

# SKYLINE COLLEGE **DUAL ENROLLMENT**

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## **STUDENT AND FAMILY RESOURCE GUIDE**

### **MISSION:**

TO EMPOWER AND TRANSFORM A GLOBAL COMMUNITY OF LEARNERS



**Skyline College**  
Strategic Partnerships &  
Workforce Development



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# WELCOME LETTER

Congratulations on signing up for the Dual Enrollment (Dual E) program at Skyline College! Our mission is to empower and transform a global community of learners. This student and family handbook will provide you with valuable information about the DE program to make sure you are successful in achieving your goals!

Skyline College's Dual Enrollment Program focuses on providing high school students who may not already be college bound or who are underrepresented in higher education the opportunity to earn high school and college level credit at no financial cost to them. The Strategic Partnerships and Workforce Development Division works closely with high schools to develop robust partnerships in service of students and increasing access to college.

The goals of the program are to develop seamless pathways from high school to community college for career technical education (CTE) or preparation for transfer to four year universities, improve high school graduation rates, and assist high school students to achieve college and career readiness.

We are excited that you have chosen to participate in Dual Enrollment at Skyline College. We believe that your experience in this program has the potential to improve and transform your educational and career outcomes. Use this guide to ensure that you are familiar with the resources available to you as a Skyline College Dual Enrollment student.

## MEET THE DUAL ENROLLMENT TEAM AT SKYLINE COLLEGE

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# BENEFITS OF DUAL ENROLLMENT

## What is Dual Enrollment (Dual E)?

Dual Enrollment is a program that provides high school students the opportunity to enroll in college level courses for free and gain both high school and college credits simultaneously. This usually includes students taking college classes at their high school during the school day or after school.

## Why Dual Enrollment (Dual E)?

You can get early access to college courses and Skyline College campus resources. As a Dual Enrollment student, you are participating in a program that offers flexible class modes to ensure access to college level courses for everyone.

If you are a student that has extra curricular activities after school and don't have time to take an extra college level class, no worries! We are offering college courses within your high school day and at your high school site. We also offer some **night, online, and asynchronous** classes for dynamic learners to be able to take classes that better fit their schedule and means of learning.

Additionally, as a Dual Enrollment student, you have access to many resources we offer at our Skyline College campus. Please check out our resources page (24-25) for more information.

## College Readiness and Academic Success

Students participating in Dual Enrollment courses are able to get a sneak peek of what it may feel like to be a college student. This provides them with a safe space to practice college level academic skills in the comfort of their own high school, with their peers and instructors who can offer them support.

This experience increases student confidence in their academic capabilities and increases their likelihood in pursuing post-secondary education. Additionally, as students complete college courses during high school, it can lead to a shorter time in college, resulting in taking fewer classes as they earn their Associates or Bachelor's Degrees.

## Career Exploration and Financial Benefits

Dual Enrollment students are dynamic students participating not only in college level courses but are exploring extra curricular activities and career opportunities.

The Dual Enrollment program supports this by providing them Dual E courses that enable them to participate in career exploration as early as high school. With Dual Enrollment offering career technical education classes, students learn skills that are directly transferable within the job market. This also gives students a competitive edge and a better starting salary.

Additionally, since all Dual Enrollment classes are **free**, any classes and units they complete can help reduce the time and the cost of overall tuition fees that a student would have normally paid as they complete their degrees or certifications.

# STEPS TO ENROLLMENT

## STEPS TO ENROLLMENT

The team will schedule time with you to support students in the onboarding process to ensure timely registration in the course.

### Step One: Apply to Skyline College

[Apply to Skyline College](#) using a California Community Colleges OpenCCC account. OpenCCC is an online community college application portal supported by the California Community Colleges Chancellor's Office.

