edu**.

- Log in with your District ID Number (G#) and PIN.

- Go to: Student Services, Registration – Add/Drop Classes.

Note: It is important to read all notices in WebSMART, as they contain the most current information regarding your account.

SHORT COURSE REGISTRATION

You may register for any short course prior to the first day of class, or until the class fills, whichever occurs first. Short course registration can be completed through WebSMART. To register on the first day of the course, you must obtain an Authorization Code from the instructor and use it immediately through WebSMART. Pay close attention to the registration instructions when using an Authorization Code.

Note: Refund deadlines for short courses differ from term-length courses and are often the first day of class. For details, check your Class Schedule Summary in WebSMART, review the "Refund Policy" on page 26 and/or contact the Cashier's Office or Admissions and Records.

LATE REGISTRATION

If you are unable to register before the first day of class, you may register during the Late Registration period, with the use of a four-digit **Authorization Code**. (See Late Registration dates on page 21.) An Authorization Code allows a student to add a class after it has started. To activate the code, follow the registration steps detailed in WebSMART. Please read the instructions very carefully, as there are extra steps involved when using an Authorization Code.

VARIABLE UNITS

Some courses are offered for variable units, which are earned according to the amount of subject matter the student completes during the length of the course. Students can select the number of units they intend to complete at the time of registration, through WebSMART. **There are no refunds for units not earned.** Students earning additional units will be charged accordingly.

GRADE "TYPE" OPTIONS

Some courses are limited to a single type of grading method and some may have grading options, such as "Letter Grade" or "Pass/No Pass." Students are required to make their grade-type selection at the time of registration through WebSMART and may change their option during the first 20% of the class period. Exact deadline dates can be obtained from your instructor or through WebSMART.

Note: A grade of "P" is equivalent to earning a passing grade, such as "A, B or C"; a grade of "NP" is equivalent to a substandard grade of "D or F". Please be aware of degree, certificate and transfer requirements when selecting the Pass/No Pass option.

OPEN ENROLLMENT

Every course offered at Skyline College (unless specifically exempted by legal status) is open for enrollment by any person who has been admitted to the college and meets the prerequisites of the course or program, provided space is available. Enrollment in any course or program will be subject to all applicable deadlines.

DEFINITIONS OF STUDENT CLASSIFICATIONS

CONTINUING STUDENT

For registration purposes, a Continuing Student is defined as a student who did not have a break between this term and their previous term in qualifying registration activity. Qualifying activity includes having been Registered, Dropped, Withdrawn, Graded, or having received an Incomplete. If a student was "Waitlisted Only" in the previous term, they do not qualify as "Continuing."

Continuing Students may be eligible for Early Registration. Registration appointments are assigned to Continuing Students based on cumulative units earned.

Continuing Students must have a current SEP (Student Education Plan) on file in order to be eligible for Early Registration. Students are strongly encouraged to meet with a counselor for assistance in selecting appropriate courses to meet their individual goals.

NEW STUDENT

You are considered a New Student if you have never registered at Skyline College, the College of San Mateo or Cañada College.

- If you were a High School Concurrent Enrollment student, and have graduated, or will graduate high school before the Spring 2015 term, you are considered a "New" college student. You must reapply for Admission.

FORMER STUDENT

If you were in attendance at Skyline College, College of San Mateo or Cañada College prior to Fall 2014 and have not been in attendance since, you are considered a **former student** and must reapply for admission. If you previously applied for admission online, update your prior application online and resubmit.

TRANSFER STUDENT

If you attended a college or university other than Skyline College, College of San Mateo or Cañada College, you are a **transfer student** at Skyline College and must apply for admission. You may be eligible for exemptions from some of the matriculation requirements listed on page 6. Present your unofficial transcript(s) to a counselor for review.

HIGH SCHOOL STUDENT

High School students may be eligible to enroll in college through the **College Connections/Concurrent Enrollment Program**. This program allows you to get an "early start" on your college experience while still enrolled in high school. California residents do not pay enrollment fees for courses. Please visit **http://www.skylinecollege. edu/outreach/concurrentenrollment.php** for registration information and contact your high school counselor. Enrollment is subject to the availability of courses. Please see page 9 for more information.

IMPORTANT: CLASS ATTENDANCE

If you do not attend the first class meeting, the professor MAY replace you with students waiting to add the class. Although the professor has the option to withdraw you from the class, **YOU are responsible for officially withdrawing** within deadlines to avoid penalty grades and fee obligations.

SPECIAL APPLICATION PROGRAMS

The following programs require special applications and/or have unique admissions procedures. For information on these programs call:

Area Code (650)

Automotive Technology	738-4126
CalWORKs	738-4480
Central Service Technology	738-4470
Cosmetology	738-4168/4165
Concurrent Enrollment	738-4452
(Students currently attending high school)	
EOPS – Extended Opportunity Programs and Services	738-4139
International Students Program	738-4430/7021/7179
Massage Therapy	738-4366
Respiratory Therapy	738-4457
SparkPoint	738-7035
Surgical Technology	738-4470
TRiO	738-4144

✓ *Print a final copy of all **WebSMART** transactions (Registration, Drops, Payments) for your records.*

✓ *Print your **Summary Class Schedule** after completing your registration. Important deadline dates appear on this schedule.*

PREREQUISITES/COREQUISITES

The San Mateo County Community College District (SMCCCD) is using a computerized prerequisite checking system. A student who has NOT met the stated prerequisite for the course will not be allowed to enroll. In addition, all stated **Corequisite** courses must be taken concurrently. Students are strongly encouraged to accept the recommendations stated for courses but will not be prevented from enrolling in the classes where the advisory is stated as "recommended" in the class schedule.

