



Skyline COLLEGE

3300 College Dr., San Bruno, CA 94066

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. The District and its Colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by County voters and one elected by students in the District for a one-year term.

Victoria P. Morrow, Ph.D.,
President, Skyline College

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Accreditation

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S.

Credits

Cover Design: mike!, El Sobrante, CA
Photos: Sean Arbabi, Sharon Beals, Shelly Hausman
Production: Sandra Irber, Maria Norris, Caroline Ocampo, Theresa Tentes, Ika Simpson

Accuracy Statement

Skyline College and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Skyline College for reasons related to student enrollment or level of financial support, or for any other reason, at the discretion of the College. The College and the District further reserve the right to add, amend or repeal any of their rules, regulations, policies and procedures, in conformance with applicable laws.

This publication is available upon request in an alternate format by calling Skyline's Disabled Students Program and Services at (650) 738-4393.

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Fall Semester Calendar

AUGUST 19

Day and Evening Classes Begin

SEPTEMBER 1

Last Day to DROP Semester Length Course with Eligibility for Refund*

SEPTEMBER 1

Last Day to ADD Semester Length Course*

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

SEPTEMBER 4

Final Payment DUE
(Semester Length Classes)

SEPTEMBER 5-6

Declared Recess

SEPTEMBER 7

Holiday – Labor Day

SEPTEMBER 8

Census Day (Semester Length Classes)

SEPTEMBER 11

Last Day to DROP Semester Length Course without Appearing on Record
Last Day to Reverse Student Body Fee

OCTOBER 2

Last Day to Apply for a Degree or Certificate

NOVEMBER 11-12

Faculty Flex Days – No Day or Evening Classes

NOVEMBER 13

Holiday – Veterans' Day (Observed)

NOVEMBER 14-15

Declared Recess

NOVEMBER 18 (14th WEEK)

Last Day to WITHDRAW from Semester Length Course
Last Day to CHANGE "Grade Type" for Semester Length Course (if applicable)

NOVEMBER 25

Declared Recess (Evening Courses Only)

NOVEMBER 26

Holiday – Thanksgiving

NOVEMBER 27-29

Declared Recess

DECEMBER 13-19

Final Examinations – Day, Evening & Weekend Classes

DECEMBER 19

Day, Evening & Weekend Classes End

DECEMBER 24 – JANUARY 1

Winter Recess, Offices Closed

JANUARY 8

Final Grades Available on WebSMART

Final Grades

for the Fall 2009 Semester will be available on WebSMART at SkylineCollege.edu beginning January 8, 2010



Important: Refund Policy

Please see Page 16 for detailed information regarding Refund Policy

Final Examinations – Fall Semester

DAY CLASSES

Regular Class Meeting		Final Examination		
8:10 am	MWF, MW, Daily	8:10-10:40 am	Friday	December 18
8:10 am	TTh, T, Th	8:10-10:40 am	Tuesday	December 15
9:10 am	MWF, MW, Daily	8:10-10:40 am	Wednesday	December 16
9:35 am	TTh, T, Th	8:10-10:40 am	Thursday	December 17
10:10 am	MWF, MW, Daily	8:10-10:40 am	Monday	December 14
11:10 am	TTh, T, Th	11:10- 1:40 pm	Tuesday	December 15
11:10 am	MWF, MW, Daily	11:10- 1:40 pm	Wednesday	December 16
12:10 pm	MWF, MW, Daily	11:10- 1:40 pm	Monday	December 14
12:35 pm	TTh, T, Th	11:10- 1:40 pm	Thursday	December 17
1:10/1:35 pm	MWF, MW, Daily	2:10- 4:40 pm	Wednesday	December 16
1:10 pm	TTh, T, Th	2:10- 4:40 pm	Tuesday	December 15
2:10 pm	MWF, MW, Daily	2:10- 4:40 pm	Monday	December 14
2:10 pm	TTh, T, Th	2:10- 4:40 pm	Thursday	December 17
All Others		11:10- 1:40 pm	Friday	December 18

- 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 14
Tuesday classes	Tuesday, December 15
Wednesday classes	Wednesday, December 16
Thursday classes	Thursday, December 17
Friday classes	Friday, December 18
Saturday classes	Saturday, December 19
Sunday classes	Sunday, December 13

Fall Semester Registration Calendar

REGISTRATION DATES/TIMES

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

YOU MUST HAVE AN APPOINTMENT DATE TO REGISTER

CONTINUING STUDENTS PRIORITY REGISTRATION

Students who attended any semester since Fall 2008 are considered **CONTINUING STUDENTS**. Do not submit a new **Application for Admission**. Update your personal information when you log in to WebSMART.

WebSMART – Log in to register
April 20 – May 10, 2009
on or after your appointment date
Monday through Sunday
(unavailable 2 am to 4 am daily)

ALL STUDENTS

All **NEW / FORMER** (have not attended any of the last 3 terms) **STUDENTS** must submit an Application for Admission for the Fall 2009 Semester. After being admitted, new and former students may register:

WebSMART – Log in to register
May 11 – August 18, 2009
on or after your appointment date
Monday through Sunday
(unavailable 2 am to 4 am daily)

**WebSMART will not be available on
August 17, 2009 until 8 am**

LATE REGISTRATION – AUGUST 19-SEPTEMBER 1, 2009 for Semester Length Classes

- To add a class:
- Obtain an authorization code from the instructor
 - Register on WebSMART using the authorization code

Admissions & Records, Cashiers and Counseling

Late Registration Office Hours

August 19-27 Monday through Thursday – 7:30 am to 8:00 pm
Friday – 7:30 am to 4:30 pm • **Saturday, August 22** – 10:00 am to 2:00 pm

Admissions & Records/Cashier's Regular Office Hours – Fall 2009

Dates	Admissions & Records	Cashier's
August 28 – December 18		
Monday – Thursday	7:30 am to 7:00 pm	8:00 am to 7:00 pm
Friday	7:30 am to 4:30 pm	8:00 am to 4:00 pm
November 11-12	7:30 am to 4:30 pm	8:00 am to 4:00 pm
December 21-23	7:30 am to 4:30 pm	8:00 am to 4:00 pm

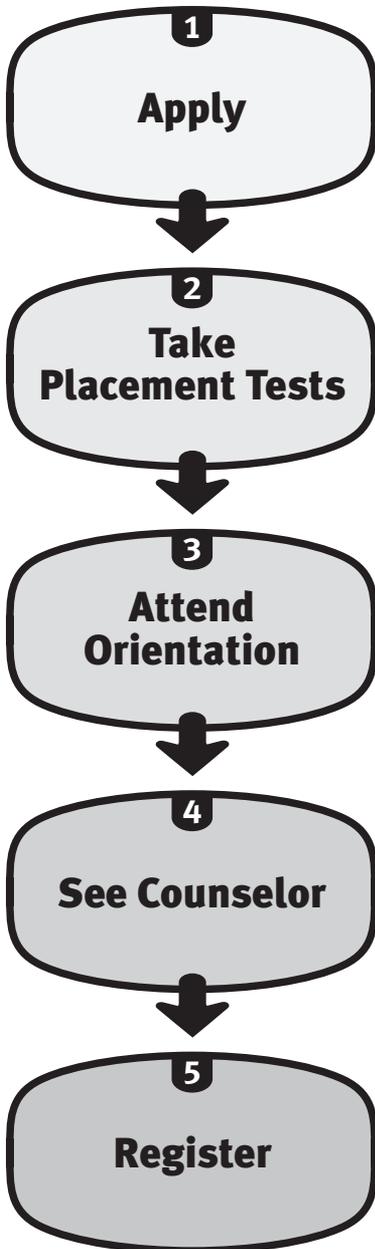
WebSMART – Monday through Sunday (unavailable 2 am to 4 am daily)

Five Steps to Successful Enrollment

New/Former Students

If you select any of the following educational goals on your application (item #7), you must complete the five enrollment steps listed below before you register for your classes.

- Obtain an Associate Degree
- Earn a Vocational Certificate
- Transfer to a four-year college or university
- Improve your English, reading or math skills
- Discover career interests or prepare for a new career
- Undecided about your major (goal)



Step 1 APPLY FOR ADMISSION/FINANCIAL AID

Admissions & Records, Building 2, (650) 738-4252

Complete the Application for Admission at <https://websmart.smccd.edu> or in this class schedule. With your "Admitted" email or letter you will receive an Enrollment Ticket, which you will have stamped as you complete each step. (Former students may not be required to complete steps 2 and 3.)

Mail or drop off your paper application to:

Skyline College, Admissions and Records
3300 College Drive, San Bruno, CA 94066

Step 2 TAKE PLACEMENT TESTS

Assessment Center, Building 2, (650) 738-4164

Take the placement tests; refer to page 7 for information about placement tests. Some students may be exempt from placement testing.

Step 3 COMPLETE ORIENTATION

One-Stop Information Center, Building 2, (650) 738-4465

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 page 8 for information regarding in-person and online orientation options.

Step 4 MAKE APPOINTMENT WITH A COUNSELOR

Counseling Division, Building 2, (650) 738-4317

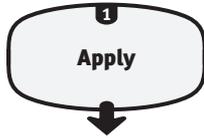
A Counselor will discuss your placement results and help you select appropriate courses for the coming semester based on your educational and career goals.

Step 5 REGISTER FOR CLASSES

WebSMART at www.SkylineCollege.edu

Submit your completed Enrollment Ticket to Admissions & Records. You will receive your registration date. Select WebSMART from the Skyline College menu at www.SkylineCollege.edu to register for classes, pay fees, view grades, and much more! If you have questions, call the Admissions & Records Office at (650) 738-4251.

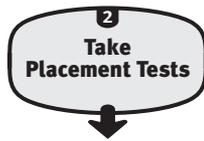
ADMISSION APPLICATION



Complete the Application for Admission at <https://websmart.smccd.edu> or in this class schedule. With your “Admitted” email or letter you will receive an Enrollment Ticket. Have it stamped as you complete each step.

PLACEMENT

You must file an Application for Admission to Skyline College prior to taking any placement test. You must provide a photo ID and your student ID number on the day of the test.



Placement tests assess your skills in reading, English and mathematics. The results of the tests are used to determine appropriate English and mathematics courses that you may take. (You may be exempt from these tests; see criteria in the next column.)

Placement tests are **required for enrollment in any English, English for Speakers of Other Languages, and/or mathematics course AND any course that has an English or math prerequisite.**

Note: Any student who needs assistance in taking the placement test because of a verified physical, hearing, visual or learning disability should call the Disabled Students Program and Services office at (650) 738-4280.

HOW TO SCHEDULE A PLACEMENT TEST

Computerized placement tests for English, English for Speakers of Other Languages (ESOL) and math are available in the Assessment Center, located in Building 2, Room 2232. The Assessment Center is open during the day Monday through Friday, on Tuesday evenings, and on select Saturdays each semester. See the website for the complete hours of operation, as they are subject to change during the semester. **You must allow enough time to complete the appropriate assessment(s):**

- English or ESOL **and** Math tests together: allow 2.5 hours
- English or ESOL test only: allow 2 hours
- Math test only: allow 1.5 hours

To schedule an assessment:

1. Go to <https://websmart.smccd.edu> and use your G Number and PIN# to access
2. Click on “Schedule Appointments”
3. Click on “Placement Test Appointment”
4. Click on “Make Appointments”
5. Select “Make Appointment”
6. Select the appropriate placement test you want to take

7. Click “continue”
8. Pick the Day/Time that is best for you and then click “Find Appointments”
9. Select the Appointment
10. Confirm your Appointment by entering your phone number and email address, then click “Continue”
11. You will see your scheduled Placement Test information

If you have questions about scheduling or would like to see if there are any “drop-in” times available, stop by the Assessment Center Office, or call (650) 738-4164 for further information.

If one of the following applies to you, you may be exempt from placement testing:

- You have taken the Placement Tests at Skyline College, CSM or Cañada College **within the last two years.**
- You have taken a placement test **at another California Community College** within the last two years and a Skyline counselor has reviewed your results for equivalency.
- You are a **former student** or **transfer student** from another accredited college in the United States and **have completed course work in mathematics and/or English with a grade of “C” or better.** (Provide unofficial transcripts or other evidence of grades to your counselor.)
- You can show evidence of completing the **College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5.**
- You can show evidence of completing the **College Board Advanced Placement Test (AP) in mathematics with a score of 3, 4 or 5.**

RETEST POLICY FOR PLACEMENT TESTING

Placement results are valid for two years from the date the test was taken. If a student does not accept the recommended placement, he/she may retake the same placement test one additional time within a two-year period. In order to retake the same test, the student must wait a minimum of 14 calendar days from the initial test date.

A student who has completed a course in the English, ESOL or math sequence may take the placement test to determine his/her current competency level in English, ESOL and math courses, provided that two years have elapsed since the course was completed.

In any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

RETRIEVING PLACEMENT RESULTS

You will be provided with a copy of your placement results following completion of your assessment; however, if you misplaced your results or need a new copy go to: <http://websmart.smccd.edu>.

ORIENTATION

IN-PERSON ORIENTATION OPTION



The In-Person Orientation Program is designed to acquaint you with Skyline College programs and services, college policies, and procedures. During the orientation, a counselor will review a packet of information covering a variety of program and service information that will be important for you while you are a student at Skyline. You will be advised about your placement test results and how to complete the remaining matriculation steps and register using **WebSMART**.

Counselors offer orientation sessions for students in English and for non-native English speakers. Orientation sessions are offered day and evening during the week and on specific Saturdays. Some sessions are offered in Spanish. You may obtain a schedule of the orientation dates from Admissions and Records, the Student Services Information Center in Building 2, or online at www.SkylineCollege.edu. Click on **Fall 2009 Orientation Schedule**.

Once you have completed the Orientation Program, have your Enrollment Ticket stamped and, if you have completed the Placement Tests, you are now ready to meet with a counselor (refer to Steps to Enrollment, Step 4).