*Optional recommendation: see your high school counselor*

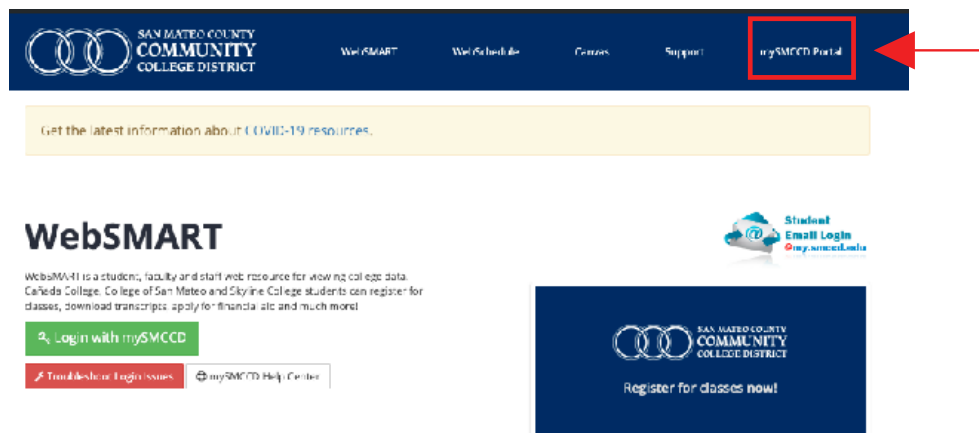
Meet with a high school counselor to determine whether the courses recommended are of interest to you and fit your college and career goals, require prerequisites, and to discuss courses eligible for credit towards high school graduation and to receive approval to participate.

### Step Two: First Login

- Find your welcome email from Skyline College Admissions. This email contains a system generated username and a link to create a password (If you haven't received your welcome email, please check your spam or junk folder. If the email has not arrived still, please contact the Dual E team)
- Once you click on the link it will prompt you to enter your date of birth in MM/DD/YYYY format. Click "Submit"
- You will now be taken to a page that lets you create a password
- Please enter a password into the "new password" and "confirm password" section then click submit
- Now your login has been created, please save your username and password in a secure location as you will need this login often.

### Step Three: Submit the College Connection Form via Student Success Link

- Go to WebSMART via this link: [bit.ly/skyline-websmart](https://bit.ly/skyline-websmart) to login
- Once on the WebSMART page click on **"MySMCCD Portal"** on the top right of the page
- Log into the OneLogin ([smccd.onelogin.com](https://smccd.onelogin.com)) by using the username provided
  - Use your username provided in your admissions email
- Select: Student Success Link
- Select: College Connection Form ("My Forms") Follow the steps to submit your College Connection Form and click CONFIRM on the last page
- Please contact a member of the Dual E team if you have any questions



# DUAL ENROLLMENT FEES: IT'S FREE!

## Step Three: College Connection Form (Continuation)

To fill out the form, you will need the following information:

- **The Course Number (CRN)** for the classes you plan to take. The Dual E team will provide this.
- **Introduction:** Read the information carefully
- **About You:** Program I am interested in (important: make sure to select Dual Enrollment here)
- **Course Selection:** Current term (Fall 2023, Spring 2024, etc) if you are unsure, please ask the Dual E team
- **Education History:** Here you will enter the most recent grades you received in your English & Math classes
- **Agreement:** Read information carefully and check the boxes  
Sign and date
- School Counselor and Parent/Guardian information: Enter your high school counselor's email address and phone number
- Enter high school counselor's contact information
  - \*Are you completing this document with your parent/guardian present?
    - Yes: Enter parent's name, phone number, and signature. Please select this option and no further action is required until the next Dual Enrollment workshop.
    - No: Enter parent/guardian contact information (if your parent/guardian does not have an email address you will need to print out the completed form, sign it, and return to your instructor).
- Review your responses and make sure to click "confirm"

Next steps: Please remind parent/guardian to check their email and look for a parent/guardian approval form to allow you to enroll in a Dual Enrollment class. If this is not approved by a parent/guardian, it can result in delayed registration.

## Step Four: Register for Classes On or After Your "Registration Appointment Date"

Once you submit your College Connection Form, you will receive an email containing information regarding registration. *Please keep the email for your record, but no further action is required on your end. The Dual Enrollment team will register you for your Dual Enrollment classes.*

## FEES

### Enrollment and Health Fees:

High school students enrolled in 11 units or students enrolled in 15 dual enrollment only units, are not required to pay the Enrollment Fee and Health Fee. If you register for more than 11.5 total units, or more than 15 dual enrollment only units, you are responsible for paying all the fees associated with your enrollment.

### Materials & Course Access Fees:

Some courses may require materials or course access fees. For Dual Enrollment students, this will be at no cost for students. Some courses may require materials or course access fees. Because the Dual Enrollment program has a goal to eliminate financial barriers that many students and families face when accessing higher education, there will be no additional costs for books or course materials for students taking Dual Enrollment courses offered at their high school.

