![Skyline College logo]

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.

Regina Stanback Stroud, Ed.D.
President, Skyline College

Ron Galatolo, *District Chancellor*

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
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Use of Photography

Skyline College, a non-profit California Community College,
reserves the right to take and use photographs, video and electronic images of
students and visitors taken on college property and at college-sponsored
events for marketing and promotional purposes. Objection must be made in
writing to the Office of Marketing, Communications and Public Relations
(Building 4, Room 4-329).

Campus Directory

<div align="center">

Main Line (650) 738-4100
Direct Line dial (650) 738 *plus the 4 digit extension*

</div>

For Information About	Ext.	Bldg-Room
Academic Support & Learning Technologies Division	7180	5-5133
Admissions and Records	4251	2-2225
Fax (Admissions and Records)	4200	
African Diaspora Program	7098	2-2352
Asian Studies Program	4479	88-311
ASSC (Student Government)	4327	6-6214
Assessment/Placement Testing	4150	2-2116
ASTEP Learning Community	7037	4-4247
Automotive Technology	4438	8-8208
Bay Area Entrepreneur Center	650-825-6840	Off site
Bookstore	4211	6-6101
Business, Education & Professional Programs Division	4201	8-8305
CalWORKs/CARE	4171	2-2212
Career Advancement Academy	4185	1-1311
Career Services	4337	1-1219B
Cashier's Office	4101	2-2225
Center for Career and Workforce Development	4491	1-1311
Center for International Trade Development	7117/7098	2-2352
Center for Transformative Teaching and Learning	7278	1-1311F
Child Development Laboratory Center	7070	Bldg. 14
CIPHER Learning Community	4388	2-2220
Computer Lab, Student Drop-In	4392	5-5200
Cooperative Education Office	4261/7009	1-1210
Cosmetology	4168/4165	4-4224
Counseling	4318	2-2200
Disability Resource Center	4280	5-5132
Distance Education	7147	1-1316
Emergency Medical Technology	4284	7-7115A

For Information About	Ext.	Bldg-Room
English Language Institute (ELI)	7089	1-1218
EOPS	4139	2-2212
Evening College Office Monday – Thursday, 5:00 to 9:30 pm	4206	2-2225
Financial Aid	4236	2-2234
Fax (Financial Aid)	4425	
First Year Experience	4147	4-4245
Gallery	4294	1-1121
Global Learning Programs and Services Division	7098	2352
Graphic Arts & Production	7014	5-5118
Guardian Scholars Program	4319	2-2321
Health Services	4270	2-2209
Hermanas/Hermanos Program	4318	2-2200
Honors Transfer Program	7127	5-5111
International Business	7098	2-2352
International Student Program	4430/7179	4-4256
Kababayan Learning Community	4119	4-4246
Kinesiology (Physical Education)/ Athletics/Dance Division	4271	3-3126
Language Arts Division	4202	8-8112
Learning Center, The	4144	5-5100
Library	4311	5-5200
Marketing, Communications & Public Relations	4346	4-4329
Massage Therapy	4168/4475	4-4134
Massage Therapy Spa	4164	4-4110
Medical Assisting	4221	7-7130
MESA Program	4244	7-7309
Network Engineering Technologies	4495	2-2102
Outreach	7166	2-2232
Parking	4199	6-6106
Physical Education (Kinesiology)/ Athletics/Dance Division	4271	3-3126
President's Office	4111	4-4320

For Information About	Ext.	Bldg-Room
Public Safety	4199	6-6106
Puente Learning Community	4146	4-4248
Respiratory Care	4457	7-7219
Retail, Hospitality & Tourism	7124	1-1311
Scholar-Athlete Learning Community	4409	7-7308
Scholarships	7011	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
SparkPoint	7035	1-1214
Student Equity and Support Programs Division	4233	5-5130
Student Life & Leadership Development, Center for	4275	6-6212

For Information About	Ext.	Bldg-Room
Study Abroad Program	7088/7098	2-2352
Surgical Technology	4470	7-7209
Theater	4154	1-1250
Transcript Information	4251	2-2225
Transfer Center	4232	2-2227
TRiO/SSS	4144	5-5100
Veterans' Certifying Official	4462/4452	2-2225
Veterans Resource Center	7060	2-2350
Vice President of Instruction	4321	4-311A
Vice President of Student Services	4333	4-311B
Wellness	4475	4-4134
Workability III Program	4234	5-5132H

Attention Students:

Registration for the Summer and Fall terms begins on May 3, 2017.
All fees or payment plans are due at the time of registration to prevent being dropped from your class(es). Past due balances will block you from registration.