ONLINE ORIENTATION OPTION

The Online Orientation Program is a self-paced program. It is designed for students whose schedules do not permit attendance at the in-person orientation. The online program is not recommended for students with limited English proficiency, recent high school graduates, or new college students. To complete the Online Orientation go to: <http://skylinecollege.net/sts/orientation.html>.

COUNSELING



Meeting with a counselor is an important step in the registration process and in your success as a college student. Once you have completed your admissions application, placement testing and orientation session, you are ready to meet with a counselor to review your assessment results and select courses appropriate to your skill level and educational and career goals.

Meet with your counselor each semester to:

- Develop or update your Student Educational Plan (SEP) to receive or maintain *priority registration* for classes in subsequent semesters
- Discuss your academic progress in meeting your educational and career goals
- Continue to learn about and use important student services that enhance student success
- Discuss personal issues that may be impacting your academic performance



NOW REGISTER FOR YOUR CLASSES

ENROLLMENT EXEMPTIONS

YOU ARE NOT REQUIRED TO COMPLETE THESE STEPS IF:

- you have completed an Associate or higher degree
- you are taking classes for personal enrichment and do not intend to earn a degree or certificate
- you are primarily a student at another educational institution and taking courses at Skyline College to meet requirements of that institution
- you are employed and taking classes related to your job.

You will receive an appointment to register after submitting the Skyline College application. You may choose to participate in the enrollment process.

ENROLLMENT WAIVERS/EXEMPTIONS: If you wish to request a waiver or exemption of any matriculation requirement, petitions are available at the Student Services Information Center. The Dean of Counseling, Advising and Matriculation reviews petitions and applicants are notified by phone of the status of the petition.

Students with disabilities who need assistance with any part of the matriculation process should contact the Disabled Students Program and Services at (650) 738-4280.

Si necesita ayuda en Español. Para facilitarle el proceso de matriculación, presentese en la oficina de admission en el edificio #2, y pregunte por alguien que hable español. Sera nuestro placer servirle.

If you are required to complete matriculation, follow these steps as soon as possible. The services are in high demand during peak registration periods. Earlier registration allows for a greater selection of courses and scheduling preferences.

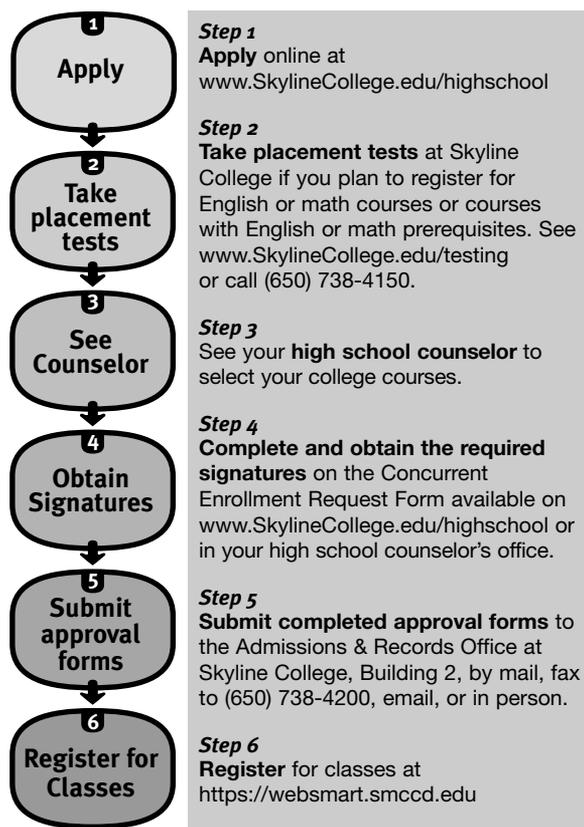
College Connection Concurrent Enrollment Program

Steps to Concurrent Enrollment Registration for High School Students

College Connection, the High School Concurrent Enrollment Program, provides current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit.

Enrollment fees are free to high school-aged California residents who are enrolled in less than 12 units.

Students should complete the following steps at least one week before classes begin:



Questions? Call the Skyline College Admissions Office at (650) 738-4251 or visit www.SkylineCollege.edu/highschool.

Concurrent Enrollment Program



High School Students: Your Future Is Happening Now!

Earn Both High School and College Credit at Skyline College for free.

What is it?: The Concurrent Enrollment program provides 9th–12th graders the opportunity to get an “early start” on their college experience.

Fact: You can earn both high school and college credit, and even an Associate Degree or certificate, while completing high school.

Fact: Skyline College, part of the San Mateo County Community College District, ranks highly among the state's community colleges in university transfer and program completion rates.

Fact: Skyline offers Guaranteed Transfer Programs to UC, CSU and private colleges and universities.

Fact: You can save \$20,000 or more when you attend a community college during your first two years. Skyline's enrollment fees are \$20 per unit (FREE for high school students enrolling in less than 11.5 units).

Contact: Admissions & Records, (650) 738-4251
“press 9” for information on Concurrent Enrollment
www.SkylineCollege.edu/ce/



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT
SMCCCD

APPLICATION FOR ADMISSION

Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
Fax: (650) 306-3113
canadacollege.edu

College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
Fax: (650) 574-6506
collegeofsanmateo.edu

Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
Fax: (650) 738-4200
skylinecollege.edu

___ FALL 20 ___
___ SPRING ___
___ SUMMER ___

1. LEGAL NAME & CURRENT MAILING ADDRESS

Last/Family Name: _____ First/Given Name: _____ Middle Name: _____
Other name(s) used on academic records: _____
Daytime Phone Number: (____) _____ - _____ Ext.: _____ Evening/Alternate Phone Number: (____) _____ - _____ Ext.: _____
Current Mailing Address: _____ Apt #: _____
City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
E-mail Address: _____ @ _____

2. SOCIAL SECURITY

____ - ____ - ____
 Check this box if you have no SS Number or decline to state

3. DATE LAST ATTENDED CAÑADA, CSM OR SKYLINE COLLEGES:

____ - ____
Month Year

7. EDUCATIONAL GOAL (Circle one)

- A Obtain an associate degree and transfer to a 4-year institution.
- B Transfer to a 4-year institution without an associate degree.
- C Obtain a 2-year associate degree without transfer.
- D Obtain a 2-year vocational degree without transfer.
- E Earn a vocational certificate without transfer.
- F Discover/formulate career interests, plans, goals.
- G Prepare for a new career (acquire job skills).
- H Advance in current job/career (update job skills).
- I Maintain certificate or license.
- J Educational Development (intellectual, cultural, physical).
- K Improve basic skills in English, reading or math.
- L Complete credits for high school diploma or GED.
- M Undecided on goal.
- N To move from noncredit coursework to credit coursework
- O 4-year college student taking courses to meet 4-year college requirements

4. DATE OF BIRTH

____ / ____ / ____
MO DAY YEAR

5. MARITAL STATUS

Unmarried Married Decline to state

GENDER

Female Male Decline to state

6. MAJOR (Major codes available in the class schedule or at the college website)

Program of study you intend to pursue at this college:

8. ETHNIC BACKGROUND

HM Mexican, Mexican-American, Chicano
HR Central American
HS South American
HX Hispanic: Other
AI Asian: Indian
AC Asian: Chinese

AJ Asian: Japanese
AK Asian: Korean
AL Asian: Laotian
AM Asian: Cambodian
AV Asian: Vietnamese
F. Filipino
AX Asian: Other

B. Black or African American
N. American Indian/Alaskan Native
PG Pacific Islander: Guamanian
PH Pacific Islander: Hawaiian
PS Pacific Islander: Samoan
PX Pacific Islander: Other
W. White

Enter Code

9. CONTACT INFORMATION (If under 19 and unmarried, MUST provide parent/guardian/emergency contact information):

Check here if your permanent address is the same as your current address.

Permanent Address: _____ Apt #: _____
City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
Parent/Guardian/Emergency Contact Name: _____ Phone Number: (____) _____ - _____

10. ENTRY LEVEL

Enter Code

- 1 = First-time Student in college (never attended college)
- 2 = First time at an SMCCCD college, have attended another college
- 3 = Returning Student to an SMCCCD college after absent for a main term
- Y = Enrolling in high school (or lower grades) and college at the same time

11. HIGH SCHOOL EDUCATION

Yes No I received a CA high school diploma, GED or equivalent.
 Yes No I have attended high school in CA for three or more years.

LAST HIGH SCHOOL ATTENDED

High School: _____
City: _____ State: _____ Country: _____

HIGH SCHOOL COMPLETION DATE: ____/____/____ (MMDDYYYY)

12. Yes No Are you primarily a student at another college and taking course(s) here to meet requirements?
 Yes No Are you employed and taking only job-related classes?

13. HIGHEST EDUCATIONAL LEVEL (Please Circle)

- 0 Not a high school graduate and no longer enrolled in high school.
- 1 Special Admit Student (Will be attending both K-12 & SMCCCD college).
- 2 Currently enrolled in adult school (not college/university).
- 3 Received High School Diploma. YEAR: _____
- 4 Passed the GED, or received a High School Certificate of Equivalency/Completion. YEAR: _____
- 5 Received a Certificate of California High School Proficiency or equivalent. YEAR: _____
- 6 Received a Foreign Secondary School Diploma/Certificate of graduation. YEAR: _____
- 7 Received an Associate Degree. YEAR: _____
- 8 Received a Bachelor Degree or higher. YEAR: _____

14. LAST COLLEGE/UNIVERSITY ATTENDED (if applicable)

College/University: _____
City: _____ State: _____
Dates attended:
(From) Month: ____ Year: ____ (To) Month: ____ Year: ____

RESIDENCY	MATRICULATION	REC'D BY	DATE	CODED BY	ADM BY	DATE	REG DATE	OFFICE USE
5 6 7 8	N NM DO DY OY							

Major Codes

FALL 2009 APPLICATION MAJOR CODE SHEET

QUESTION NO. 6 – MAJOR CODES Check the majors listed below and fill in the appropriate code number in the space provided in Question No. 6 on the Application for Admission.

Specific courses for some majors are limited or not available at Skyline College.

0502	ACCOUNTING	4930	ENGLISH AS A SECOND LANGUAGE (GENERAL STUDIES)	0616	MULTIMEDIA/WEB DESIGN
2105	ADMINISTRATION OF JUSTICE			1004	MUSIC
0950	AERONAUTICS/AVIATION TECH.	2136	ENVIRONMENTAL TECHNOLOGY	0115	NATURAL RESOURCES MANAGEMENT
2140	ALCOHOL & OTHER DRUG STUDIES	2231	ETHNIC STUDIES	4902	BIOLOGICAL & PHYSICAL SCIENCES
1260	ALLIED HEALTH	1305	FAMILY RELATIONS & CHILD DEVELOPMENT	1203	NURSING
2202	ANTHROPOLOGY	1303	FASHION DESIGN/MERCHANDISING	1238	PRACTICAL & VOCATIONAL NURSING
1112	ARABIC	2133	FIRE CONTROL TECHNOLOGY	1306	FOODS & NUTRITION
0202	ARCHITECTURE	1101	FOREIGN LANGUAGES	1919	OCEANOGRAPHY
1002	ART	1102	FRENCH	0952	CONSTRUCTION CRAFTS TECH
1911	ASTRONOMY	2206	GEOGRAPHY	1402	PARALEGAL/LEGAL ASSISTANT
0948	AUTOMOTIVE TECHNOLOGY	1914	GEOLOGY	1221	PHARMACY TECHNICIAN
0504	BANKING/FINANCE	1030	GRAPHIC ARTS	1509	PHILOSOPHY
0408	BIOLOGY	2205	HISTORY	1011	PHOTOGRAPHY
0430	BIOTECHNOLOGY	1301	HOME ECONOMICS	0835	PHYSICAL EDUCATION
0603	BROADCASTING ARTS	0108	HORTICULTURE: ENVIRONMENTAL	1901	PHYSICAL SCIENCES, GENERAL
0973	BUILDING INSPECTION	1308	HORTICULTURE: FLORISTRY	1902	PHYSICS, GENERAL
0501	BUSINESS ADMINISTRATION	2107	HUMAN DEVELOPMENT	0970	PLUMBING
0500	BUSINESS & MANAGEMENT	4903	HUMANITIES & SOCIAL SCIENCES	2207	POLITICAL SCIENCE & GOVERNMENT
0504	BUSINESS, BANKING & FINANCE	2104	HUMAN SERVICES	2001	PSYCHOLOGY, GENERAL
0506	BUSINESS MANAGEMENT & ADMINISTRATION	0799	INFORMATION TECHNOLOGY SPECIALIST	1225	RADIOLOGICAL TECHNOLOGY
0514	BUSINESS INFORMATION SPECIALIST	4901	INTERDISCIPLINARY STUDIES	0511	REAL ESTATE/ESCROW
1219	CENTRAL SERVICE TECHNOLOGY	1302	HOME DECORATION & EQUIPMENT	2107	RECREATION EDUCATION
1905	CHEMISTRY	4933	INTERNATIONAL STUDIES	0928	REFRIGERATOR SYSTEMS
1010	CINEMATOGRAPHY	0549	INTERNATIONAL TRADE	1210	RESPIRATORY THERAPY
0701	COMPUTER SCIENCES, GENERAL	1104	ITALIAN	0514	BUSINESS INFORMATION PROCESSING
0704	COMPUTER PROGRAMMING	0602	JOURNALISM	6030	SELF-ENRICHMENT
3007	COSMETOLOGY	1401	LAW (GENERAL)	2201	SOCIAL SCIENCES, GENERAL
1316	CULINARY SERVICES	0400	LIFE SCIENCES – BIOLOGICAL	2208	SOCIOLOGY
1008	DANCE	0401	LIFE SCIENCES – GENERAL	1506	SPEECH, DEBATE & FORENSICS
0703	DATA PROCESSING	0499	LIFE SCIENCES	1217	SURGICAL TECHNICIAN/ O.R. NURSING
1230	DENTAL ASSISTING	0956	MANUFACTURING TECHNOLOGY	0935	ELECTROMECHANICAL TECHNOLOGY
0953	DRAFTING TECHNOLOGY	0509	MARKETING & PURCHASING	3009	RECREATION & TOURISM
1007	DRAMATIC ARTS	1701	MATHEMATICS	0972	WELDING TECHNOLOGY
0801	EARLY CHILDHOOD EDUCATION	1244	MEDICAL ASSISTANT	6000	UNDECIDED/OTHER
2204	ECONOMICS	1226	MEDICAL CODING & BILLING		
0934	ELECTRONICS/ELECTRICAL TECH.	0518	MEDICAL TRANSCRIPTION		
1250	EMERGENCY MEDICAL TECH.	1913	METEOROLOGY		
0901	ENGINEERING				
1501	ENGLISH				

Registration Information

DEFINITIONS OF STUDENT CLASSIFICATIONS

CONTINUING STUDENTS

If you were enrolled at Skyline College, College of San Mateo or Cañada College any semester since Fall 2008, you are considered a **CONTINUING STUDENT**. As a Continuing Student, you are entitled to participate in Priority Registration.