For step by step visual instructions on enrollment, please visit:  
[bit.ly/stepstoenrollment](https://bit.ly/stepstoenrollment) or scan the QR Code.



# ACCESSING YOUR CLASS ONLINE IN CANVAS

## CANVAS

Canvas provides a full-service, comprehensive, learning management system for students to engage in the best online learning and support for both online and on-campus courses.

Your high school may already use Canvas, which is great! If your Dual Enrollment class is being taught by a Skyline College faculty member, they will likely utilize the Skyline version of Canvas which will require you to login via the mySMCCCD student portal - which will be different than the Canvas site your high school teachers use. If your instructor chooses to use Canvas as a platform for instruction, please use the link below to learn more about signing in to Canvas, FAQs, and getting customer service support.

A dynamic Canvas student guide can be found here: <https://smccd.instructure.com/courses/4635>

## Student FAQs

### How do I login to Canvas?

Open up the latest version of your browser. We strongly recommend using Chrome for the best experience.

1. Navigate to [my.smccd.edu/canvas/](https://my.smccd.edu/canvas/) or search for **"SMCCCD Canvas"**
2. Login with your student email user name. Example: 'jdoe@my.smccd.edu' and Canvas password
  - Your Canvas password was sent to your email. If you did not receive the password, please click **"Forgot Password" link** to reset your password.
  - If you forgot your student email username (@my.smccd.edu) or email password, please follow the Student Email Recovery Tutorial to recover your student email information

### What if I have problems logging in to Canvas?

Please visit the [my.smccd.edu/canvas/](https://my.smccd.edu/canvas/) page for troubleshooting tips.

### Who can I contact for Canvas help?

Call (844) 505-4565  
Call Center Hours:  
Monday - Friday  
9:00 am - 5:00 pm (Pacific)

Canvas Support Hotline  
(844) 711-7104  
(Only Evenings and Weekends)

## Textbooks and Classroom Materials and Supplies

Loaner textbooks and course materials are provided by Skyline College. We understand textbooks can be a costly barrier for students as they consider taking college level classes and we want to ensure that money is never a barrier for students that want to take college classes!

## Transferability of Dual Enrollment Classes

Transferability refers to whether or not a student's course will transfer to a four-year institution. Although there are a number of courses that students take through the Dual Enrollment program that transfer to many colleges in the state, students should check [assist.org](https://assist.org) for more information about which colleges and universities your Skyline College courses will transfer to.

# DO YOU NEED TO DROP OR WITHDRAW FROM A CLASS?

## STUDENT DROP/WITHDRAWAL FREQUENTLY ASKED QUESTIONS

**Q: If I am not doing so well in my Dual Enrollment class, what can I do to prevent it from affecting my college transcript?**

**A:** You can drop or withdraw from a class as long as you are within the college's drop or withdraw deadline. Dropping or withdrawing will only affect your college grades. You will still have to attend your high school class and your grades will still be reflected on your high school transcript.

**Q: How do I know when my drop and withdrawal dates are?**

**A:** The Dual Enrollment team will communicate these dates to your teachers to let you know when you could still drop or withdraw.

**Q: What is the difference between dropping and withdrawing?**

**A:** Dropping a class will mean that no mark will be left on your college transcript. It is as if you never took the class. Withdrawing means that you have opted to withdraw from the class after the drop deadline and you will have a "W" on your college transcript. You will still have to attend your high school class and your grades will still be reflected on your high school transcript.

Having a "W" indicates that you have enrolled in a class but ended up not completing it. Although this is not ideal to have on your college transcript, it could be better than a D or an F.

**Q: What if I miss the drop and withdraw deadlines?**

**A:** A student failing to follow established withdrawal procedures may be assigned an "F" grade by the instructor.

For more information about dropping and withdrawing procedures please visit: [bit.ly/stepstodropclasses](http://bit.ly/stepstodropclasses) or scan the QR code.

**Q: When can I my instructor drop me from a Dual Enrollment course?**

**A:** In order for an instructor to drop students from their Dual Enrollment course, the student must meet one or both of these situations: Excessive absences or disciplinary action due to student code of conduct.