IF YOU NEED ASSISTANCE TO PAY YOUR FEES, YOU ARE ENCOURAGED TO:

- Enroll in an inexpensive payment plan via WebSMART
- Apply for Financial Aid (www.fafsa.gov) at least five (5) business days prior to registering for your classes
- Complete the Board of Governors Fee Waiver via WebSMART
- Refer to WebSMART for additional information.

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

MEMO
Pay College Fees

Summary Session Calendar
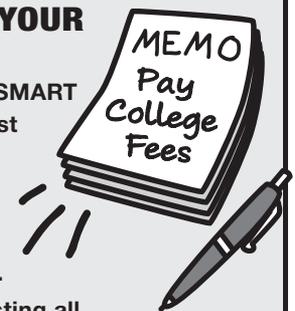
Summer Session Calendar

June 12 – July 22
Six-Week Session

June 12 – July 29
Seven-Week Session

June 12 – August 5
Eight-Week Session

July 4
Holiday – Independence Day

July 6
Last Day to Apply for a Degree
or Certificate for Summer Award

Final Examinations
Generally given at the last
class meeting.
See class syllabus/instructor
for specific date.

IMPORTANT DATES TO KNOW:

PAY FEES
- All fees are due at the time of registration

DROP WITH REFUND
- See WebSMART – Class Schedule Summary
- Check with your instructor

WITHDRAW
- See WebSMART – Class Schedule Summary
- Check with your instructor

Final Grades

Will be available on WebSMART at skylinecollege.edu as follows:

Spring 2017 – June 6, 2017
Summer 2017 – August 10, 2017

■ ■ ■

Important: Refund Policy

*Please see Page 20
for detailed information regarding
Refund Policy*

SUPPORT SKYLINE COLLEGE

**Donate your used vehicle to benefit
Skyline College students**

SAN MATEO COUNTY
COMMUNITY COLLEGES FOUNDATION

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

Call (650) 574-6229 for details

Summer Session Registration Calendar

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

CONTINUING STUDENTS PRIORITY REGISTRATION

Priority Registration is offered to students who meet specific criteria set by the State Chancellor and SMCCCD, based on academic goals. Eligible students must meet enrollment requirements, have a current Student Educational Plan (SEP) on record, be in Good Standing and have earned less than 100 degree-applicable units. Students may view their registration appointment date in WEBSMART on **April 28, 2017**.

WebSMART – Log in to register
May 3 – 9, 2017
After 7:00 am on your appointment date
and any time thereafter

LATE REGISTRATION HOURS

June 12 – 15, 2017
Monday – Thursday   8:00 am – 7:00 pm

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

NEW AND FORMER STUDENTS

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

WebSMART – Log in to register
May 10, 2017 – June 11, 2017
After 7:00 am on your appointment date
and any time thereafter

REGULAR OFFICE HOURS

Admissions & Records, Cashiers, CalWorks, General Counseling, Disability Resource Center (DRC), Extended Opportunity Programs & Services (EOP&S), Financial Aid, Health Center, and Transfer Center
Monday – Thursday   8:00 am – 6:30 pm

Career Center
Monday – Thursday   8:00 am – 6:00 pm

SparkPoint
Monday – Thursday   8:00 am – 6:00 pm

Assessment Center
Thursday, Monday   9:00 am – 1:00 pm
Tuesday, Wednesday   2:00 pm – 6:00 pm
Friday   CLOSED
Selected Saturdays by appointment only

TRiO
Monday – Thursday   8:00 am – 6:00 pm

Transfer Center
Monday – Thursday   8:00 am – 5:00 pm

Student Success Support Program (SSSP)

You must complete the following SSSP steps before you register for classes if you selected one of the following educational goals on your application:

1 Apply

2 Orientation

3 Placement

4 Counseling
(Make Education Plan)

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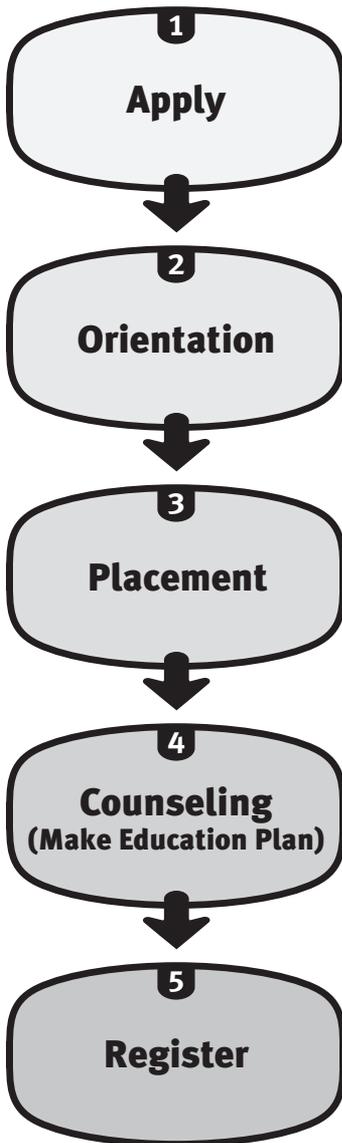
• **Obtain an Associate Degree or Certificate**
• **Transfer to a university to complete a Bachelor's degree**
• **Improve your English, reading or math skills**
• **Discover career interests or prepare for a new career**
• **Undecided about your major**

Step 1   APPLY FOR ADMISSION/FINANCIAL AID
Admissions & Records, Building 2, (650) 738-4251
• Complete the *Application for Admission* online at **www.skylinecollege.edu; select "Apply".**
• Once your application has been processed, you will receive an email confirmation containing next steps.

Financial Aid, Building 2, (650) 736-4236
• Students who are US Citizens or Eligible Non-Citizens can apply for all types of Financial Aid at **www.fafsa.gov**.
• Students who meet the AB540 exemption requirements under AB131 can apply for the California Dream Act at **www.caldreamact.org**.

Step 2   ORIENTATION
Counseling Center, Building 2, (650) 738-4318
Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to page 8 for further information on orientation. (Online orientation is available on a limited basis.)

Step 3   DETERMINE PLACEMENTS
Assessment Center, Building 2, (650) 738-4150
Counseling Center, Building 2, (650) 738-4318
Placements help determine your current skills in reading, sentence meaning, listening, language use, and mathematics so that you are placed in the appropriate English and math courses. Placements can be assessed through placement testing (refer to page 9 for scheduling information) or alternate placements options (refer to page 10 for further information).

Step 4   COUNSELING
Counseling Center, Building 2, (650) 738-4318
During your counseling appointment a counselor will discuss your placement results and help you select appropriate courses for the upcoming semester and help develop your Student Education Plan (SEP) based on your educational and career goals.

Step 5   REGISTER FOR CLASSES/PAY FEES
• Upon completion of this process, you will receive an appointment to register through WebSMART.
• Access your WebSMART student account for the following services:
  – register for classes and pay fees
  – access your student email – my.smccd.edu – all official electronic communication will be sent to your my.smccd.edu account
  – purchase parking permit

New Student Orientation / Placement Tests

ORIENTATION

The New Student Orientation provides you with a comprehensive overview of information, resources, and tools needed to be successful at Skyline College and is **REQUIRED** for all new students. New students can complete the New Student Orientation by 1) Registering for an in-person orientation with a Counselor or 2) Completing the online orientation program. The online orientation is NOT recommended for students who are recent high school graduates, first time college students, or who have limited English proficiency.

To register for an in-person Orientation with a Counselor:

1. Go to **https://WebSMART.smccd.edu** and enter your G# and PIN# to access
2. Click on "Schedule Appointments"
3. Click on "New Student Orientation Appointment"
4. Click on "Make Appointments"
5. Select "Make Appointment"
6. Click on "Continue"
7. Click on "Find Appointments"
8. Select day/time that is best for you
9. Confirm your appointment by entering your phone number and email address, then click "Continue"
10. You will see your scheduled New Student Orientation confirmation

If you are experiencing difficulty in registering for an in-person Orientation with a Counselor, please contact the Counseling Center in Building 2 or call (650) 738-4318.

NOTE: For information on dates/times of ESOL New Student Orientations, contact the Counseling Center in Building 2 or call (650) 738-4318.