You may take advantage of your registration priority as a Continuing Student between **April 20 – May 10, 2009**, on or after your assigned appointment date to register, for the best selection of classes. Continuing students who do not register during the priority registration period will be able to register during open registration, but without priority. You are encouraged to meet with a counselor for assistance in selecting appropriate courses or in developing an educational plan to meet your individual goals.

Note: DSPS and EOPS students receive the earliest priority registration date assignments.

NEW STUDENTS

You are a **new student** if you have never registered at Skyline College, College of San Mateo or Cañada College.

- If you were a High School Concurrent Enrollment student and graduated, you are considered a “new” college student. You must apply for admission.

FORMER STUDENTS

If you were in attendance at Skyline College, College of San Mateo or Cañada College prior to Fall 2008 and have not been in attendance since, you are considered a **former student** and must reapply for admission. If you previously applied for admission, update your prior application online and resubmit.

TRANSFER STUDENTS

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 STUDENTS

High School students may be eligible to enroll in college through the **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. The application priority date is **one week before classes begin**. For applications and registration information, contact your high school counselor and/or access the form at **SkylineCollege.edu**. Enrollment is subject to the availability of courses. Please see page 8 for more information.

OPEN ENROLLMENT

Every course offered at Skyline College (unless specifically exempted by legal statute) is open for enrollment by any person who has been admitted to the college and who 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.

REGISTRATION APPOINTMENT MAILER

You will be notified by postcard or emailed your registration appointment date. The Registration Appointment mailer contains your appointment date and information regarding your **PIN** (Personal Identification Number). You will be required to enter your **PIN** when you register using **WebSMART**. The registration appointment date will entitle you to register for Fall 2009 classes. It is important to **retain your PIN**; it is required for future **WebSMART** transactions such as accessing final grades.

BEFORE REGISTERING

- Meet with a counselor/advisor for assistance in selecting your courses.
- Check for prerequisites, corequisites, and recommended preparation for the courses in which you intend to enroll.
- Obtain permission from your counselor or Admissions if you plan to enroll in more than 19 units.
- Clear any fee balances or holds on your record.
- Apply at the Financial Aid Office for assistance with payment of fees.

HOW TO REGISTER

Check your registration appointment date on **WebSMART** at <https://websmart.smccd.edu> beginning April 20, 2009.

Register Online on the web at WebSMART:
<https://websmart.smccd.edu>

Login with your User ID: social security number or student ID (example: G09876543) **and Pin Number:** six-digit birthdate (example: 062170)

REGISTRATION

Log on to **WebSMART** to register on the day of your appointment or any day **THEREAFTER, BUT NOT BEFORE**.

When registering by **WebSMART** you will be able to enroll in classes at Skyline College, College of San Mateo and/or Cañada College. You may pay your fees by credit card, check, money order, cash, or apply for a Fee Waiver.

Continued →

REGISTRATION Continued

Credit card and check payments can be made on **WebSMART**. *If you decide not to attend the classes in which you enrolled, it is your responsibility to officially withdraw within deadlines to avoid penalty grades and fee obligations.*

WAITLISTS are now available for most classes. Please read the information on WebSMART to determine your eligibility for waitlisting.

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. When registering on WebSMART for a variable unit course, students may select the number of units they plan to complete (click on the Unit field). **There will be no refunds for units not earned.** Students earning additional units will be charged accordingly.

PASS/NO PASS GRADE OPTION

Some courses allow students to choose whether they wish to receive a letter grade or a Pass/No Pass (P/NP) for the course. The choice must be made by the student via WebSMART registration *within the first 30% time period of the course*. A grade of "P" equals a satisfactory grade. An "NP" equals an unsatisfactory grade. Please be aware of degree, certificate and transfer requirements when selecting this option.

LATE REGISTRATION – ALL STUDENTS

If you were unable to register before **the first day of class**, you may register during the **Late Registration** period beginning **August 19, 2009**. See page 4 for a detailed schedule of late registration dates/hours. If the class has started, obtain permission from the professor to enroll in any course. If allowed to enroll, you will be issued a 4-digit **AUTHORIZATION CODE** that will be required to register. All Late Registration, including adds and drops, should be processed using **WebSMART**. Refund deadlines do not change as a result of late registration.

SHORT COURSE REGISTRATION

You may register for any short course prior to the first day of the class, or until the class fills, whichever occurs first. Short course registration can be completed using **WebSMART** (available throughout the semester). If you wait to register until the beginning date of the course, you must obtain the instructor's authorization at the first class

meeting. Promptly register using **WebSMART** entering the CRN (Course Reference Number) and Authorization Code. **Note:** Refund deadlines for short courses differ from term-length courses. For details, check your **WebSMART** Class Schedule Summary, see the "Refund Policy" on page 17, or contact the Cashier's Office, the Student Services Information Center, or Admissions and Records.

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	738-4443
Cosmetology.....	738-4168/4165
Concurrent Enrollment	738-4452
(Students currently attending high school)	
EOPS – Extended Opportunity	
Programs and Services	738-4139/4385
International Students	738-4255/4315
Respiratory Therapy	738-4457
Surgical Technology	738-4470

*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.*

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 primarily responsible for officially withdrawing** within deadlines to avoid penalty grades and fee obligations.

ABOUT PREREQUISITES

ATTENTION STUDENTS

The San Mateo County Community College District uses a computerized prerequisite checking system. The system currently enforces prerequisites for **Math 110, 111, 112, 115, 120, 122, 123, 130, 150, 200, 201, 222, 241, 242, 251, 252, and 253; English 100, 105, 110, 165, 836, and 846; English for Speakers of Other Languages (ESOL) 400; and Reading 836.** If you have **not** met the prerequisites for the above courses, you will be blocked from enrolling in that course. If you believe you have met the prerequisite or wish to challenge the course prerequisite, go to **www.SkylineCollege.edu** and click on the Registration link for more information and required forms. You may also contact Counseling Services or the appropriate Division office for further information.

Students are reminded that all prerequisites for courses other than those listed above will continue to be enforced at the first class meeting.

Students should meet with a counselor if they have questions about whether they have met the stated prerequisite or if they have questions about the challenge process in general.

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 Corerquisites?

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 you are currently enrolled in the prerequisite course(s)?

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 in writing by Admissions and Records 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?

In order to receive credit for prerequisite courses taken at other colleges outside the San Mateo County Community College District, you must file a **Prerequisite Equivalency/Reciprocity of Course Placement** form with a counselor or online. The form can be found at the Student Services Information Center in Building 2 or on Skyline's website. Submit the form with a copy of your unofficial transcript or grade report from the other college to a counselor for review. If your **Prerequisite Equivalency/Reciprocity of Course Placement** is approved by a counselor, the enrollment "flag" will be lifted, thereby allowing you to enroll in the course.

How can I challenge a prerequisite?

You can challenge the 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, you'll follow these steps:

- The **Prerequisite Challenge Form** is available at the Student Services Information Center in Building 2 or from a counselor. A counselor can help you determine whether you would benefit from the challenge process.
- Next you should contact a counselor or the appropriate division dean to obtain specific information about filing and documenting your challenge request.
- If you elect to challenge, submit the completed challenge 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.

Fees

FEE TYPE	AMOUNT	REQUIRED OF
Enrollment (Fees are subject to change.)	\$20 per unit	All Students , except high school students enrolling through the Concurrent Enrollment and College Consortium Programs. These fees are waived for recipients of the Board of Governor's Fee Waiver. See page 20 for more information and the application for a fee waiver. (See disclaimer regarding fees on page 16.)
Health Services*	\$14 Summer \$17 Fall \$17 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 16.)
Student Representation	\$ 1	All Students , except those enrolled in the Concurrent Enrollment Program. See Explanation of Fees on page 16.
Nonresident Tuition	\$191 per unit (plus \$20 per unit Enrollment Fee)	Nonresidents of California
Foreign Student Tuition	\$200 per unit (plus \$20 per unit Enrollment Fee)	International Students
International Student (F-1 Visa) Health Insurance	\$120 Summer \$310 Fall or Spring \$740 Full Year	All F-1 Visa International Students who do not present proof that they have the required level of private health insurance.
Student Body (Optional Fee)	\$8 Fall \$8 Spring	All students who wish to obtain a Photo ID Card from the Student Activities Office. This fee is automatically assessed as part of your total fees (except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, or the Concurrent Enrollment program). All fees must be paid in full to receive a Photo ID card. Fall and Spring semesters only. See Explanation of Fees on page 16.
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 16.
Parking	\$20 Summer \$40 Fall / \$40 Spring \$70 Two Term Permit (Fall & Spring) \$2 per day	All persons who park motor vehicles on campus. Daily permits may be purchased for \$2.00 from ticket dispensers. See <i>Parking & Transportation</i> in this Class Schedule for more information. Permits are not required on weekends.
Audit	\$15 per unit	Students approved to audit a course that is on the list of designated courses. (Students enrolling in a variable unit course must register and pay for maximum units.) See Auditing Policy on page 141.
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 Rush Transcript Request (All SMCCCD records will appear on one transcript)	\$5 \$10 additional	Students may request a transcript of their academic record from Cañada College, College of San Mateo and/or Skyline College in person or at 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.

*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 the Health Center for details.

FALL FEES 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 District Board of Trustees.

1. Fees are due and payable at the time of registration or no later than **September 4, 2009**.
2. Student records, including transcripts, are automatically held until all debts to the District's colleges have been cleared.
3. Review your account on **WebSMART** (<https://web.smart.smccd.edu>) regularly for past due balances.

Outstanding student account balances are subject to referral to a collection agency.

For assistance paying fees, contact the Financial Aid Office, Building 2, Student Services Center, (650) 738-4236, or access **WebSMART** to apply.

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

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

THE REFUND DEADLINE FOR SEMESTER-LENGTH CLASSES IS SEPTEMBER 1, 2009.

IN ORDER TO BE ELIGIBLE FOR A REFUND FOR SHORT COURSES:

- Withdrawal must occur within the first 10% of the course (often this is the first day). Check your **WebSMART** (<https://websmart.smccd.edu>) *Class Schedule Summary* for specific refund dates, or contact the Cashier's Office.
1. If you decide not to attend classes, whether or not your fees have been paid, 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.

2. A student may either maintain a credit balance on account or request a refund.
3. Refunds are not issued automatically. You must contact the Cashier's Office to request a refund.
4. Credit balances remain on student accounts for a maximum of five (5) years.
5. Fees paid by personal check(s) require 30 days for bank clearance before refunds can be processed.
6. A \$10 non-refundable processing fee (plus an additional \$50.00 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.
7. Students who receive financial aid and withdraw from classes are advised to contact the Financial Aid Office at (650) 738-4236 regarding possible repayment of federal funds if received prior to withdrawal.
8. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.

PARKING

9. If a parking permit has been issued, it must be returned to the Cashier's Office by **September 1, 2009** for a credit or refund. See *Parking and Transportation* for more details.

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, American Express, or checking account*
- **Mail:** *Check or Money Order*
- **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: Supports student-sponsored activities and programs. Visit the Student Activities Office in Bldg. 6, Room 6212, (650) 738-4275, to obtain your Student Body Card, which provides special discounts at local businesses. All fees must be paid in full to receive a photo ID. This fee is automatically assessed as part of your total fees. If you choose not to pay this fee, please visit the Student Activities Office by **September 11, 2009**. For short courses, fee must be waived within the first 10% of the course.

Student Representation Fee: Established by student vote to support student advocacy to local, state and federal offices. This fee may be waived for religious, political, moral or financial reasons by completing a form available at the Student Activities Office.

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 waived.

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.

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.

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.



For New Students

Saturday, August 8, 2009
Main Theatre, Building 1

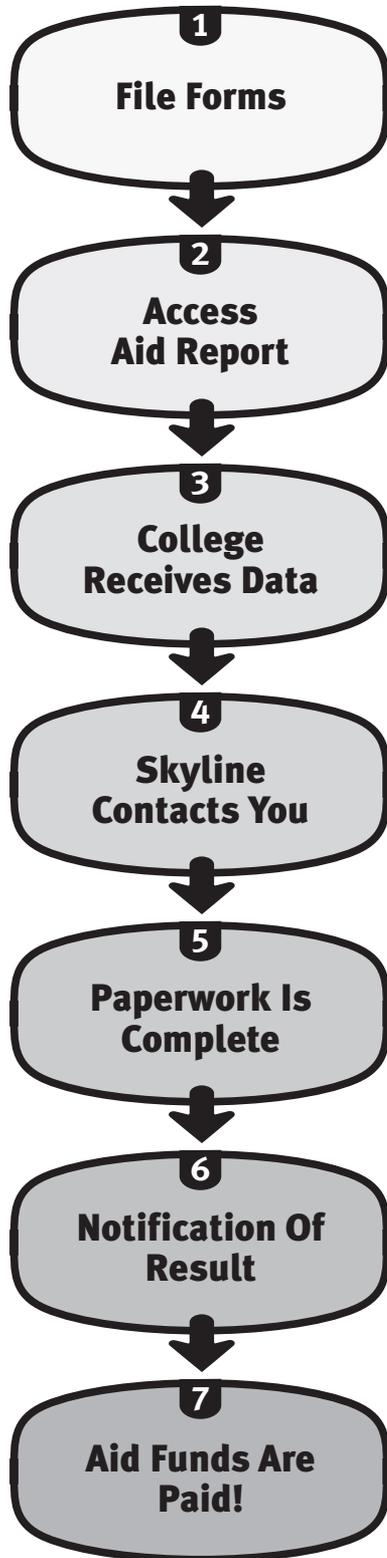
- Free and fun half-day event
- Jumpstart your success
- Valuable information on Skyline's programs and services
- Connect with faculty and staff
- Meet fellow students
- Take a campus tour

Event includes:

Small group discussions, student and parent workshops, program fair, opportunity to meet faculty, free barbeque, giveaways, and campus tours

**For more details call 650-738-4390
or visit www.SkylineCollege.edu**

Seven Steps to Financial Aid



Step 1

For 2009-10 file an 09-10 FAFSA at www.fafsa.ed.gov. Skyline's college code is 007713. Filing date for Cal Grants is September 2. For 09-10, FILE EARLY (anytime after January 2009)!