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# KNOW YOUR GRADES

## GRADES

**Letter Grades\*:** The grades from a grading scale will be averaged on the basis of the point equivalencies to determine a student's grade point average (GPA). The highest grade will receive four (4) points, and the lowest grade will receive zero (0) points, using only the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4.0 points
A-	Excellent	3.7 points
B+	Good	3.3 points
B	Good	3.0 points
B-	Good	2.7 points
C+	Satisfactory	2.3 points
C	Satisfactory	2.0 points
D+	Passing, less than satisfactory	1.3 points
D	Passing, less than satisfactory	1.0 points
D-	Passing, less than satisfactory	0.7 points
F	Failing	0 points
P	Pass (at least "C" level achievement)	Units not counted in GPA
NP	No Pass (less than satisfactory or failing)	Units not counted in GPA

\*SMCCCD does not offer a A+ or C- grade, any A+ or C- high school grade would need to be adjusted within the SMCCCD grading scale accordingly.

### Variable Units:

At the time of registration a student should have signed up for the number of units they hope to earn. The number of units the student registers for will appear on WebSMART. If the student earned less or more than what is showing on WebSMART, the instructor should change to the appropriate units earned when entering final grades.

# EXPECTATIONS AS A STUDENT OF SKYLINE COLLEGE

## STUDENT CODE OF CONDUCT

At Skyline College we believe it is important to share with students the expectations of behavior when taking part in a college level class off-site or on campus. Your success is our number one priority! Please do not hesitate to contact us should you need clarification or assistance regarding the Student Code of Conduct.

Students who do not follow the Code of Conduct shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the colleges of the San Mateo County Community College District, which includes College of San Mateo (CSM) and Cañada College.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Disruptive behavior, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self-defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Disorderly conduct or engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).

# EXPECTATIONS AS A STUDENT OF SKYLINE COLLEGE

17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/District. This includes e-cigarettes and other vapor products.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Failure to adhere to safety rules and regulations as directed.
32. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
33. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

# FERPA REGULATIONS: PROTECTING STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Family Educational Rights and Privacy Act or FERPA provides certain rights for parents regarding their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. This guide provides general information on an eligible student's rights under FERPA.

Note: Unlike in high school, once a student starts taking college classes, at any age, their parent/guardian no longer has the right to review or request their students' postsecondary educational records without the expressed written consent of the eligible student.

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: [www.studentprivacy.ed.gov/](http://www.studentprivacy.ed.gov/)



**FERPA**

**Family Educational Rights  
and Privacy Act**

# NEED A TRANSCRIPT?

## WHAT IS A TRANSCRIPT AND HOW TO REQUEST A TRANSCRIPT

A transcript is an official record of a student's academic work at Skyline College, College of San Mateo, and Cañada College. A single transcript will contain a student's work from all three colleges in the San Mateo County Community College District (SMCCCD). When requesting a transcript, please choose your home campus if you attended multiple colleges in this District. There is no need to request individual transcripts from each college.

## TRANSCRIPT SERVICES

Transcript Services are provided by Parchment Inc., including transcript order, print, and delivery service. Their service will allow you to request transcripts 24/7.

On behalf of SMCCCD, Parchment Inc. has the authority to fulfill all electronic transcript requests and respond to related inquiries. All PDF transcripts produced through the electronic transcript process are identical to paper transcripts. These PDFs can be certified as unaltered by visiting the website provided during the delivery process.

## PAYMENT

The first two transcript requests are free; thereafter, transcripts are \$5 each.

## PROCESSING TIME

Most transcript requests are processed within one business day through Parchment Inc.

## DELIVERY METHOD

Transcripts are sent electronically or mailed using U.S. first class mail.

## REQUESTING AN OFFICIAL TRANSCRIPT

### Current Students:

- Use your WebSMART account to make your request. After login, select Student Records and then select Request Official Transcript.

### Former Students & Third Party

Students without access to WebSMART account, please visit: [www.parchment.com/u/registration/33758/institution](http://www.parchment.com/u/registration/33758/institution) to complete your transcript request.

## REQUESTING AN UNOFFICIAL TRANSCRIPT

### Current Students:

- Use your WebSMART account to make your request.
- After login, select Student Records and then select Request Unfficial Transcript.
- Verify or enter email address and select continue.

### Former Students & Third Party

Unofficial transcript option is not available for students without WebSMART account access.