Students should meet with a counselor if they have questions about whether they have met the stated prerequisite.

What are Prerequisites, Corequisites and Recommendations?

Prerequisite: A course or body of knowledge that must be successfully completed (grade of C or Credit or better) before a student can enroll in a specific course.

Corequisite: A course that must be taken concurrently (at the same time) with another course.

Recommendation: A course that faculty recommend be completed in advance to enhance or improve a student's ability to succeed in a specific course.

Why Prerequisites and Corequisites?

Title 5 (state regulations that govern community colleges) requires that, if a course has a prerequisite, it must be necessary for the student to succeed in the target course. Furthermore, the college must ensure that the prerequisite is equitably and fairly enforced and that it has been approved in a separate action by the curriculum committee at each college.

What if I am currently enrolled in the prerequisite course(s) within the SMCCCD?

If you are currently enrolled in the prerequisite course(s), the computer will not prevent your enrollment in the desired course. However, should you receive a final grade other than "A," "B," "C" or "P" in the prerequisite course(s), you will be notified by Admissions and Records through your student email (my.smccd.edu) that you have been administratively dropped from the course. You are advised to meet with a counselor for further assistance with enrollment.

What if I completed the prerequisite at another college outside the San Mateo County Community College District?

If you believe you have met the stated prerequisite at another college/university outside the San Mateo County Community College District, you must file a **Prerequisite Equivalency/Reciprocity of Course Placement** form with the Counseling Department. The form is available at the One Stop Center in Building 2, and online at **https://www.skylinecollege.edu/prerequisites/prerequisite process.php**. Submit the completed form with a copy of your unofficial transcript or grade report from the other college to the Counseling Appointment Desk in Building 2, or by fax (650) 738-4195 or email skycounseling@smccd.edu. If your prerequisite request is approved, the enrollment block will be lifted, allowing you to enroll in the course. If your request is denied, you will be contacted by the Counseling Center as to the reason(s) why.

How can I challenge a prerequisite?

You can challenge a prerequisite on one or more of four grounds, listed below:

• If you believe you have the knowledge or ability to succeed in the course without completing the prerequisite.

• If you believe that the prerequisite has been established in violation of Title 5 regulations or the SMCCCD District Model Policy.

• If you believe that the prerequisite is discriminatory or is being applied in a discriminatory manner.

• If you believe that the prerequisite course has not been made reasonably available.

How do I file a prerequisite challenge?

If you wish to file a prerequisite challenge, follow these steps:

• The **Prerequisite Challenge Form** is available at the Student Services Information Center in Building 2 or online at https://www.skylinecollege.edu/prerequisites/prerequisiteprocess.php. A counselor can help you determine whether you would benefit from the challenge process.

• Next you should contact the appropriate division dean to obtain specific information about filing and documenting your challenge request.

• If you elect to challenge, submit the completed challenge form with documentation to the appropriate Division Office for review.

• You will be notified in 5 business days if your challenge is subsequently approved, and you will be allowed to enroll in the course. If your challenge is not approved, you will be administratively withdrawn from the course.

What message will I receive on WebSMART if I do not meet the prerequisite for the course in which I am attempting to enroll?

If you have not met the prerequisite or presented documentation to challenge the prerequisite you will receive the following message on WebSMART when you attempt to enroll: *You do not meet the prerequisites for this course.* You will not be able to register for the class until you clear the prerequisite(s). To obtain prerequisite information, equivalency/challenge processes, and forms go to: **http://www.skylinecollege.edu/prerequisites.**