Step 2

Access your Student Aid Report ONLINE at www.fafsa.ed.gov (two to three days after you've submitted your FAFSA).

Step 3

Skyline College receives your FAFSA data from processor.

Step 4

Skyline College will send an email or letter requesting additional documents, if needed.

Step 5

Students submit all required documents to Skyline Financial Aid Office. File is complete!
You may qualify for a fee waiver before you register.

Step 6

Skyline College will notify you of your financial aid award or your eligibility status (email or letter) OR check WebSMART to learn the status of your financial aid.

Step 7

\$ Financial Aid funds are paid \$.

The entire process may take 1-3 months, so apply early!

Financial Aid Office Contact
(650) 738-4236 or skyfaoffice@smccd.edu
and www.icanaffordcollege.com

FAFSA APPLICATIONS FOR 2010-2011
ARE AVAILABLE JANUARY 1, 2010.
RENEW OR APPLY NOW!

What Kinds of Financial Aid Can I Receive?

Complete a Free Application for Federal Student Aid (FAFSA) to automatically be considered for all of the following programs!

BOARD OF GOVERNOR'S FEE WAIVER (BOGFW)

The State of California offers a BOGFW for students who are residents of the State of California, attend a Community College, and who are eligible for need-based financial aid. The BOGFW pays the enrollment fee for the student for the academic year when eligibility has been determined. Other fees, such as parking (at a reduced rate of \$20 for BOGFW students), health and student activities, must be paid by the student.

FEDERAL PELL GRANT

You are automatically considered for a Federal Pell Grant when you file the FAFSA. If you receive an Expected Family Contribution (EFC) of 4617 or less on the Student Aid Report (SAR), you are eligible for a Federal Pell award. Less than half-time students have a much lower EFC cut-off to be eligible for a grant. Awards for students are prorated based on enrollment status:

Full-time	12 or more units
Half-time	6-8.5 units
Three-quarter time	9-11.5 units
Less than half	.5-5.5 units
Awards range from:	\$400 to \$5,350

CAL GRANT A, B and C DEADLINE TO APPLY IS MARCH 2 or SEPTEMBER 2

Cal Grants are for California residents only. They are awarded by the California Student Aid Commission for attendance in schools in California only.

Maximum awards are:

Cal Grant B	\$1,551
Cal Grant C	\$576

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is a grant awarded to students with exceptional need (EFC of 0 through 1,000).

Awards range from:	\$100 to \$800
Priority application date:	May 1, 2009

CALIFORNIA CHAFEE GRANT (CHAFEE)

The California Chafee Grant Program awards funds to eligible current or former foster youth for career and technical training or college courses. Eligible Chafee applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and to not have reached the age of 22 by July 1 of the award year. Maximum annual award: \$5,000.

ACADEMIC COMPETITIVENESS GRANT (ACG)

The Academic Competitiveness Grant (ACG) encourages high school students to complete a rigorous secondary school curriculum which would lead to college admission. Eligible ACG applicants are required to be US citizens, Federal Pell Grant recipients at the time the ACG is awarded, first or second academic year students enrolled in a two- or four-year degree program, and enrolled full time. Students must also submit a high school curriculum validation form to the Financial Aid Department. First year ACG award: \$750. Second year ACG award: \$1,300.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS is a State-funded program that provides book vouchers, grants, support services, and limited transportation services to high-need, educationally disadvantaged students who are California residents. Students must complete the FAFSA and/or a BOGFW application to apply. Students must be enrolled full-time at the time of application. Final eligibility for EOPS and CARE is determined and coordinated through the EOPS Office.

STUDENT EMPLOYMENT FEDERAL WORK STUDY (FWS)

Students who apply for financial aid and complete the Student Information Sheet and the FAFSA by May 1 are given priority.

Maximum Annual Award:	\$6,000
Priority application date:	May 1, 2009

LOANS

Loans are financial aid funds that the student borrows now and repays after s/he completes a program of study or stops going to school. Loan amounts vary from \$500-\$4,000.

**APPLY IN
JANUARY FOR A
SCHOLARSHIP**

- Scholarship awards range from \$100 – \$20,000
- Scholarships are available from many resources
- Applications are available at <http://www.skylinecollege.edu>
- Contact the Financial Aid Office for more information

Board of Governors Fee Waiver Information

BOGFW 2009-2010

An Education Lasts a Lifetime...

Don't turn away from education or job training because you think you can't afford the enrollment fee. The Board of Governors Fee Waiver (BOGFW) may pay all enrollment fees for credit courses for eligible applicants who want to attend California Community Colleges.

The BOGFW is just one of the financial aid opportunities available. You may also apply for a Pell Grant, Federal Work Study and other grants and/or loans to meet educational costs such as books, transportation, and living expenses.

BOGFW is Simple and Fast! Apply Today!

- BOGFW does not require repayment.
- BOGFW is not tied to any other financial aid programs; it can be processed quickly and you will be able to register immediately.
- BOGFW applicants should complete the application on **WebSMART** or submit the form and any required documents to the Financial Aid Office.
- BOGFW applicants may enroll in any number of credit units.
- BOGFW pays enrollment fees for the fall, spring and summer sessions. Only one application a year is required.
- If Summer 2009 is your first term and you have NOT completed a FAFSA, please complete a FAFSA **or** the application that follows this page.

You Will Be Eligible If...

If you are a California resident, you will qualify for a BOGFW if **ANY ONE** of the following statements applies to your current status:

- You have already qualified for financial aid, such as a Pell Grant or a Cal Grant, by filing the FAFSA.
- You or your family are receiving TANF (Temporary Assistance for Needy Families), SSI (Federal Supplemental Security Income), or General Assistance/General Relief.
- You meet the following income standards:

Number in household (including yourself)	Total Family Income Last Year – 2008 (Adjusted Gross Income and/or untaxed income)
1	\$15,600
2	21,000
3	26,400
4	31,800
5	37,200
6	42,600
7	48,000
8	53,400
Each additional family member	5,400

California Community Colleges 2009-2010 Board of Governors Fee Waiver Application

*This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. **The FAFSA is available at www.fafsa.ed.gov or at the Financial Aid Office.***

Note: Students who are exempt from paying nonresident tuition under **Education Code Section 68130.5 (AB 540)** are NOT California residents. If you are NOT a California resident, you are not eligible for a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: _____ <i>Last First Middle Initial</i>	Student ID # _____
Email (if available): _____	Telephone Number: (____) _____
Home Address: _____ <i>Street City Zip Code</i>	Date of Birth: ____/____/____
Has the Admissions or Registrar's Office determined that you are a California resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	

IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If **you** are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

Note: These provisions apply to state student financial aid **ONLY**, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (*Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.*) Yes No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

Student Marital Status: Single Married Divorced Separated Widowed Registered Domestic Partnership

DEPENDENCY STATUS

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer "Yes" to **ANY** of the questions 1-10 below, you will be considered an **INDEPENDENT** student. If you answer "No" to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1986? (*If "Yes," skip to question 13*) Yes No
2. As of today, are you married **or** in a Registered Domestic Partnership (RDP)? (*Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership. Also, if you answer "Yes," skip to question 13.*) Yes No
3. Are you a veteran of the U.S. Armed Forces **or** currently serving on active duty for purposes other than training? (*If "Yes," skip to question 13*) Yes No
4. Do you have children who receive more than half of their support from you, **or** other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2010? (*If "Yes," skip to question 13*) Yes No
5. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court? (*If "Yes," skip to question 13*) Yes No
6. As of today, are you an emancipated minor as determined by a court in your state of legal residence? (*If "Yes," skip to question 13*) Yes No

DEPENDENCY STATUS (Continued)

7. As of today, are you in legal guardianship as determined by a court in your state of legal residence?
(If "Yes," skip to question 13) Yes No
8. At any time on or after July 1, 2008, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? (If "Yes," skip to question 13) Yes No
9. At any time on or after July 1, 2008, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
(If "Yes," skip to question 13) Yes No
10. At any time on or after July 1, 2008, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
(If "Yes," skip to question 13) Yes No

• If you answered "Yes" to any of the questions 1 - 10, you are considered an INDEPENDENT student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #13.

• If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2008 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? Will Not File Yes No
12. Do you live with one or both of your parent(s) and/or his/her RDP? Yes No

• If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a DEPENDENT student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an INDEPENDENT student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)' information.

METHOD A ENROLLMENT FEE WAIVER

13. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:
- TANF/CalWORKs? Yes No
- SSI/SSP (Supplemental Security Income/State Supplemental Program)? Yes No
- General Assistance? Yes No
14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income? Yes No

• If you answered "Yes" to question 13 or 14 you are eligible for an ENROLLMENT FEE WAIVER. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

METHOD B ENROLLMENT FEE WAIVER

15. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2010.) _____
16. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2010.) _____
17. **2008 Income Information**

(Dependent students should not include their income information for Q 17 a and b below.)	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2008 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include ALL money received in 2008 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
TOTAL Income for 2008 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?
Submit documentation from the Department of Veterans Affairs. Yes No
21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?
Submit documentation from the CA Victim Compensation and Government Claims Board. Yes No
22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?
Submit documentation from the public agency employer of record. Yes No

- If you answered "Yes" to any of the questions from 18-22, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

Class Offerings

How to Read Class Listings

Department, Course Number and Title

Course Reference Number (CRN)

Section

Note: An "X" in the Section designator, such as AX or JX, indicates a class that is cross-listed. Cross-listed classes are those which are offered under more than one department, or which involve instruction at more than one skill level during the same class period.

Additional Section Information, where applicable

ACTG 100 ACCOUNTING PROCEDURES

Prereq: MATH 811 or equivalent. Recommended: BUS. 115 or equivalent; either CAOT 104 or CAOT 225 or equivalent; and eligibility for ENGL 836. Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Plus 2 lab hrs/wk by arrangement. May be repeated for credit up to a maximum of 3 units. **Transfer: CSU.**

WEEKDAY

38018 ACTG 100 AS TTh 8:10 10:50 8-8217 Whitten, L. 1.5-3.0
 Dates for the AS section: 01/16-03/13

EVENING

30006 ACTG 100 JV W 6:30 9:30 8-8217 Steinberg, M. 1.5-3.0

ONLINE

30007 ACTG 100 OL By Arr 3.5 Hrs/Wk Sat 8:30 11:50 **8-8217** Zhang, H. **1.5-3.0**

ACTG 100 OL will be held online and on campus. Classes will meet on campus on Saturdays 1/20, 1/27, 2/24, 3/10, 3/24, 4/7, 4/28 and 5/19 from 8:30 to 11:50 am in Room 8217. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Saturday, January 20, from 8:30 to 11:50 am in Room 8217 – attendance required. Instructor email: zhangh@smccd.edu.

Course Prerequisites/Recommendations and Description

UC and CSU/CSU GE transferability

Short course dates apply to the single section immediately above the date line; all other courses are semester length.

Days Class Meets

Time Class Meets

Location

Building Number before dash, followed by Room Number (Room Number = Building, Floor, and Room)

Instructor

Number of Units

Weekly Schedule Worksheet

Once you have selected your classes and are officially registered, use the form below to chart your weekly schedule. Use this to include your work schedule, study times and other outside commitments.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
Evening							

COURSE REPETITION (District Policy)

Grade Alleviation: A student who has earned a grade of D, F, NC or NP in a credit course at any college in the San Mateo County Community College District may repeat the course two times for the purpose of grade alleviation. See additional circumstances below that may allow an additional repetition.

Special Circumstances: Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. See information below.

Note: A petition to repeat **is not** required if a student has up to **two** substandard grades (D, F, NC or NP). You can register on WebSMART unless you are on academic dismissal.

A petition to repeat is required for the reasons below:

Reason to repeat	Will petition be approved?
1. Student received an A, B, C, CR, or P and wants to improve grade	No, unless reasons #3, 4 or 5 apply.
2. Student received a D, F, NC, or NP after repeating a class two times	No, unless reason #6 applies.
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment	Yes; student can repeat an unlimited number of times. Student must provide statement from employer mandating the course for training.
4. Class content has changed substantially	Yes, for students with standard (A, B, C, CR, P) and substandard grades (D, F, NC, NP).
5. Most recent course was completed more than five years ago	Yes, for students with standard and substandard grades.
6. Extenuating Circumstances – accident, illness, evidence of caretaking responsibilities, job change, death in immediate family, or a documented disability	Yes, for students with substandard grades. Documentation is required to support circumstances that specifically relate to the date of the course.