# FREQUENTLY ASKED QUESTIONS

## DUAL ENROLLMENT FREQUENTLY ASKED QUESTIONS

**Q: Does the grade I get in a Dual Enrollment course appear on my high school and college transcript?**

**A:** Yes. Your course and grade will appear on your high school and college transcript.

**Q: How do I get a copy of my college transcript?**

**A:** You can order your transcripts online. Please see the steps listed on page [13](#) for more information

**Q: As a high school student, what is the maximum number of units I can earn through Skyline College for free?**

**A:** For the summer, the maximum number of units is 5.75. All other semesters the maximum is 11.

**Q: What if I am not doing well in a class, can I drop it? Or have my instructor not count it as a Dual E class so it doesn't appear on my permanent college transcript?**

**A:** Students can drop courses within the deadlines and instructors have the ability to drop students for non-participation within the deadlines. Talk to your instructor. We all want you to succeed and will help in any way that we can.

**Q: What is the difference between AP classes and Dual Enrollment courses?**

**A:** AP classes require an exam at the end of the course with a certain score in order to grant you credit or not. To receive college credit for a Dual E course, you simply need to pass the course with a C or better to receive college credit..

**Q: What is the difference between concurrent enrollment vs dual enrollment?**

**A:** Concurrent Enrollment: Involves high school students enrolling in college courses for only college credit, as special-admit student. This usually includes students taking classes on their own at the college campus after school or online.

Dual Enrollment: Involves high school students enrolling in college courses and receiving both college and high school credit, as a special-admit student. This usually includes students taking college classes at their high school during the school day.





# **BEYOND DUAL ENROLMENT**

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**FURTHERING YOUR EDUCATION AND  
EXPLORING MORE AT SKYLINE COLLEGE**





# SKYLINE COLLEGE IS FREE!

NO FEES. NO TUITION. NO DEBT. YOUR FUTURE WITH NO LIMITS.

## YOUR FUTURE WITHOUT LIMITS!

With a degree or certificate from Skyline College, you'll get the skills and training you need to pursue a fulfilling career in today's most in-demand fields. We offer you:

- 100+ degree & certificate programs
- Resume-worthy skills
- Hands-on training
- Traditional, semester-length, & short courses
- Online, in-person, hybrid, & hyflex course modalities
- Leadership development
- Many student clubs & learning communities

## FREE COLLEGE, NO FEES

- Earn your degree or certificate for free
- Guaranteed university transfer
- Career preparation & advancement
- Professional & personal development
- Hands-on training in high-demand fields
- Flexible online & in-person class options
- 1-on-1 attention from distinguished faculty
- Wraparound support services & resources
- Small class sizes

At Skyline College we'll give you whatever you need to move forward. To learn new skills. To live your purpose. To advance your education so that you can reach your goals.

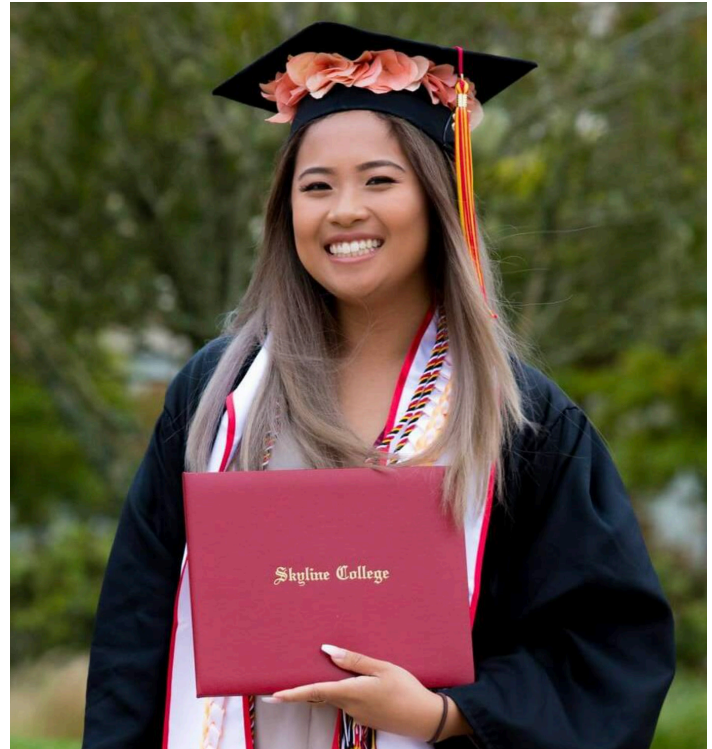
**We are the community's college. Change starts here.**

## ACADEMIC CALENDAR

The Skyline Colleges Academic Calendar provides insight regarding important dates, deadlines and events.