Fees

FEE TYPE AND AMOUNT*	REQUIRED OF
Enrollment* $46 per unit	**All Students,** except high school students enrolling for less than 11.5 units through the Concurrent Enrollment and College Consortium Programs. These fees are waived for recipients of the Board of Governor's Fee Waiver. See page 30 for more information and the application for a fee waiver. **See disclaimer regarding fees on page 27.**
Health Services* $16 Summer / $19 Fall / $19 Spring	**All Students,** except those enrolled **ONLY** in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program**. **See disclaimer regarding fees on page 27.**
Student Representation $1	**All Students,** except those enrolled in the Concurrent Enrollment Program. **See Explanation of Fees on page 27.**
Nonresident Tuition $213 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 $213 per unit + $8 per unit capital outlay fee (plus $46 per unit Enrollment Fee)	International Students
International Student (F-1 Visa) Health Insurance* $630 Fall or $630 Spring	All F-1 Visa International Students who do not present proof that they have the required level of private health insurance.
Student Body $8 Fall / $8 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. **See Explanation of Fees on page 27.**
Student Union $1 per unit / $5 max per semester	**All Students,** except those enrolled in the Concurrent Enrollment Program. Fall and Spring semesters only. **See Explanation of Fees on page 27.**
Parking* $27 Summer / $52 Fall / $52 Spring / $94 Two Term Permit (Fall & Spring) / $2 per day **Parking (Board of Governor's Waiver)*** $25 Summer / $30 Fall / $30 Spring $60 Two Term Permit (Fall & Spring) $2 per day	All persons who park motor vehicles on campus. Daily permits may be purchased from ticket dispensers. See *Parking & Transportation* on page 132. Permits are not required on weekends. Replacement permits are available at full price. **Permits are nonrefundable.**
Audit $15 per unit	All courses, unless specifically exempted, are eligible to audit if the student has taken the course the maximum number of times allowed. (Students enrolling in a variable unit course must register and pay for maximum units.) **See Audit Policy on page 27**.
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.
Official Transcript (All SMCCCD records will appear on one transcript) **$5** **Rush Transcript Request** $10 additional	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. If a rush request is made, an additional $10 Rush Transcript Request Fee is charged for each transcript. Allow 24 hours for rush transcript processing.

*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 Academic Standards Petition.

FALL FEE PAYMENT POLICY

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. While it is the intention of the local governing board that any proposed fee increases be moderate and predictable, due to the ongoing State budget shortfall, fee increases could be adopted at any time. In the event of a fee increase, students will be notified of the increase and any subsequent amount owed will be posted on their **WebSMART** account, and through emails to their **my.smccd.edu** email address.

Registration for fall term begins on April 30, 2015. You will not be able to register for classes if you have any outstanding balances on your account.

All records are automatically held until all outstanding debts to the District Colleges have been cleared.

Review your account on **WebSMART** regularly for current balances.

FEE PAYMENT PROCESS FOR FALL 2015

For updated information regarding the fee payment process for Fall 2015, please check **WebSMART**.

If you need assistance in paying your fees you may:

• Enroll in an inexpensive payment plan via **WebSMART**

• Apply for financial aid (**www.fafsa.gov**) at least five days prior to registering for your classes

• Complete the Board of Governors Fee Waiver via **WebSMART**

If you still need financial assistance after exhausting all options listed above, please contact the Dean of Enrollment Services.

VARIABLE UNIT CLASSES

No Enrollment Fee or Nonresident/International Student Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

FALL CREDIT AND REFUND POLICY

THE REFUND DEADLINE FOR SEMESTER-LENGTH CLASSES IS AUGUST 28, 2015.

• To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline as displayed on **WebSMART**. Check your *Class Schedule Summary* for exact refund dates. If registration occurs after the refund date for a class, no refund will be available.

• For summer or short courses, withdrawal must occur within the first 10% of the course (often this is the first day).

• If you decide not to attend classes, it is your responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.

• A student may either maintain a credit balance on their account or request a refund.

• Refunds are not issued automatically. You must contact the Cashier's Office to request a refund.

• Credit balances remain on student accounts for a maximum of five (5) years.

• Fees paid by personal check(s) require 10 business days for bank clearance before refunds can be processed.

• A $10 non-refundable processing fee (plus an additional $50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session.

• Students who receive financial aid and withdraw from classes are advised to call the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.

• Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.

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, Diners Club, or American Express*

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

EXPLANATION OF FEES

Student Body Fee: Offers a photo ID card and discounts as well as support for many activities and programs. This fee is automatically assessed as part of your total fees. If you choose to reverse this fee, please visit the Center for Student Life & Leadership Development in Building 6, Room 6212, (650) 738-4275, by August 28, 2015. Student ID cards are not available during the Summer Session.

Student Representation Fee: Established by a student election to support student advocacy to local, state and federal offices and agencies. A student has the right to reverse the $1 Student Representation Fee for religious, political, moral or financial reasons by completing a form available at the Center for Student Life & Leadership Development.

Student Union Fee: (Fall and Spring Semesters only). Assessed at $1.00 per unit up to a maximum of $5.00 per semester and no more than $10.00 per student per academic year. Funds will be used to support the financing, construction and operation of the Student Union. This fee may not be reversed.

Health Service Fee: Provides basic campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event. 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 service fee. Contact Admissions & Records for an Academic Standards Petition.

Additional Fees: Students are required to purchase textbooks, tools, technical and miscellaneous supplies for certain programs. In some courses, students will also be required to pay an instructional materials charge. Please refer to the course description for specific course fee information.

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

AUDIT POLICY

Skyline College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.

2. The instructor of record for the course must approve the student's enrollment as an auditor.

3. The student must be in good academic standing.

4. If the course is offered for variable units, the student must enroll for the maximum number of units available.

5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

Students who enroll in a course for credit have first priority for all classroom space. Students who wish to audit a course may enroll the week after the late registration period is concluded. Students who wish to audit a course must obtain a COURSE AUDIT FORM from the Office of Admissions and Records. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Education Code, is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.