WITHDRAWAL POLICY

1. Withdrawal from a class **MUST** be initiated by the student using WebSMART, or in-person at the Office of Admissions and Records.
2. A student must withdraw from a semester length class during the first four weeks of instruction, or prior to the completion of the first 30% of the period of instruction for short courses, to have no record of the enrollment shown on the student's academic record.
3. After the fourth week of instruction or the first 30% of the period of instruction, whichever is applicable, a student may withdraw through the last day of the fourteenth week of instruction for semester length courses or prior to the completion of 75% of the period of instruction for short courses. A "W" will be recorded on the student's academic record.
4. The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade other than a "W". A student who does not follow the established withdrawal procedures may be assigned an "F" grade by the professor. No more than 4 withdrawals can be processed for a specific course.
5. A refund/credit for withdrawal will only be available during the first two (2) weeks of semester length courses or the first 10% of the class for Summer Session or short courses.
6. **No more than four (4) withdrawals may be processed for a single course.**

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Colleges are required to publish and make available certain crime statistics. Anyone wanting this information should contact Campus Security, Building 6, or call 738-4199, or check online at www.skylinecollege.edu/facstaff/HealthSafety/publicsafetysecurity/index.html. Persons seeking information concerning completion or graduation rates should contact the Public Information Office, Building 1, Room 1318, or call 738-4324.

STUDENT RECORDS Privacy Rights of Students

The Family Education Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide access to official educational records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. These rights extend to present and former

Continued →

students of the college. The college must obtain the written consent of the student before releasing personally identifiable information, except to those persons or agencies specified in the Act. For more detailed information, consult the College Catalog or contact the Admissions and Records Office.

POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION

In accordance with California Education Code, Section 67382, and District Rules and Regulations 2.29, the San Mateo County Community College District is committed to providing information, services and resources to all students, faculty and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting and processing of sexual assault incidents on campus may contact the Student Health Center, the Security Department Office, or call the Security Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Security Department website at www.skylinecollege.edu.

POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

Pursuant to Title V of the California Code of Regulations, the designated Officer for handling and investigating employee and student complaints of sexual harassment is the Vice-Chancellor of Human Resources and Employee Relations. Copies of the complaint procedures, including procedures for both informal and formal resolution, can be obtained by contacting the Office of Human Resources or Vice-President for Student Services.

Authority: Cal. Code Regs., tit. 5 59326; Ed.Code, § 66282.5; 20 U.S.C. § 1681 et seq.

POLICY ON A DRUG-FREE CAMPUS

Skyline College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances on College property or at any function sponsored by the District or Colleges.

Students found to be in violation of the drug-free campus policy will be subject to disciplinary actions up to and including suspension and expulsion.

The College Health Center provides information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.



Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College is implementing a new smoking policy beginning Fall Semester 2009. Smoking is now only permitted in designated areas in parking lots around campus. Designated areas are clearly marked and ashtrays are located nearby.

The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Room 2207, (650) 738-4270, and on the Skyline College website.

For additional information regarding the new smoking policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333, or the Chief of Public Safety at (650) 738-4455.

POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, San Mateo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101)¹.

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767.

Authority: Cal. Code Regs., tit. 5, § 59300; Gov. Code, §§ 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

¹ If the federal statutes cited above would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Model Policy.

POLÍTICA DE NO DISCRIMINACIÓN

Skyline College no discrimina por razones de raza, color, nacionalidad, sexo, orientación sexual, edad, incapacidad física, religión, u otros factores en sus leyes, procedimientos o prácticas conforme a los reglamentos establecidos por el Título VI del Acta de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de

1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504.104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.-6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado "Política sobre Discriminación y Acoso Sexual y Procedimiento para la Presentación de Quejas". Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su número de teléfono es: (650) 358-6767.

非歧視政策

聖馬刁縣社區學院教區的方針是提供一個無人因種族、出生國度、宗教、年齡、性別、膚色、世系、性愛傾向、或生理及智力殘障而受到非法歧視或遭到非法拒絕參與或受益於由加州教育署總長或加州社區學院總監董事會所掌管、撥款、或資助的任何項目或活動的教育及工作環境。

本教區規定在此學習和工作的環境中杜絕非禮示愛、性要求、以及其它由語言或肢體接觸或表白而導致的性騷擾。

任何教職工、學生、或代表學區的其他人士一旦觸犯本文規定或加州以及聯邦法律，即被視之為從事非法歧視，繼而受到懲戒，最高處分包括解雇、開除、或終結合同的處罰。

聖馬刁縣社區學院教區依法制定以上政策並履行以下法案：加利福尼亞政府法規第 11135 至 11139.5 部分的規定、教育法案中的男女平權法（教規，§ 66250 et seq.）、1964 年頒布的民權法案第六項（42 U.S.C. § 2000d）、1972 年通過的教育修正案中之第九條（20 U.S.C. § 1681）、1973 年制定的復興法中的第 504 章（29 U.S.C. § 794）、1990 年美國殘障人法案（42 U.S.C. § 12100），et seq.）、以及年齡歧視法案（42 U.S.C. § 6101）。

典據：Cal. Code Regs., tit. 5 § 59300; Gov. Code, §§11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101

如上述聯邦法規能更廣泛地保障民權，那麼此一更大範圍的保障即按其經典規定適用於、且在相互沖突時取代第五條規定的 59300 部分。

Services

BOOKSTORE

Books and supplies may be purchased at the Skyline College Bookstore or online at <http://bookstore.skylinecollege.edu>.

During the Fall and Spring semesters, the Bookstore is open Monday through Thursday from 7:45 am to 7:15 pm and Friday from 7:45 am to 3 pm when classes are in session. The Bookstore is closed Saturdays, Sundays and all SMCCCD holidays. Summer Session and Back-to-School hours vary.

Please call the bookstore at (650) 738-4211 or visit the Bookstore's website at <http://bookstore.skylinecollege.edu> for more information.

CALWORKS PROGRAM/ POST-EMPLOYMENT SERVICES

Skyline College provides assistance to people who are receiving TANF or AFDC benefits, or who received aid within the past two years. Services to eligible students include: counseling, job development assistance, work study, career related services, and supplemental child care.

The CalWORKs office is located in Building 2, Room 2237 and hours are Monday – Friday, 8:00 am – 4:30 pm. For more information, please call (650) 738-4443.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

Cooperative Agencies Resources for Education (CARE), a program within EOPS, is specifically designed for students who are single heads of households, are receiving AFDC/TANF or CalWORKs, and who have a child under 14 years of age. CARE provides additional support services over those provided by EOPS, such as child care and transportation assistance, automotive grants, meal tickets, and special workshops specifically designed to meet the needs of CARE students.

The CARE office is located in Building 2, Room 2211. For more information call (650) 738-4139 or send an email to skyeops@smccd.edu.

CAREER CENTER

The Career Center has career resources that provide information about employment opportunities, training requirements, job trends, and wage/salary surveys through reference materials and computerized career information systems such as Eureka. A variety of career assessment inventories, individualized career counseling, career courses and workshops are available to students in planning their educational and career goals. Our Online Employment Services assist students in searching for available job openings. Students can place their resume online by registering on our interactive website: <http://skylinejobs.com>. Employers listing job openings can register on the same website.

The Career Center, located in Building 2, Room 2227, has both day and evening hours. Students are encouraged to stop by and take advantage of the variety of career services, or call (650) 738-4337 for more information.

Comprehensive career information is also posted on the center's web page at www.smccd.edu/accounts/skycareer.

CHILD CARE SERVICES

The Skyline College Child Development Center is located in a portable unit across the street from the campus next to the Loma Chica School. The Center provides a comprehensive child development program as a service to assist students, staff and faculty who have young children ages 2-1/2 to 5 years. It is open from 7:30 am to 5:00 pm during the fall and spring semesters. One parent must be enrolled or employed at one of the SMCCCD colleges. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For information, call (650) 738-7070 or 7071.

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 an SEP on file once they have completed 15 units at Skyline.** Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4317.

DISABLED STUDENTS PROGRAM

Skyline College's Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of students with verified disabilities. Services include, but are not limited to, Learning Differences Assessment, ASL interpreting, registration assistance, extended time testing, lockers, adaptive physical education classes, adaptive computer classes and software, and alternate formats of textbooks.

Skyline College and the DSPS program are committed to providing services that will enhance the educational experience of its disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, third floor, Room 2350, call (650) 738-4280, or email vansciver@smccd.edu.

ENROLLMENT OR DEGREE VERIFICATION

Verification may be accessed and printed as a free service to students. Access **Enrollment/Degree Verifications** from the **Student Records Menu** at <https://websmart.smccd.edu>.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Extended Opportunity Programs and Services (EOPS) is a program of support services 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 variety of services such as:

- Counseling in English and Spanish
- One-on-one tutorial assistance
- Transfer assistance to four-year colleges and universities
- UC and CSU application fee waivers for transferring students
- Book Service Program
- Vocational grants
- Calculator Loan Program
- Priority registration

The EOPS office is located in Building 2, Room 2212. Hours are 7:30 am to 5:30 pm. For additional assistance call (650) 738-4139 or (650) 738-4385, visit the EOPS web page at <http://www.skylinecollege.edu/general/finaid/eops.html>, or send an email to skyeops@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
- Immunizations for measles, mumps, rubella, tetanus and Hepatitis B
- Vision testing

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. Low cost medical and dental insurance are available for purchase through the College Health Center.

The Skyline Health Center is located in Building 2, Room 2205. College Health Center personnel are happy to assist you with any health issues. Please feel free to drop in, or call (650) 738-4270.

PSYCHOLOGICAL SERVICES

Psychological Services offers short-term, individual personal counseling to all currently enrolled Skyline College students. Counseling can help students address and manage personal issues, alleviate distressing symptoms, make positive changes, and transition into college life. All sessions are confidential and provided by licensed mental health professionals. Community referrals, assessments, consultation, and crisis intervention services are also available through the Psychological Services department.

Appointments can be made by contacting Psychological Services in Building 2, Room 2221, or by calling (650) 738-4459. Crisis assistance is available at (650) 738-4199.

INTERNATIONAL STUDENTS

Skyline College is authorized under Federal Law to enroll non-immigrant international students. This program is intended to serve students possessing or seeking F-1 student visas. Skyline College participates in the Student Exchange and Visitor Information System (SEVIS). All information regarding international students is processed through SEVIS.

Complete the International Student Application available at www.smccd.edu/accounts/skyinternational. Applicants are required to submit original documents in English or certified English translations that demonstrate satisfaction of the following requirements:

1. Provide proof of completion of the equivalent of a United States high school education with a satisfactory grade point average of 2.0 or above.
2. Provide all official High School transcripts and College transcripts.
3. Submit an Original Financial Data Form and Bank Verification of Funds. All bank documents must be current, written in English, include the amount in U.S. Dollars, and must include a signature from a Bank Official. The estimated college expenses for 2009-2010 are \$17,000.00 US Dollars. **Fees are subject to change.**

4. Submit an original copy of the Test of English as a Foreign Language (TOEFL) Score Report. A minimum score of 480 (paper-based), 157 (computer-based) or 54 (internet-based) is required. Information about TOEFL can be obtained from www.ets.org/toefl. The Test Code Number for Skyline College is **4647**.

or

Complete the International English Language Testing System (IELTS). A minimum qualifying level of Band 5 is required for admission. Information about IELTS can be obtained from www.ielts.org. Please have your IELTS test results sent directly to Skyline College.

5. Copy of your Passport Bio-Page.

6. **No application fee is required.**

For applicants attending U.S. schools, please attach the following:

7. Copies of Visa page from Passport, I-94, Passport Bio-Page, and copies of all I-20s.
8. Certificate of Eligibility to Transfer - Must be completed by the student and current institution.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester, with a minimum of a "C" (2.0) grade point average, to remain in good standing. Complete information about the International Student Program is available from the International Student Program Coordinator at (650) 738-4315, campillo@smccd.edu, or the Admissions Assistant at (650) 738-4255, zepeda@smccd.edu. The International Student office is located in Building 2, Room 2216.

THE LEARNING CENTER

The Learning Center (TLC) is a flexible learning environment providing academic support for students in all Skyline 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 the diverse learning preferences and styles of our students. The TLC also offers a comprehensive program of individual and small group support for all levels of English, ESL, Reading and Math, and provides tutoring in a variety of academic subject areas. The Learning Center includes the following programs: Writing/Reading Lab, Math Assistance Lab, Tutorial Assistance Lab, Computer Lab, STAARS/TRIO, and Media Services.

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). You can also learn more about the TLC at our website: www.smccd.edu/accounts/skytlic/index.htm.

LEARNING COMMUNITIES

What is a Learning Community?

Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students in each class of the Learning Community. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on themes from more than one perspective.

In Learning Communities, faculty members assist learning and innovation as everyone works together to create community in a positive learning environment. Students participate in groups to share ideas and help each other learn. There is a greater sense of involvement with students and professors.

Please see page 104 for information on the Learning Community opportunities to be offered this semester.

ASTEP PROGRAM

African American Success Through Excellence and Persistence

The ASTEP program is designed to provide African American students with greater opportunities for remaining and succeeding in college. ASTEP provides a learning community, mentoring, counseling and other support services to assist students in graduating and transferring to a four-year college.

For additional information, call Patricia Deamer at (650) 738-4217, or email deamer@smccd.edu.

HONORS TRANSFER PROGRAM

The Honors Transfer Program offers honors-level courses to any student seeking an academically challenging educational experience in all IGETC areas of the curriculum. To graduate from the program, students must achieve a 3.25 g.p.a. in at least 15 units of Honors courses and fulfill 16 hours of community service. Program graduates receive recognition at graduation and on their transcripts and degrees, and are also eligible for special consideration for admission and scholarships at colleges and universities that have agreements with the program. The Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

For more information and an application, go to [Skyline College.edu](http://SkylineCollege.edu), or phone Katharine Harer at (650) 738-4412, or send an email to harer@smccd.edu.

KABABAYAN PROGRAM

The Kababayan Program is a transfer and support program with the goal of increasing proficiency in English skills for success in college, work, and life. The Kababayan Program focuses on the Filipino/Filipino-American student experience and is open to all students. The three primary components of the program are English instruction (integrated composition and reading), counseling and peer mentoring.