TO COMPLETE THE ONLINE ORIENTATION:

1. Go to **https://www.skylinecollege.edu/admissions/orientation.php**. Contact the Counseling Center in Building 2 or call (650) 738-4318 if you are experiencing difficulty with the online orientation program.
2. Follow the instructions to complete the online orientation via WebSMART. **https://WebSMART.smccd.edu**.
3. Remember to print out the Certificate of Completion and the Counseling Session Worksheet.
4. Contact the Counseling Center in Building 2 or call (650) 738-4318 to schedule your first counseling appointment and bring your Certificate of Completion and Counseling Session Worksheet.

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, Building 2, Room 2116.

See the website for hours of operation, as they are subject to change during the semester. You must allow enough time to complete the appropriate assessment(s):

- English: up to 1.5 hours
- English Speakers of Other Languages: up to 2 hours
- Mathematics: up to 2 hours
- Spanish Language Challenges: up to 1 hour
- Selected Course Competency Challenges: up to 1 hour
- Make-Up Exams: up to 2 hours

To Schedule An Assessment:

1. Log into **WebSMART**
2. Click "Schedule Appointments" under "Student Services"
3. Click "Placement Test Appointment" under "Skyline College Services"
4. Click "Make Appointment"
5. Choose desired test (only one test per appointment), click "Continue"
6. Click "Find Appointment", then select the Day and Time that fits your schedule
7. Confirm/ input your information, click "Continue"
8. Your testing appointment information will then be displayed
9. Exit webpage and log out of your WebSMART account

To Drop-in/ Walk-in

Students are served on **a first come, first serve basis.**

1. **Student can be added to the waitlist by entering his/her student ID G# into the computer located outside the testing center upon arrival**
2. **Inform and present your photo ID to the proctor on-duty**
3. **Proctor will then provide you with further information**

If you have any questions, please visit www.skylinecollege.edu/placement and/or call (650) 738-4150.

Retest Policy

1. Placement testing results are valid for two years from the date the assessment was taken.
2. If a student does not accept the recommended placement, he/she may retake the same placement test two additional times within a 1-year period for English/ 6-month period for Mathematics (5-hours of course prep learning work applies).
3. A student must wait a minimum of 24-hours in between each retesting subject.
4. A student who has completed a course in the English, ESOL or math sequence with an unsatisfactory final grade may take the placement test to determine his/her current competency level in English, ESOL and math courses, provided that twoyears have elapsed since the course was completed.
5. For any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of the Math or Language Arts Departments.

Testing Exemptions and Multiple Measures Alternative Placement (MMAP)

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

1. You have taken the placement tests in English or ESL and/or Math at Cañada College, Skyline College, or the College of San Mateo and test results are available for review. Please note that placement results for mathematics are only valid for two years from the date the test was taken.
2. You have taken a placement test at another California Community College and a Skyline College counselor has reviewed your results for equivalency.
3. You can show evidence of completed course work in English or ESOL and/or mathematics with a grade of "C" or better at a regionally accredited college or university in the United States.
   You may be exempt from the Math placement test if you can show evidence of…
4. Successful completion of the EAP (Early Assessment Program) test in mathematics. A passing score on the EAP Math test allows you placement into MATH 130 or 150 or 200 or 201 or 225 or 241; BUS 120 or 123; or PSYC 171. You must enroll in the appropriate MATH course in the Summer or Fall immediately following completion of your senior year in high school for the EAP results to be valid. If you do not enroll within this time frame, the Skyline College Placement Test will be required.

5. College Board Advancement Placement (AP) scores of 3, 4, or 5 in mathematics. Note: AP MATH Calculus AB results: a score of 3 allows you placement into MATH 251; a score of 4 or 5 allows you placement into MATH 252. AP Calculus BC results: a score of 3 allows you placement into MATH 252; a score of 4 or 5 allows you placement into MATH 253 or MATH 270. Students who intend to transfer to a four-year college or university are strongly recommended to consult with a Skyline College counselor to determine application of courses to lower-division transfer major requirements.
6. IB Math HL (International Baccalaureate Exam) results with a score of 4 or higher allows you placement into MATH 130 or 150 or 200 or 201 or 241; BUS 120 or 123; or PSYC 171.
7. CSU Math Placement Test (ELM) score of 50 or higher allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.
8. American College Test (ACT) score of 23 or higher on the math test allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171. 9. College Board SAT Math Test socre of 550 or higher allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.
9. High School Transcripts: Cumulative high school GPA of 3.2 or higher AND a grqade of "C" or higher in one of the following high school courses; Algebra II, Integrated Math 3, or Higher level math (Statistics, Trigonometry, Pre-Calculus, and Calculus). This option is available to currently enrolled high school seniors or those who have completed high school within the last two years.
10. ACT English Usage Test with a score of 23 or higher allows you placement into ENGL 100.
11. CSU English placement with a minimum score of 146 allows you placement into ENGL 100.