Check it out at: [bit.ly/skyline-academic-calendar](https://bit.ly/skyline-academic-calendar)

Holidays and spring break at Skyline College may be different from your high school. Students taking classes at Skyline College will still need to attend their college classes even though their high school may be on spring break.





# VISIT SKYLINE COLLEGE: HOW TO BOOK A TOUR

## CONGRATULATIONS ON COMPLETING YOUR DUAL ENROLLMENT CLASS!

### NOW IT IS TIME TO EXPLORE WHAT SKYLINE COLLEGE HAS TO OFFER!

Skyline College has intimate class experiences, attentive faculty and staff, and student-ready support services to facilitate your success. Students are strongly encouraged to visit campus before classes start. It will allow you time to explore all campus has to offer, parking facilities, the bookstore, the coffee shop and cafeteria and specific class locations.



**Ready to visit us?** to book a campus tour visit: [bit.ly/skyline-outreach](https://bit.ly/skyline-outreach)



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# EXPLORE INTEREST AREAS

## EXPLORING INTEREST AREAS

Interest Areas are an easy way to search for and find the major that's right for you! The degrees and certificates within an Interest Area share courses to help you to complete on time.

- Interest Areas organize all the degrees and certificates at Skyline College into four categories.
- These categories, or Interest Areas, provide a starting point for students who don't know what they want to study to find a major that's right for them.
- These categories allow students to use their interests as guides when selecting a major.



### IS ARTS, LANGUAGES & COMMUNICATION FOR YOU?

Creativity and communication are your strengths. You enjoy connecting with people through language – written, verbal or both – and you like reaching out to bring people together. You express yourself freely, whether it's through language, art, film, theater or media and you know that art, in every form, is one of the best ways to explore new ideas and points of view.



### IS BUSINESS, ENTREPRENEURSHIP & MANAGEMENT FOR YOU?

You enjoy understanding the way organizations operate – and you're ready to capitalize on what you learn. You're a self-starter who knows the value of teamwork, customer service and creativity. You like examining workflows and cash flows and you recognize the important role technology plays in all of it. You're a leader, and you're ready and willing to step up and make things happen.



### IS SCIENCE, TECHNOLOGY & HEALTH FOR YOU?

You enjoy exploring and understanding the world around you – theoretical, physical, biological, technological – it's all a puzzle that drives you to find a solution. You're a problem solver who likes building things, taking them apart to see how it works and then finding applications in the real world. Complex systems like a chemical bond, the human body, or a motor fascinate and inspire you.



### IS SOCIETY & EDUCATION FOR YOU?

You're interested in the organizations, laws, politics, interactions, and social bonds that make our planet such a rich and diverse place – and you're always craving to learn more. Studying human behavior, culture, and identity excites you. You have an intellectual spirit, and you enjoy sharing that with others because you understand the importance of doing your part within your interconnected community.



#### #IWasHired

"Paralegal program at Skyline College offered me an opportunity to learn something new, and at the same time enhance the skills I already possessed."

- Lorna Ayag, Legal Assistant at Carr, Yeley & Associates



# EXPLORE CAREER EDUCATION PATHWAYS BY INTEREST AREAS

Skyline College is deeply committed to making sure we offer career education programs that serve our county and region in the development of high performing talent necessary across many industries. Additionally, our programs are designed to ensure students experience innovative and high quality instruction that best prepares them to obtain their “Dream Job” in high demand and living wage careers!

## ARTS, LANGUAGES & COMMUNICATION

### **COSMETOLOGY**

Cosmetology, Barbering, Esthetics

### **DIGITAL MEDIA**

Basic Digital Filmmaking, User Experience (UX) Design

## BUSINESS, ENTREPRENEURSHIP & MANAGEMENT

### **ACCOUNTING**

Accounting, Accounting Clerk, Accounting Clerk in Government Accounting, Individual Tax Preparer, Payroll Accounting