For more information about the Kababayan Program, please call the program coordinator at (650) 738-4119, or visit the program's website at www.smccd.edu/accounts/skykab.

PUENTE PROGRAM

The Puente Program is a UC affiliated transfer and support program, the goal of which is to increase the number of educationally underrepresented students transferring to four-year colleges and universities. Three components of the Puente Program work together to prepare Puente students for transfer:

- **Counseling**
- **English Instruction**
- **Mentoring**

The Puente Program's curriculum focuses on the Chicano/Latino experience. Puente is open to all students. For more information on how to join the Puente Program, please call (650) 738-4146.

WOMEN IN TRANSITION PROGRAM (WIT)

The goal of the Women in Transition (WIT) program at Skyline College is to encourage students who are returning to school after a break in their education to expand their horizons and reach their intellectual, professional and personal goals. WIT offers a variety of services and classes to help ease students back into the academic environment. WIT students form close connections to one another so that they support and encourage each other's success. For more information about WIT, please call the program coordinator, Lori Slicton, at (650) 738-4157 or email slicton@smccd.edu.

LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 50,000 volumes and subscriptions to 235 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases. The Library's web address is SkylineCollege.edu/library.

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer demonstration area for class orientations.

Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.

Contact information: (650) 738-4312 (reference), (650) 738-4311 (circulation), (650) 638-0399 (book renewal).

Fall & Spring Semester Hours: 8:00 am–10:00 pm, Monday–Thursday; 8:00 am–4:00 pm, Friday; 10:00 am–2:00 pm, Saturday; closed on Sunday.

STUDENT LIFE

ASSOCIATED STUDENTS OF SKYLINE COLLEGE (ASSC) (STUDENT GOVERNMENT)

As a student enrolled at Skyline College, you are also a member of the Associated Students of Skyline College (ASSC). The ASSC Governing Council (Student Government) is the elected body that represents all Skyline students and helps ensure that students have a voice in the College's and District's decision making processes. As your representative, the ASSC Governing Council encourages students to be actively involved in student government.

Students who participate in ASSC Governing Council represent a variety of ages, backgrounds, interests and academic majors. Some students have had previous experience in student government, but many are looking for the opportunity to gain valuable leadership, planning and communication skills.

The ASSC Governing Council coordinates and facilitates the following activities: lobbying at the state and federal level, planning activities, adopting and supervising the ASSC budget, participating in college committees, and sharing in the development of college policies. The ASSC also sponsors a wide variety of cultural, social and educational events throughout the year, for example, a Welcome Week at the beginning of the Fall semester.

For complete information regarding the ASSC Events Calendar, contact the Student Activities Office in Building 6, Room 6212, (650) 738-4275; or contact the Associated Students of Skyline College at (650) 738-4327, or online at www.SkylineCollege.edu and click on Quick Links and then on Associated Students.

How can I become an officer of the ASSC Governing Council?

The ASSC Governing Council is always looking for students who wish to take on leadership responsibilities. If you are interested in political activism, increasing cultural awareness, and developing communication and leadership skills, please visit the Student Activities Office, Building 6, Room 6212, for an application and additional information. Any interested student with a minimum GPA of 2.05 who is enrolled in at least six units is eligible to participate as a member of the ASSC Governing Council.

Positions on the Governing Council are obtained through elections or by appointments.

Copies of the Associated Students of Skyline College Constitution and Constitutional Codes are available to students in the Student Activities Office or online at www.SkylineCollege.edu and click on Student Handbook. If you would like additional information about Student Government, please visit or call the Student Activities Office.

STUDENT BODY CARD

The \$8.00 student body fee and other fund raising activities support the ASSC and help fund scholarships, educational and social programming, library book purchases, emergency loans, and many other worthy facets of campus life. Students who pay the student body fee are entitled to a student body card. The student body card provides discounts at campus events and at quality local businesses. The card is available throughout the fall and spring semesters. To obtain your student body card, present a valid picture identification card or passport, proof of current registration, and a receipt for payment of the \$8 fee at the Student Activities Office, Building 6, Room 6212.

CAMPUS CLUBS AND ORGANIZATIONS

A wide variety of leadership and volunteer opportunities are available within campus clubs and organizations. Becoming part of a campus organization is a great way to enhance your experience at Skyline College. These groups focus on a wide variety of student interests such as career options, academics, social events, political service and religion. Students are also encouraged to start new clubs and organizations to suit their interests. For more information regarding student groups, contact the Student Activities Office.

Starting a New Club/Organization: In order to start a new club or organization, you must file a petition for charter with the Associated Students of Skyline College Governing Council and the Skyline Organizations and Club Council. Instructions for filing a petition are listed in the Club and Organization Manual. Copies of the Club and Organization Manual are available in the Student Activities Office, Building 6, Room 6212. The manual also lists instructions for reserving space on campus, posting materials, student club and organizations accounts, event planning, conference attendance, and request for funding procedures.

The following is a list of chartered clubs and organizations. If you would like additional information regarding these or other student groups that were formed after the publication of this schedule, call the Student Activities Office at (650) 738-4275 or stop by Building 6, Room 6212.

Anthropology Club	Psychology Club
Black Student Union	Respiratory Therapy Club
Catholic Club	Running Club
Cosmetology Club	Skyline College's
Democrats Club	Pre-Medical Student
Differently Abled Club	Association
Filipino Student Union	Skyline Fellowship Club
Gay, Straight Alliance (GSA)	(Christian Fellowship)
Hermanos Club	Skyline Hoops
Honors Transfer Club	Skyline Volleyball Club
Journalism Club	Society of Hispanic
Kababayan Dance Troupe	Professional Engineers
Latino American	(SHPE)
Student Organization	Student's and Parent's
Outdoor Adventure Club	Association for Children's
Phi Theta Kappa	Enrichment (SPACE)
(Academic Honor Society)	Theatre Club
Photography Club	TRIO Club
P.O.D.E.R.	United Nations Club
	Women in Transition

PHI THETA KAPPA (ACADEMIC HONOR SOCIETY)

Eligible students may join Skyline's chapter of the Phi Theta Kappa honor society. Members receive recognition on their transcript and are eligible for transfer scholarships. Go to SkylineCollege.edu/boo for further information and an application.

THE SKYLINE VIEW (STUDENT NEWSPAPER)

The *Skyline View* is an award-winning, student-run print and online newspaper that covers the campus community and is produced by the journalism students of Skyline College. As a First-Amendment protected publication, the paper functions as an open forum, providing the campus community several opportunities for expression, including guest opinion columns, letters to the editor, and advertising.

Students who would like to gain practical experience in creating and producing a newspaper – both in its print and online versions – and who would like to be a part of the editorial staff may sign up for Journalism 300: Newspaper Staff or Journalism 301: Online Newspaper Staff. Students are encouraged to explore Skyline College's journalism course offerings for additional opportunities. For more information, please contact *The Skyline View* advisor, Nancy Kaplan-Biegel, at (650) 738-4297, or at kaplann@smccd.edu. Visit The Skyline View online at www.theskylineview.com.

STUDENT ACTIVITIES OFFICE

The Student Activities Office, located in Building 6, Room 6212, is an excellent resource center for students interested in participating in student government and campus activities. Student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting activities. The Student Activities Office also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Student Activities Office at (650) 738-4275.

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 of the rental information that we receive is posted on the second floor of Building 6. For posting rental information, please contact the Student Activities Office, (650) 738-4275.

Student Activities Event Planning

All student clubs and organizations, off-campus groups or vendors who want to host a special event, hold a fundraising event, sell products, or distribute information must make a space reservation at the Student Activities Office by calling (650) 738-4275. Additional information is in the Time, Place and Manner Policy available in the Student Handbook, and the Club and Organization Manual available online and in the Student Activities Office. College policy questions, facilities reservations, security, insurance requirements and other considerations for special events are coordinated through this office. **Please note that facilities reservations must be made at least three weeks in advance of the event.**

Vending Complaints and Refunds

All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office. Refunds for loss of money in the vending machines are made by Skyline College's food service provider and the Student Activities Office. Refunds are processed during regular business hours.

STUDENT TRANSFER, ACADEMIC ACHIEVEMENT AND RETENTION SERVICES (STAARS)

STAARS is a federally funded TRIO program designed to help its students achieve their educational goals by supporting academic success at Skyline College and assisting with transfer. To participate, students must meet at least one of the TRIO criteria: low-income, first generation to attend college, physically disabled or learning disabled. STAARS offers the following services:

- Academic, career, transfer and personal counseling
- Individual assistance with setting and meeting educational goals
- Financial aid and scholarship assistance
- Academic support, including tutoring, student success workshops, and access to computers
- Lab-based courses in English, Math and Learning Skills
- Cultural enrichment activities
- Visits to four-year colleges

To apply for the STAARS program, please call (650) 738-4144; or stop by the Learning Center, located in Building 5, Room 5100 (below the Library); or fill out an application online at our web page: www.skylinestaars.org/trio/index.cfm.

TRANSCRIPTS

Transcript request forms are available from the Office of Admissions and Records or on the Web at websmart.smccd.edu from the **Student Records** menu.

An official transcript, summarizing a student's complete academic record at Skyline College, will be sent directly to colleges, employers and other agencies upon a student's written or web request. Courses taken at any of the colleges in the San Mateo County Community College District will appear on the transcript. Transcripts from high school and other colleges will not be forwarded. The first two transcripts processed are free; there is a \$5.00 charge for each additional copy. If a rush request is made, an additional \$10 Rush Transcript Request Fee is charged for each transcript.

Foreign transcript evaluation services are available. Contact Admissions and Records at (650) 738-4252 for more information.

Note: Transcript request(s) will not be processed if a financial hold exists. The hold must be cleared before the transcript is issued.

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 from university representatives
- Transfer Admission Guarantee programs
- Transfer and articulation information
- Access to computers for college research

Sign up to be on the transfer eNews mailing list to keep informed about on/off campus transfer-related events and activities. Transfer information and a calendar of ongoing events are posted on the Center's webpage at www.SkylineCollege.edu. Please visit us in Building 2, Room 2227, or call (650) 738-4232 if we can be of assistance.

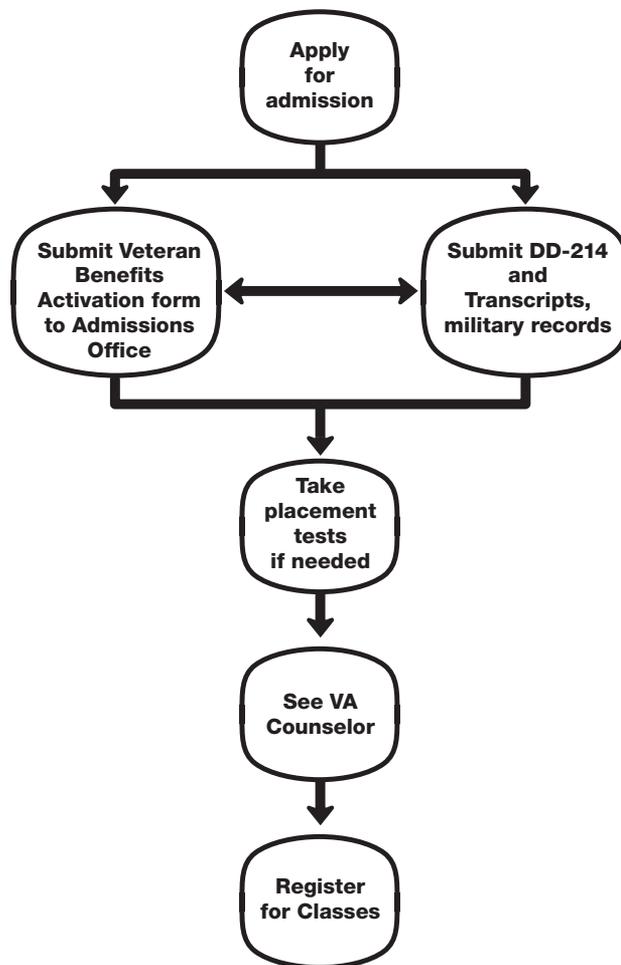
VETERANS AND VETERANS' DEPENDENTS Welcome Veterans!

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program, or certain certificate and transfer programs, for benefits under Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All Veterans, except those under Chapter 31, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records. Veterans may check the status of benefits at www.va.gov.

The State of California provides a program for the children of Veterans who are deceased or disabled from service connected causes. Applications are available at www.cdva.ca.gov/service or from the California Department of Veteran's Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

You will automatically be certified and eligible for VA benefits during your first semester. Please submit your transcript(s) and education plan during this time in order to be eligible for recertification for the following semester.

Veterans Admission Process



Some reminders:

- Apply for federal financial aid for additional resources to meet expenses
- Maintain a 2.0 (C) overall grade point average
- Register in at least six (6) units to be eligible for benefits
- Take advantage of Financial Aid, Counseling, Health Center, tutoring and other Student Services that are available to assist you

Associate Degree Requirements

Graduation from Skyline College with the Associate in Arts Degree or Associate in Science Degree is based upon the completion of 60 units, including the requirements A & F listed below. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance.

ATTENTION: This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to review your selections and to complete a Student Education Plan, which will assist you in keeping track of your progress and in reaching your educational goals.

A. RESIDENCE

A minimum of 12 units must be completed in residence at Skyline College.

B. SCHOLARSHIP REQUIREMENT

1. A minimum 2.00 is required in all degree-applicable coursework.
2. All coursework transferred into SMCCCD, except non-degree applicable and upper division courses, will be evaluated to meet graduation requirements and will become part of the overall GPA.
3. Foreign transcript coursework, except non-degree applicable and upper division coursework, will be evaluated to meet graduation requirements
4. The GPA from courses taken in SMCCCD and those courses from outside SMCCCD will be used in the calculation for graduation. Honors and Phi Theta Kappa are calculated and recorded at each college.