For forms and further information, please visit the Counseling Division Website at http://www.skylinecollege.edu/counseling/ (click on the Testing Exemption link).

Retrieving Placement Test Results

To view your placement results, log into WebSMART, click on Student Records, and select Placement Test Results to reprint another copy.

NEW STUDENTS EXEMPT FROM THE ENROLLMENT STEPS

Students who are:

1. Primarily a student at another educational institution taking courses to meet the requirements of that institution, or
2. Taking courses for personal interest, to upgrade/ enhance job skills, to maintain a certificate or license, or to complete credits for high school; or
3. Who have completed an Associate Degree or higher.

If you meet one or more of these exemptions, you will receive an appointment to register after submitting the Skyline College application.

1 Apply

Apply for Admission

All students are required to complete the Application for Admission.
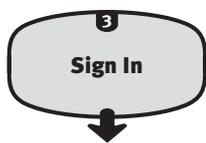
Fill out the Application online at **www.skylinecollege.edu/apply**.

After your application has been processed, you will receive an email confirmation and information about registering for classes using WebSMART, our online registration system.

2 Register

Register for Classes

Access WebSMART from Skyline College's homepage to register for classes.

3 Sign In

Sign In and Use Your Campus Email

Log into WebSMART to find your email address and password.

All college electronic commun- ications will be sent to your my.smccd.edu email.

ENROLLMENT WAIVERS/EXEMPTIONS: If you wish to request a waiver or exemption of any Student Success and Support Program (SSSP) requirement, forms are available at the Counseling Desk.

Any student who needs assistance with the enrollment process because of a verified physical, hearing, visual or learning disability should call the Disability Resource Center (DRC) office at (650) 738-4280.

Si necesita ayuda en español, para facilitarle el proceso de matriculación, admisión en la oficina de en el edificio #2, y pregunte por alguien que hable español. Sera nuestro placer servirle. Telefono: (650) 738-4318 skycounseling@smccd.edu

VETERANS AND VETERANS' DEPENDENTS
Welcome Veterans!

Skyline College offers instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons. The college assists students who are working toward an AA/AS degree program, or certain certificate and transfer programs, with certification of benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), Chapter 1606 (Selected Reserve), 1607, REAP, VRAP, and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, 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.gibill.va.gov** or from the San Mateo County Veterans Service Office, 400 Harbor Blvd., Bldg B, Belmont, CA 94002, (650) 802-6598.

Visit skylinecollege.edu/veterans and click on Educational Benefits or stop by the Veterans Resource Center (2-350) to learn about applying for VA Educational Benefits and the certification process.

Some reminders:

• Apply for federal financial aid for additional resources to meet expenses, **www.fafsa.gov**.

• Maintain a 2.0 (C) overall grade point average.

• Register and maintain enrollment 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.

The **Skyline College Veterans Resource Center (VRC)** is located in Building 2, 3rd Floor, Room 2-350 and provides a respite from the college atmosphere. The VRC Staff is available to connect veterans and dependents to information on appropriate campus and community services, assist with access to educational benefits and help support a successful transition to college life. The center is dedicated to ensuring that a strong veteran community flourishes on campus and promoting superb support services for personal growth, development, and educational success.

WebSMART SERVICES

Your student WebSMART account is used to manage enrollment, view academic records, and maintain up-to-date student information. Access directly at **www.websmart.smccd.edu**.

WebSMART offers a wide variety of online services:

- Appointment Scheduling
- College Catalog
- Degree/Certification Eligibility/Progress Evaluation
- Emergency Text Message Request
- Enrollment Verification
- Financial Aid
- Parking Permit
- Payment of Fees
- Payment Plan
- Placement Test Results
- Registration
- Schedule of Classes
- Schedule Summary
- Tax Notification
- Textbook Order
- Transcript Order - Unofficial/Official
- Transfer Eligibility
- Update Student Information
- View Grades
- View Holds
- Voter Information

Global Learning Programs and Services

Study Abroad in Florence, Italy

Spring 2018 Semester

- Earn 12-15 credits toward your degree while living in Florence
- Classes taken in Italy are transferable to CSU and UC systems
- Classes are taught in English by California Community College faculty
- Low-cost cultural program including several cultural immersion events

Additional Information:

The Semester Abroad Program in Florence, Italy is offered through the San Mateo County Community College District Study Abroad Program. Scholarships and Financial Aid are available to eligible students.