### **BUSINESS ADMINISTRATION**

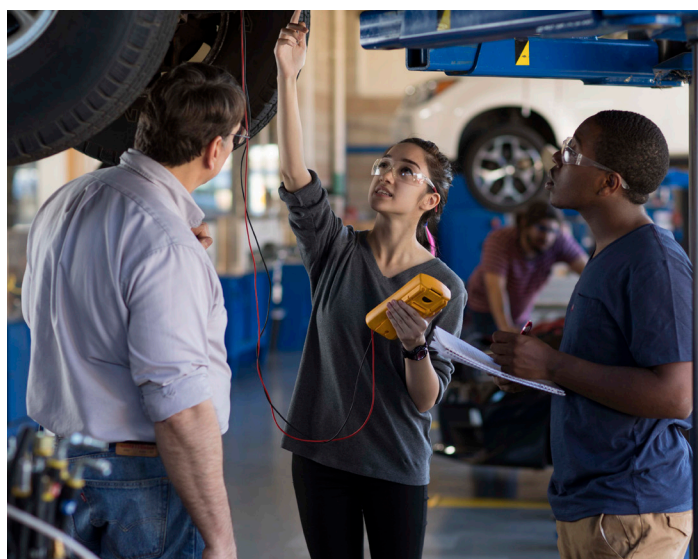
Business Management, Business Administration, Entrepreneurship, Entrepreneurship and Small Business Management, Office Assistant

### **REAL ESTATE**

Real Estate Principles, Real Estate Practice, California Mortgage Loan Brokering & Lending, Real Estate Finance, Selected Real Estate Topics

### **HOSPITALITY & TOURISM MANAGEMENT**

Food & Beverage Entry-Level Professional, Guest Services Entry-Level Professional, Meeting & Event Planning Entry-Level Professional



# EXPLORE CAREER EDUCATION PATHWAYS BY INTEREST AREAS

## SCIENCE, TECHNOLOGY & HEALTH

### **AUTO**

Automotive Technician, Automotive Technology, Automotive Advanced Engine Performance Technology, Automotive Chassis, Alignment and Brake Technology, Automotive Drive Train Technology, Automotive Electricity/Electronics, Automotive Engine Performance Technology, Automotive Engines Technology

### **BIOTECHNOLOGY**

Biotechnology Manufacturing Assistant, Biotechnology Manufacturing Technician

### **COMPUTER SCIENCE**

Computer Science for Transfer

### **ALLIED HEALTH**

Central Service Technology, Surgical Technology, Respiratory Care, Emergency Medical Technology

### **NETWORK ENGINEERING TECHNOLOGY**

Network Engineering, Advance Computer User Support, Entry Level Computer User Support, Wiring and Installation

### **WELLNESS**

Aromatherapy: Essential Oils for Health and Well-Being, Meditation and Mindfulness

## SOCIETY & EDUCATION

### **ADMINISTRATION OF JUSTICE**

Administration of Justice

### **LEGAL STUDIES**

Legal Assistant, Paralegal

### **EDUCATION AND CHILD DEVELOPMENT**

Early Childhood Education, Early Childhood Education Special Education, Children With Special Needs Area Specialization, Early Childhood Education Administration, Infants/Toddlers Care Area Specialization

### **Notes:**

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# EXPLORE SKYLINE COLLEGE PROGRAMS

Choose to take college courses alongside high school courses, get a head start on your college credits, or check out the education, resources and communities Skyline College can offer you.

With over 100 degree and certificate programs to choose from, we're sure that Skyline College has the program for you!

## WANT TO TAKE COLLEGE COURSES DURING HIGH SCHOOL? EXPLORE THESE OPTIONS

### CONCURRENT ENROLLMENT

This enrichment program is designed to provide high school students (9th-12th grade) the opportunity to enroll in college courses (up to 11.5 units) for free! High school students can receive college credit for coursework successfully completed.

For more information, please visit: [bit.ly/skyline-concurrent-enrollment](https://bit.ly/skyline-concurrent-enrollment)



### DUAL ENROLLMENT PROGRAM

Dual Enrollment is a partnership program with our local high schools and allow students (9th-12th grade) to enroll in college courses, generally offered at the high school sites. Similar to the concurrent enrollment program, students can receive college credit for coursework successfully completed while fulfilling high school requirements.

For more information, please visit: [bit.ly/skyline-dual-enrollment](https://bit.ly/skyline-dual-enrollment)



### MIDDLE COLLEGE

The Middle College program is an alternative education program that allows students to complete their last two years of high school requirements and begin earning college credits while enrolled in college courses on the Skyline College campus.

For more information, please visit: [bit.ly/skyline-middle-college](https://bit.ly/skyline-middle-college)



#### #LearningExperiences

"While using hip hop culture as the main theme, CIPHER's classes teach you to think critically & how your impact can reach the community surrounding you."