C. MAJOR REQUIREMENT

A minimum of 18 units must be completed in a major. Some majors require the completion of more than 18 semester units. In addition to completing the course and unit requirements for the major, a student must:

- Have an overall grade point average of 2.00 in the major. Some majors require a grade of "C" or better in each course.
- Complete a minimum of fifty percent (50%) of the units required for the major at Skyline College.

Note: Specific requirements for majors may be found in the Skyline College Catalog under "Associate Degree and Certificate Programs."

D. BASIC COMPETENCY REQUIREMENTS

Note: Satisfactory completion is defined as a grade of C or better.

READING

- a. Satisfactory completion of English 100 or English 105 or equivalent, or higher.

WRITING

- a. Satisfactory completion of English 100 or English 105 or equivalent, or higher.

MATHEMATICS/QUANTITATIVE REASONING

- a. Eligibility for Math 130, 150, 200, 201 or 241 or higher as determined by a Skyline College approved placement test; or
- b. Satisfactory completion of Math 120 or equivalent, or higher; or
- c. Satisfactory completion of any course having at least Math 120 (Intermediate Algebra) as a prerequisite.

E. SPECIFIC AREA REQUIREMENTS

1. **AMERICAN HISTORY AND INSTITUTIONS:** One course of 3 units from Group A and either Group B1 or Group B2 for a total of 6 units. One course may be applied to the General Education requirement in Social Sciences.

Note: Group B2 completes the E1 requirement for students who have satisfied only the U.S. History part of the requirement at another institution.

Group A: U.S. History & U.S. Government:

HIST 108 201 202 235 244

PLSC 210

Group B1: State & Local Government:

HIST 240 310

PLSC 301

or Group B2: U.S. Government/

State & Local Government:

PLSC 200

2. **ENGLISH:** Two courses (minimum of 6 units).

One of these courses may be the English course which fulfills the General Education Language and Rationality requirement. Courses which may be used to satisfy the English requirements are:

ENGL 100 or 105 110 161 165 836 or 846

ESOL 400

FILM 440 (formerly Lit. 441)

JOUR 120 121

LIT. 101 111 113 225 251 265 266 267 370 373 432

READ 420

SPCH 100 120 140 150

3. **PHYSICAL EDUCATION:** Two activity courses in PE are required; for waiver or modification of this requirement see College Catalog.

4. **ETHNIC AND CULTURAL DIVERSITY:** Students must complete a total of 3 units from either group listed below. The course(s) may be applied to General Education requirements.

Note: ECE. 214 and FCS 213 are the same course; HIST 335 and PLSC 335 are the same course.

Group A. General:

BUS. 221

ECE. 214 272 273

FASH 119

FCS 119 213

HIST 235 240

SPCH 150

SOCI 141 201

Continued →

Group B. Area Studies:

ANTH	110 125 150 155 165 170 180 360
ART	105 120
BUS.	226
ENGL	104 166
HIST	104 106 244 335 420 430 432 435 444 453
INTD	120
LIT.	116 166 251 265 266 267 370 373
MUS.	240 250 420
PHIL	300 320
PLSC	320 330 335
PSYC	268
SOCI	142 341 432
SOSC	150
SPAN	161 162

F. GENERAL EDUCATION REQUIREMENTS

A minimum of 18 units with a minimum of 3 units each in Sections 1, 2, 3, 4a and 4b. Balance of course work may be taken from any section (1 through 5).

Note: No course may be used to meet more than one General Education requirement.

1. NATURAL SCIENCES: (3 units required)

Note: * = Lab course.

ANTH	125
ASTR	100
BIOL	101* 110* 111* 130 140 145 150 170 171* 215* 230* 240* 250* 260* 365
CHEM	112* 210* 220* 234 & 237* 235 & 238* 410*
ELEC	110
GEOL	100 105 180 210* 220*
OCEN	100
PHYS	210* 220* 250* 260* 270*

2. HUMANITIES: (3 units required)

Note: ART 115 & MUS. 115 are the same course; FASH 113, 119 & 150 are the same courses as FCS 113, 119 & 150; HIST 335 and PLSC 335 are the same course; PHIL 280 and PLSC 280 are the same course.

ARBC	111 112 121 122
ART	101 102 105 107 115 120 130 201 204 207 208 214 221 231 301 350 351 354 355 405 408 411
ASL	111 112 121 122
CHIN	111 112 115 121 122 130
ECE.	191
ENGL	104 110 161 162 166
FASH	113 119 150
FCS	113 119 150
FILI	110 111 112 120 121 122
FILM	370 375 380 440 450
HIST	100 101 104 106 109 203 335 430 432 435 444 453 461 462 463 464
HUM.	106 115 116 117
INTD	110 120 310
ITAL	103 111 112 121 122
JAPN	111 112 115
LIT.	101 111 113 116 151 166 191 225 251 265 266 267 370 373 416 432
MUS.	100 110 111 115 144 202 204 240 250 275 301 350 470 475
PHIL	100 160 175 195 240 280 300 312 320
PLSC	280 335
SOCI	432
SOSC	140
SPAN	101 103 110 111 112 120 121 122 130 140 161 162 220
SPCH	111

3. SOCIAL SCIENCES: (3 units required)

Note: ECE. 214/FCS 213 are the same course; ECE. 212/FCS 212 are the same course; ECE. 201/PSYC 201 are the same course; PHIL 280 and PLSC 280 are the same course; PSYC 110/SOCI 110 are the same course.

ADMJ	100
ANTH	110 125 150 155 165 170 180 360
BUS.	100 101 200 201 210
ECE.	201 212 214
ECON	100 102 111 310
EDUC	100
FCS	212 213 392
GEOG	110 150
HIST	108 201 202 203 235 240 244 248 300 310 420 444
HSCI	150
JOUR	110
PHIL	280
PLSC	115 130 150 200 210 280 301 315 320 330
PSYC	100 110 200 201 268 300 301 390 410
SOCI	100 105 110 141 142 160 201 341 432
SOSC	150

4. LANGUAGE AND RATIONALITY: Two courses (minimum of 6 units): 1 course from group A and 1 course from group B. ONE COURSE MUST BE A COMPOSITION COURSE.

Group A: English Composition (3 units required)

ENGL	100 105 110 165 836 846
ESOL	400
JOUR	120

Group B: Communication and Analytical Thinking (3 units required)

ACTG	100 121 131
BUS.	103 115 120 123 400 401
COMP	118 155 156 190 250 252 284 286 355 356 357 378
ENGL	165
MATH	115 120 122 123 130 150 153 200 201 222 241 242 251 252 253 270 275
PHIL	103 200
PSYC	171
READ	420 836
SPCH	100 120 127 130 140 150 160

Note: BUS. 103 was D.P. 110; BUS. 400 was OFAD 400; BUS. 401 was OFAD 401.

5. PERSONAL DEVELOPMENT: (Up to 3 units of course work in Section 5 may be applied towards completion of General Education Requirements.)

ADAP	348-359
BUS.	107 109 520
CAOT	110
COMB	101-405
COUN	100 104 105 106 107 108
CRER	100 111 132 135 136 137 139 140 410 650
DANC	101-450
FCS	310 313 320 392
FITN	106-400
GERO	101
HSCI	100 130 150
INDV	101-255
LSCI	100 110
PE.	105 211 212 213 214 270 301
READ	425
REC.	100
SGOV	115
TEAM	100-201
VARS	100-380

Note: CAOT 110 was COMP 110.

CSU General Education Requirements

Candidates for a Bachelor's degree from the CSU System who begin college in the Fall of 2009 shall complete the following pattern of general education courses encompassing a minimum of 48 semester units. A maximum of 39 of the total of 48 may be completed at Skyline College. The remaining nine units must be in the upper division of the degree granting institution. Of the 39 units that may be taken at Skyline College, no more than 30 units will be certified in Areas B, C and D combined. Courses used to satisfy the American Institutions requirement may also apply in Area D. Courses taken at other accredited institutions can be certified at Skyline College.

ATTENTION: This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to determine which general education pattern is best for you to follow, review your course selections, and complete a Student Education Plan. The general education pattern you select is based on a variety of factors, including your major and the institution to which you plan to transfer.

AREA A COMMUNICATION SKILLS & CRITICAL THINKING 9 units required

One course required from each of A1, A2 and A3.

A1 – Oral Communications

SPCH 100 120 127 140 150

A2 – Written Communications

ENGL 100 105 110

A3 – Critical Thinking

ENGL 100 105 110** 165

PHIL 103 109 200

**ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.

Note: Areas A1, A2 and A3 MUST be completed with grades of C or better BEFORE transfer.

	IN PROGRESS	9 UNITS COMPLETED
A1	<input type="text"/>	<input type="text"/>
A2	<input type="text"/>	<input type="text"/>
A3	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	COMPLETED <input type="text"/>

AREA B NATURAL SCIENCE & MATHEMATICS 9 units required

One course from Physical Science B1, Life Science B2, and Quantitative Reasoning B4. Must include one **lab** course from Area B1, B2 or B3 (indicated by asterisk*).

B1 – Physical Science

ASTR 100

CHEM 112* 210* 220* 234-237* 235-238* 410*

GEOL 100 105 180 210* 220*

OCEAN 100

PHYS 210* 220* 250* 260* 270*

B2 – Life Science

ANTH 125

BIOL 101* 110* 111* 130 140 145 150 215* 230* 240* 250* 260*

B3* – Lab Course

OCEAN 101*

B4 – Quantitative Reasoning

BUS. 120 123

MATH 130 150 153 200 201 222 241 242 251 252 253 270 275

PSYC 171

Note: ACTG 121/131 meet B4 only if taken prior to Fall 2002.

Note: Area B4 MUST be completed with a grade of C or better BEFORE transfer.

	IN PROGRESS	9-12 UNITS COMPLETED
B1	<input type="text"/>	<input type="text"/>
B2	<input type="text"/>	<input type="text"/>
B3*	<input type="text"/>	<input type="text"/>
B4	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	COMPLETED <input type="text"/>

AREA C ARTS, LITERATURE, PHILOSOPHY & LANGUAGES 9 units required

Three courses to include at least one course from Arts and one from Humanities.

C1 – Arts

ART 101 102 105 107 115 120 130 201 204 221 248 301 350
351 352 354 355 405 411

DANC 110 130 140 330 350 400

FASH 113 119

FCS 113 119

FILM 370

HUM. 117

INTD 110 120

MUS. 100 110 111 115 144 202 204 240 250 275 301 470

C2 – Humanities

ARBC 111 112 121 122

ASL 111 112 121 122

CHIN 111 112 121 122 130

ECE. 191

ENGL 110 161

FILI 110 111 112 120

FILM 440 (formerly Lit. 441)

HIST 100 101 104 106 109 203 248 335 420 430 432 435
444 453 461 462 463 464

HUM. 106 115 116

ITAL 111 112 121 122

JAPN 111 112

C2 – Humanities Continued

LIT. 101 111 113 116 151 191 225 251 265 266 267 370 373
 416 432
 PHIL 100 160 175 195 240 280 300 312 320
 PLSC 280 335
 SOCI 341 432
 SPAN 110 111 112 120 121 122 130 140 161 162 220

ART 115 & MUS. 115 are the same course.
ECE. 191 & LIT. 191 are the same course.
FASH 113 & 119 are the same courses as FCS 113 & 119.
HIST 335 and PLSC 335 are the same course.
PHIL 280 and PLSC 280 are the same course.

Note: Not more than one course from HIST 461-464 may be applied to area C2.

	IN PROGRESS	9 UNITS COMPLETED
C1	<input type="text"/>	<input type="text"/>
C2	<input type="text"/>	<input type="text"/>
C1 or C2	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>

AREA D SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS **9 units selected from at least two subject areas required**

Must include one course from D1 and one course from either D2a or D2b to satisfy U.S. History, Constitution & American Ideals requirement.

*Note: Group D2b completes the U.S. History, Constitution & American Ideals requirement for students who have satisfied **only** the U.S. History part of the requirement at another institution.*

D1 – U.S. History & U.S. Government

HIST 108 201 202 235 244
 PLSC 210

D2a – State & Local Government

HIST 240 310
 PLSC 301

D2b – U.S. Government/State & Local Government

PLSC 200

D3 – Social Institutions

ADMJ 100	JOUR 110
ANTH 110 150 155 165 170	PHIL 280
180 360	PLSC 115 130 150 280 315
BUS. 100 101 200 210	320 330 335
ECE. 201 212	PSYC 100 110 200 201 268
ECON 100 102 111 310	300 301 390 410
EDUC 100	SOCI 100 105 110 141 142
FCS 212	160 201 341 432 665
GEOG 110 150	SOSC 140 150
HIST 104 106 203 248 300	
335 430 432 435 444 453	

ECE. 201 & PSYC 201 are the same course.
HIST 335 and PLSC 335 are the same course.
PHIL 280 and PLSC 280 are the same course.
PSYC 110 & SOCI 110 are the same course.

Note: ECE. 201 meets D3 only if taken Fall 2000 or thereafter.

IN PROGRESS

9-12 UNITS COMPLETED

D1	<input type="text"/>	<input type="text"/>
D2a or D2b	<input type="text"/>	<input type="text"/>
D3	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>
U.S. History		<input type="text"/>
U.S. Government		<input type="text"/>
CA State/Local Government		<input type="text"/>

AREA E LIFELONG UNDERSTANDING & SELF DEVELOPMENT

3 units required

Maximum one unit applicable from Area E2.
 Must complete minimum of two units in Area E1 for a total of three units.

E1

COUN 100	HSCI 100 130 150 665
CRER 111 132 135 136	LSCI 100
137 665	PE. 105 270
ECE. 201 214	PSYC 200 201
FCS 213 310 313 320 392	SOCI 160
GERO 101	

E2

ADAP 349 356 357 358 359	TEAM 100 111 112 115
COMB 301 302 401 404 405	116 117 125 141
DANC 105 110 130 140 152	145 146 148 149
161 162 163 164 165	171 173 175 176
167 168 169 171 330	179 188 189 190
350 400 450 665	191 192 193 194
FITN 106 110 112 116 160 166	195 196 197 198
182 201 202 205 301	199 201
303 304 305 308 332	VARs 100 110 120 150
334 335 336 400	200 310 340 360
INDV 101 105 121 125 126 141	
160 165 167 168 169 171	
251 253 255	

ECE. 214 & FCS 213 are the same course.