Apply early and learn more about the program at smccd.edu/studyabroad!

Contact: SMCCCD Study Abroad, (650) 738-7098, studyabroad@smccd.edu

College Connection Concurrent Enrollment Program

High School Students: Experience College Now!

The High School Concurrent Enrollment Program offers 9th-12th graders the opportunity to earn both college and high school credit at the same time.

Enrollment fees are free for students enrolling in less than 11.5 units.

As a student-oriented community college, we will provide you the pathway to transfer programs to UC, CSU and private colleges and universities.

Scan here for more information:

skylinecollege.edu/concurrent

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 11.5 units.

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

1. Apply
2. See High School Counselor
3. Take Placement Tests
4. Obtain Signatures
5. Submit Approval Forms
6. Register For Classes
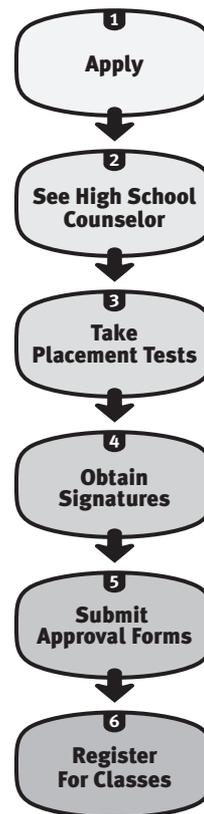
Step 1
Apply online at www.skylinecollege.edu/admissions/index.php.

Step 2
See your high school counselor to select your college courses and to complete the Course Request Form available on http://www.skylinecollege.edu/outreach/concurrentenrollment.php or in your high school counselor's office.

Step 3
Take placement test(s) if your high school counselor recommends an English **or** Math courses or courses with English **or** Math prerequisites. If placement is needed, schedule a testing appointment through WebSMART.

Step 4
Obtain the required signatures on the Concurrent Enrollment Request Form.

Step 5
Submit completed approval forms to the Admissions & Records Office at Skyline College, Building 2, by mail, fax to (650) 738-4200, or in person.

Step 6
Register for classes at www.websmart.smccd.edu.

Questions? Call the Skyline College Admissions Office at (650) 738-4251, or visit www.skylinecollege.edu/outreach/concurrentenrollment.php.

Major Codes

SUMMER 2017 APPLICATION MAJOR CODE SHEET

➤ **The following majors are offered within the San Mateo County Community College District.**
➤ **Check this Class Schedule for course and program availability.**
➤ **Major code may be used when submitting an online application.**