- Tia Samn, CIPHER and Skyline College Student

# EXPLORE SKYLINE COLLEGE PROGRAMS

## SCOPING OUT YOUR FIRST YEAR OF COLLEGE WITH US?

### LEARNING COMMUNITIES

Enroll in a preset group of classes with a community of students who share the same passions, interests, or specific field of study.

For more information, please visit: [bit.ly/skyline-learning-communities](https://bit.ly/skyline-learning-communities)



### PROMISE SCHOLARS PROGRAM

This is a completion and retention support program that provides financial aid, resources, and services to support student success and completion.

For more information, please visit: [bit.ly/skyline-promise-scholars](https://bit.ly/skyline-promise-scholars)



### I BELONG AT SKYLINE, STUDENT LIFE & STUDENT CLUBS

Explore all of the communities, student groups, and resources at your fingertips. We are so excited to meet you at Skyline College!

For more information, please visit: [bit.ly/skyline-i-belong](https://bit.ly/skyline-i-belong)



### CAREER PROGRAMS

If you are interested in gaining technical skills to start your career, take a look at our Career Technical Education programs to get you started on the path to your dream job.

For more information, please visit: [bit.ly/skyline-cte-programs](https://bit.ly/skyline-cte-programs)



#### #Excellence

"20+ years of educational experience in teaching biology and biomanufacturing classes to college students and assisting prospect workers to enter into the workforce."

- Nick Kapp, PH.D., Biotechnology Professor

# EXPLORE SKYLINE COLLEGE RESOURCES

## SKYLINE COLLEGE RESOURCES

### SKYLINE COLLEGE EXPRESS SHUTTLE

The Skyline College Express shuttle service runs every hour from 7:25 a.m. to 6:44 p.m., Monday through Friday to and from Daly City BART. The 28-person shuttle service is open to students, faculty and staff as well as community members who utilize the services available on campus such as SparkPoint, the Library and Veterans Resource Center.

The free shuttle service aims to make it easier, and more affordable, for students and community members to get to campus and make use of the valuable resources that Skyline College provides.

For more information, please visit: [bit.ly/skyline-shuttle](https://bit.ly/skyline-shuttle)



### SPARKPOINT

SparkPoint at Skyline College is dedicated to reducing financial barriers for students and the community to grow and prosper. SparkPoint's mission is to reduce poverty by improving credit, increasing income, reducing debt, and building assets.

For more information, please visit: [bit.ly/skyline-sparkpoint](https://bit.ly/skyline-sparkpoint)



### FREE GROCERIES

Open to students and community. No I.D. required. Learn how and when you can stop by to pick up free groceries!

For more information, please visit: [bit.ly/skyline-freegroceries](https://bit.ly/skyline-freegroceries)



### UNDOCUMENTED COMMUNITY CENTER (UCC)

Undocumented student support, including AB540 admissions, DACA, and California Dream Act. The Undocumented Community Center also provides a regular free immigration legal clinic, access to community resources, and support navigating financial supports for students.

For more information, please visit: [bit.ly/skyline-ucc](https://bit.ly/skyline-ucc)



### EDUCATIONAL ACCESS CENTER (EAC)

The EAC provides accommodations, counseling, and support services to students with documented disabilities in accordance with State and Federal law.

For more information, please visit: [bit.ly/skyline-educational-access-center](https://bit.ly/skyline-educational-access-center)





# PROMISE SCHOLAR PROGRAM: DEDICATED SUPPORT TO HELP YOU GRADUATE/TRANSFER IN 3 YEARS OR LESS!

## THE SKYLINE COLLEGE PROMISE SCHOLARS PROGRAM

The Promise Scholars Program provides incoming full-time students a full scholarship for three years, textbook assistance, transportation vouchers, and academic and professional support. The program is open to full-time college students who can commit to attending Skyline College full-time (12 units minimum per semester, with 15 units highly encouraged).

The intention of the Promise Scholars Program is to accelerate your path toward achieving your educational goals, whether you hope to earn a certificate, an associate degree, or complete general education requirements to successfully transfer to a four-year institution. This is more than a scholarship. The program aims to provide all Scholars a supportive, engaged, and inclusive community – a home on campus. We expect all students in the program to regularly participate in counseling, career development, and utilize the program's academic resources.

For more information, please visit: [bit.ly/skyline-promise-scholars](https://bit.ly/skyline-promise-scholars)





# NOTES

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REV 07/2025



**Skyline College**  
Strategic Partnerships &  
Workforce Development