ECE. 201 & PSYC 201 are the same course.

Note: COMP 110 meets E1 only if taken prior to Fall 1999.

	IN PROGRESS	3 UNITS COMPLETED
E1	<input type="text"/>	<input type="text"/>
E2	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>

Note: For the most updated version of this list see the Counseling Office or the Transfer Center.

Intersegmental General Education Transfer Curriculum (IGETC)

Effective Fall 1991, the IGETC will permit a student to transfer from Skyline College to any campus of the California State University (CSU) or the University of California (UC) systems without having to take additional lower-division general education after transfer.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

- Note:**
1. The IGETC does not guarantee admission to any CSU or UC campus.
 2. The IGETC does not meet the American History and Institutions requirement at CSU and UC campuses.
 3. All courses for IGETC must be completed with C or better grades (a C- is not acceptable).

ATTENTION: This checklist is a guide to help you in selecting courses and keeping track of your progress. You are strongly encouraged to meet with your counselor to determine which general education pattern is best for you to follow, review your course selections, and complete a Student Education Plan. The general education pattern you select is based on a variety of factors, including your major and the institution to which you plan to transfer.

AREA 1 – ENGLISH COMMUNICATION

(Required: 1 or more courses from each group for CSU; UC requires completion of courses from Groups A and B only.)

GROUP A: Choice of ENGL 100 or ENGL 105#

GROUP B: Choice of ENGL 110^a, ENGL 165 or PHIL 109

GROUP C: Choice of SPCH 100, SPCH 120^b, SPCH 127, SPCH 140 or SPCH 150

COMPLETED

A

B

C

TOTAL

AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(Required: 1 course, 3 semester units minimum.)

BUS. 120#, 123#

MATH 200#, 201, 222#, 241#, 242#, 251#, 252#, 253#, 270, 275

COMPLETED

TOTAL

AREA 3 – ARTS and HUMANITIES

(Required: 3 courses, 9 semester units minimum.)

At least one course from Arts and one from Humanities.)

GROUP A: ARTS

ART 101 102 105 115 120 130

FILM 440 (formerly Lit. 441) 450

MUS. 100 115 202 204 240 250

GROUP B: HUMANITIES

CHIN 122 130

HIST 100 101 104 106 108# 109 201# 202# 203 235 240 244
248 310 335 420 430 432 435 453 461 462 463 464

LIT. 101 111 113 116 151 225 251 265 266 267 370 373 416
432

PHIL 100 160 175 195 240 280 300 312 320

PLSC 280 335

SOCI 341 432

SPAN 130 140 161 162

COMPLETED

A

B

A or B

TOTAL

AREA 4 – SOCIAL and BEHAVIORAL SCIENCES

(Required: 3 courses, 9 semester units minimum. Courses from at least two disciplines or an interdisciplinary sequence.)

ANTH 110 150 155 165 180 360

ECE. 201

ECON 100 102

GEOG 110 150

HIST 100 101 104 106 108# 109 201# 202# 203 235 240 244
248 300 310 335 420 430 432 435 453 461 462 463 464

JOUR 110

PHIL 280

PLSC 115 130 150 200 210 280 315 320 330 335

PSYC 100 200 201 268 300 390 410^c

SOCI 100 105 141 142 341 432

SOSC 150

COMPLETED

TOTAL

AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES

(Required: 2 courses, 7 semester units minimum. One Physical Science course and one Biological Science course; at least one must include a laboratory.)

GROUP A: PHYSICAL SCIENCE

- ASTR 100
- CHEM 112* 210* 220* 234/237* 235/238*
- GEOL 100 105 180 210* 220*
- OCEN 100 101*
- PHYS 210* 220* 250* 260* 270*

GROUP B: BIOLOGICAL SCIENCE

- ANTH 125
- BIOL 101#* 110#* 111* 130# 145 150 215* 230* 240* 250* 260*

COMPLETED

A	
B	
Lab	
TOTAL	

LANGUAGE OTHER THAN ENGLISH

(UC Requirement Only)

(Required: Two years of high school study of a language with a grade of "C" or better or 3-5 units of courses listed below.)

- ARBC 122
- ASL 122
- CHIN 130
- FILI 120 122
- ITAL 122
- SPAN 120, 122, 130, 140 or 220^d

COMPLETED

TOTAL	
TOTAL	

U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS

(CSU Requirement Only)

(Required: one course of 3 units from Group A and either Group B1 or Group B2 for a total of six units.) Not part of IGETC, but may be completed prior to transfer.

Note: Group B2 completes the U.S. History, Constitution & American Ideals requirement for students who have satisfied **only** the U.S. History part of the requirement at another institution.

GROUP A: U.S. HISTORY & U.S. GOVERNMENT

- HIST 108 201 202 235 244
- PLSC 210

GROUP B1: STATE & LOCAL GOVERNMENT

- HIST 240 310
- PLSC 301

GROUP B2: U.S. GOVERNMENT/STATE & LOCAL GOVERNMENT

- PLSC 200

COMPLETED

A	
B1 or B2	
TOTAL	

* = Lab Course
 # = UC transfer credit may be limited
 a = ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.
 b = SPCH 120 meets this requirement only if taken prior to Summer 1995 and Fall 1996 or thereafter. SPCH 120 was not UC transferable in 1996 (so may not be used for IGETC if taken Fall 1995, Spring 1996 or Summer 1996.)

c = PSYC 410 must be taken Fall 1998 or thereafter to meet this requirement.
 d = A student whose native language is Spanish, who has completed at least 9 years of education conducted in Spanish, may not receive credit for SPAN 220.

Note: For the most updated version of this list see the Counseling Office or the Transfer Center.

Other Educational Opportunities

AUDITING POLICY

In compliance with State policy, Skyline College has identified certain courses that may be audited. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum number of times allowable for the particular course. An auditor may register only after the Late Registration Period has concluded (see Registration Calendar for dates), with permission of the instructor and on a space available basis. A \$15.00 per unit audit fee will be charged at the time of enrollment. Students enrolling in a variable unit course must pay for the maximum number of units available.

Auditors will not be charged the Enrollment Fee charged for credit enrollment. The Non-Resident Tuition Fee does not apply to auditors. Students auditing a course will not be permitted to change their enrollment status in that course to receive credit.

ACCOUNTING

ACTG 103 Ten-Key Skills

ART

ART 205 Drawing II
ART 207 Life Drawing
ART 209 Portrait Drawing II
ART 222 Painting II
ART 232 Watercolor II

AUTOMOTIVE

AUTO 708 Auto Principles Lab

COMPUTER APPLICATIONS & OFFICE TECHNOLOGY

CAOT 101 Computer Keyboarding Skill Building

ENGLISH

ENGL 162 Creative Writing II
ENGL 680 Special Topic in English

ENGL 826 Basic Writing Skills

FILM

FILM 370 Film Production
FILM 440 Film Study and Appreciation

MUSIC

MUS. 430 Concert Band
MUS. 450 Jazz Band
MUS. 470 College Choir

PHYSICAL EDUCATION

COMB 401 Self Defense
DANC 130 Jazz Dance
DANC 350 Aerobic Dance
FITN 110 Adult Conditioning
FITN 350 Adaptive Physical Education

SPEECH

SPCH 111 Oral Interpretation of Literature
SPCH 160 Basic Skills in Public Speaking

IF YOU DON'T FIND IT AT SKYLINE

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline.

COLLEGE OF SAN MATEO

1700 West Hillsdale Blvd.
San Mateo, CA 94402
(650) 574-6161

PROGRAMS

Alcohol & Other Drug Studies
Architecture
Astronomy
Broadcast & Electronic Media
Building Inspection
Dental Assisting
Drafting
Electronics
Engineering
Fire Technology
Floristry
Graphics
Horticulture
Human Services
Multimedia
Nursing
Real Estate

Athletics

Men's Cross Country
Men's Football
Men's Swimming
Men's Track
Women's Cross Country
Women's Softball
Women's Swimming
Women's Track
Women's Water Polo

CAÑADA COLLEGE

4200 Farm Hill Blvd.
Redwood City, CA 94061
(650) 306-3100

PROGRAMS

3D Animation & Video
Game Art
Drama/Theater Arts
Engineering
Fashion Design
Graphic Design
Human Services
Interior Design

Medical Assisting
Multimedia
Nursing
Radiologic Technology

Athletics

Men's Golf
Women's Golf

Parking and Transportation

CAMPUS PARKING REGULATIONS

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 (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$40.00 for spring semester and \$20.00 for the summer session, or a two-term permit may be purchased for \$70.00 (fall and spring together). These fees are nonrefundable except by action of the college. **Parking permits may be transferred from one vehicle to another.**

One day parking permits are available for \$2.00 per day (in quarters only) from coin operated parking permit dispensers located in student parking lots 4, 5, 8, 9, 11 and Pacific Heights.

Students may pay for their parking permits at the time of **WebSMART** registration, or in person at the Cashier's Office, Building 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Public Safety Office, Building 6, first floor. Public Safety Office hours are 8:00 am to 4:00 pm Monday-Friday.

Students may park in designated student parking lots only. Staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations.

Student parking permits are required in order to park in any student lot. Staff parking areas are restricted to Board-approved staff employed by the San Mateo County Community College District and its colleges. Vendors and contractors at the college may also park in staff parking lots with proper authorization. There is a two week grace period in student parking lots only at the beginning of the fall and spring semesters. The grace period does not apply to staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served 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, Bldg. 6, first floor, (650) 738-4199.

DISABLED STUDENT PARKING

Physically disabled students who drive vehicles to campus must have a valid 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.

RIDE SAMTRANS TO SKYLINE

SamTrans provides bus service along several routes to the Skyline College campus. SamTrans information specialists can help you plan your trip for the shortest possible route: Call toll free **1-800-660-4BUS** or visit **www.samtrans.com**. You may purchase SamTrans passes at Skyline College in the Cashier's Office, Building 2, Student Services Center. All SamTrans buses are wheelchair accessible. Frequent riders receive a discount on their rides by using tokens or a monthly pass.

SamTrans Routes 121, 123 and 140 provide weekday service to Skyline College. Route 121 starts at Lowell and Hanover streets, then serves the Daly City BART Station, Colma BART, Seton Medical Center, Serramonte, Fairmont and Westview on its way to the college. Route 123 originates at the Colma BART Station and serves stops between Metro Center, Serra Center, Serramonte and King Plaza on its way to campus. Route 140 delivers students traveling from Pacifica (Palmetto and West Manor) and San Bruno BART.

Weekend Note: The 121 and 123 lines do not provide service to Skyline College on the weekends. The 140 is the only line that provides service to the college on weekends.

NON-DISTRICT SPONSORED TRANSPORTATION

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommended travel times, route or caravanning, be advised that the District assumes no liability or responsibility for transportation and any person driving a personal vehicle is NOT an agent of the District.

FIELD TRIP/EXCURSION GUIDELINES

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.



Skyline
COLLEGE

Campus Directory

Main Line (650) 738-4100

For Information About	Ext.	Bldg-Room
Admissions – Automated Menu with Operator Option	4252	2-2225
Admissions – Automated Menu Only	4251	2-2225
Fax (Admissions and Records)	4200	
ASSC (Student Government).	4327	6-6214
Assessment/Placement Testing	4164	2-2233
ASTEP Program.	4217	7-7322
Automotive Technology	4126	8-8100
Bookstore	4211	6-6101
Business Division	4201	8-8305
CalWORKs	4443	2-2237
Career Center	4337	2-2227
Cashier's Office.	4101	2-2225
Child Development Center	7070	Bldg. 16
Cooperative Education Office	4261	1-1210
Cosmetology	4168/4165	PH-128
Counseling	4317	2-2200
Disabled Students	4280	2-2350
Emergency Medical Technology.	4284	7-7108A
EOPS/CARE	4139/4385	2-2212
Evening College Office.	4206	2-2225
Monday – Thursday, 5:00 to 10:00 pm		
Financial Aid	4236	2-2234
Fax (Financial Aid)	4425	
Gallery Theater.	4282	1-1132
Health Center.	4270	2-2207
Honors Transfer Program	4412	8-8210

For Information About	Ext.	Bldg-Room
International Students Program	4255	2-2225
Kababayan Program	4119	8-8214
Language Arts Division	4202	8-8112
Learning Center, The	4144	5-5100
Library	4311	5-5200
MESA Program	4244	7-7309
Microcomputer Lab	4105	2-2116
Parking	4199	6-6106
Physical Education/Athletics/ Dance Division	4271	3-3126
Public Information Office.	4352	1-1317
Public Safety	4199	6-6106
Puente Program	4146	5-5102B
Respiratory Therapy	4457	7-7219
Scholarships	4236	2-2234
Science/Math/Technology Division.	4221	7-7130
Skyline View, The (Student Newspaper)	4377	8-8110
Social Science/Creative Arts Division.	4121	1-1108
STAARS.	4144	5-5100
Student Activities	4275	6-6212
Student Services Information	4465	2-2225
Surgical Technology	4470	7-7209
Telecommunications Technology	4341	2-2115
Theater	4154	1-1108
Transcript Information	4254	2-2225
Transfer Opportunity Center	4232	2-2227
Veterans' Affairs	4462	2-2225
Vice President of Instruction	4321	1-1313
Vice President of Student Services	4333	1-1315
Women in Transition Program	4157	2-2313
Workforce Development, Center for	7035	1-1221

Individual instructors may be contacted at their campus phone extensions.

SUPPORT SKYLINE COLLEGE

Donate your used vehicle to benefit Skyline students

SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION

- Specify: Scholarships President's Innovation Fund
 Where the Need is Greatest



Call (650) 574-6229 for details

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