Code	Major
6141	3D Animation and Videogame Art
0502	Accounting
0502	Accounting Assistant 1
0502	Accounting Computer Specialist
0502	Accounting: CPA Exam Prep: Business Environment & Regulation
0502	Accounting: CPA Exam Prep: Finance Accounting & Auditing
0502	Accounting: Enrolled Agent Exam Preparation
0502	Accounting: Tax Preparer 1
0502	Accounting: Tax Preparer 2
2105	Administration of Justice
0514	Administrative Assistant
0514	Administrative Support Assistant
1305	After School Program Assistant
1305	After School Program Assistant Teacher
0510	Air Freight Forwarding
2104	Alcohol & Other Drug Studies
1260	Allied Health
0201	Architecture
1002	Art
1001	Art with Emphasis in Art History
1002	Art: Fine Arts, General Studio Art
1002	Art: History
1011	Art: Photography
1002	Art: Studio Art
0508	Asian Business Practices
2203	Asian Studies
1911	Astroimaging & Observatory Operation
0948	Automotive Technology
0934	Basic Networking Skill Endorsement
4930	Bilingualism & Biliteracy in English/Spanish
0401	Biological Sciences
0401	Biology
0430	Biology: Biotechnology
0401	Biology: General
0401	Biology: Medical
1206	Biology: Pre-Nursing
0430	Biotechnology
0957	Building Inspection Technology
0501	Business Administration
0505	Business Administration for Transfer
5050	Business Administration: Transfer CSU & UC: AS-T
0514	Business Information Processing
0702	Business Management
0509	Business: Microcomputer/Database & Spreadsheet
0509	Business: Microcomputer/Office Assistant
0514	Business: Office Assistant 1
0514	Business: Office Assistant 2
1209	Central Service Technology with Clinical Practice
0955	Chemical Laboratory Technology
1905	Chemistry
2203	Chinese Studies
0707	CIS: Applications and Development
0707	CIS: C++ Computer Programming
0708	CIS: Computer Forensics
0708	CIS: Computer Network Forensics
0707	CIS: Internet Programming
0707	CIS: Java Programming
0708	CIS: Network Security Specialist
1505	Communication Studies
1506	Communication Studies: Transfer CSU & UC: AA-T
1261	Community Health Worker
0706	Computer and Information Science
0514	Computer Information Specialist
7060	Computer Science: Transfer CSU & UC: AS-T
6010	Concurrent Enrollment Student
3007	Cosmetology
0506	Cosmetology Entrepreneurship Certificate
1008	Dance
1204	Dental Assisting
0614	Digital Media: Digital Audio
0614	Digital Media: Digital Video
0614	Digital Media: Digital Video Production
0614	Digital Media: Graphic Design
0614	Digital Media: Graphic Production
0614	Digital Media: Journalism
0614	Digital Media: Lighting
0614	Digital Media: Multimedia
0614	Digital Media: Television & Radio Broadcasting
0614	Digital Media: Television Producing
0614	Digital Media: Video Journalism
0614	Digital Media: Web Design
0614	Digital Media: Web Developer
0953	Drafting/CAD
0953	Drafting/CAD: Computer Aided Design
1305	Early Childhood Education
5207	Early Childhood Education Entrepreneurship
3050	Early Childhood Education/Child Development
3050	Early Childhood Education/Child Development Transfer CSU & UC: AS-T
1305	Early Childhood Special Education
1305	Early Childhood Education for Transfer
1305	Early Intervention Assistant
1930	Earth Science
2204	Economics
2204	Economics (Transfer)
0952	Electrical Technology (Apprenticeship)
0926	Electrical Technology: Electrical Power Systems & Instrumentation
0926	Electronics Technology: Fundamentals of Smart Building Systems
0934	Electronics Technology: Industrial Electronics
0926	Electronics Technology: Telecommunications Fundamentals
1250	Emergency Medical Technology
0901	Engineering
0901	Engineering (Transfer)
0925	Engineering Technology, General
1501	English
5064	Entrepreneurship & Small Business Management
0506	Entrepreneurship and Small Business Management
0502	Entry Level Bookkeeper
3007	Esthetician
2203	Ethnic Studies
1301	Family and Consumer Sciences
3031	Fashion Design: Custom (Custom Dressing/Small Business Oriented)
3033	Fashion Design: Technical (Apparel Industry Oriented)
3031	Fashion Design: Theater Costuming
1303	Fashion Merchandising
3032	Fashion Merchandising
0612	Film
0952	Fire Sprinkler Technology (Apprenticeship)
2133	Fire Technology

8352	Fitness Professional
1907	Foundations in Early Childhood Education
0514	General Office
0506	General Supervision
2206	Geography
2206	Geography for Transfer
1914	Geological Sciences
6146	Graphic Design
1030	Graphics
2205	History
2205	History (Transfer)
2104	Human Services
0508	Import and Export
4903	Interdisciplinary Studies Arts and Humanities
4901	Interdisciplinary Studies Health & Physical Education
4901	Interdisciplinary Studies Letters and Science
4901	Interdisciplinary Studies Organizational Structures
4901	Interdisciplinary Studies Social & Behavioral Sciences
4902	Interdisciplinary Studies Social & Natural Sciences
9031	Interdisciplinary Studies with Emphasis in Arts and Humanities
4902	Interdisciplinary Studies with Emphasis in Natural Science and Mathematics
4901	Interdisciplinary Studies with Emphasis in Social and Behavioral Sciences
4902	Interdisciplinary Studies: Contemporary Issues
4901	Interdisciplinary Studies: Intercultural Studies
4902	Interdisciplinary Studies: Science & Society
1302	Interior Design
1302	Interior Design/Residential and Commercial Design
0508	International Business
0510	International Logistics
0510	International Logistics Customs Broker
2210	International Studies
0508	International Trade
0602	Journalism
1270	Kinesiology for Transfer
0835	Kinesiology: Comprehensive Pilates Instructor
0835	Kinesiology: Group Fitness Instructor
0835	Kinesiology: Pilates Mat and Reformer Instructor
0835	Kinesiology: Pilates Mat Instructor
0835	Kinesiology: Specialized Pilates Instructor

1270	Kinesiology: Transfer CSU & UC: AA-T
0835	Kinesiology: Yoga Instructor
1270	Kinesiology
1302	Kitchen and Bath Design
0210	Latin American & Latino Studies
0514	Lawyer's Assistant
0508	Legal Aspects of International Business
5065	Management
0506	Management: Business Management
0506	Management: Human Resources Management
0509	Management: Marketing Management
0506	Management: Project Management
0506	Management: Retail Management
1262	Massage Therapy
1701	Math for Surveying & Computer-Aided Design
1701	Mathematics
1701	Mathematics for Transfer
1701	Mathematics: CSU Transfer CSU & UC: AS-T
2082	Medical Administrative Assistant
2080	Medical Assisting
1208	Medical Billing and Coding
2080	Medical Billing Specialist
2310	Medical Coding Specialist
1208	Medical Office Assistant
0514	Medical Transcriptionist
6141	Multimedia Art and Technology
0614	Multimedia Technology
1004	Music
1004	Music: Electronic Music
4902	Natural Science
0708	Network Engineering
1203	Nursing
0510	Ocean Freight Forwarding
0514	Office Assistant
0514	Office Management
1402	Paralegal
1402	Paralegal/Legal Assistant
4930	Pathways to Student Success
0934	PC Configuration & Repair Skill Endorsement
1509	Philosophy
1509	Philosophy (Transfer)
0835	Physical Education
1901	Physical Science
1902	Physics
1902	Physics for Transfer
1902	Physics: Transfer CSU & UC: AS-T
2207	Political Science
2207	Political Science with Emphasis in Pre-Law

2207	Political Science with Emphasis in Public Administration and Service.
4901	Preparation for Academic Scholarship and Success (PASS)
2104	Promoter Education & Employment Project
2001	Psychology
2001	Psychology: Transfer CSU & UC: AS-T
1225	Radiologic Technology
0511	Real Estate
1302	Redesign & Home Staging
1210	Respiratory Therapy
2201	Social Science
2208	Social Science/International Studies
2208	Sociology
2208	Sociology (Transfer)
2208	Sociology: Transfer CSU & UC: AA-T
0303	Solar Energy Technology
0303	Solar Installation Career Certificate
1105	Spanish
2129	Sprinkler Fitter (Apprenticeship)
1217	Surgical Technology
1302	Sustainable Design
1007	Theater Arts
4901	University Transfer: CSU (Opt 1)
4901	University Transfer: IGETC/CSU (Opt 2)
4901	University Transfer: IGETC/UC (Opt 3)
0510	Warehousing and Logistics
6143	Web Design
0934	Wiring & Installation Skill Endorsement

If You Don't Find It at Skyline College

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.

COLLEGE OF SAN MATEO
1700 West Hillsdale Blvd.
San Mateo, CA 94402
(650) 574-6161
www.collegeofsanmateo.edu

Programs
Addiction Studies
Architecture
Astronomy
Building Inspection
Dental Assisting
Digital Media
Drafting
Electronics
Engineering
Fire Technology
Nursing
Real Estate
Web and Mobile Application
   Development

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 /TDD/TTY: (650) 306-3181
www.cañadacollege.edu

Programs
Digital Art and Animation
Drama/Theater Arts
Earth Science
Engineering
Fashion Design
Graphic Design
Human Services
Interior Design
Medical Assisting
Nursing
Radiologic Technology

Athletics
Women's Golf
Women's Tennis

Skyline College Catalog

A limited quantity of catalogs are available for free at the Skyline College Bookstore. If you would like the catalog sent to you by mail, please order online at **www.skylinecollege.edu/bookstore** *or* complete this form and send it with a check for $5 to: Skyline College Bookstore, 3300 College Drive, San Bruno, CA 94066

Please email the Bookstore at **skylinebookstore@smccd.edu** for international postage rates.

Please make your check payable to "Skyline College Bookstore." Allow 1-2 weeks for delivery.

Name: _____

Address: _____City:_____State: _____ Zip: _____

Registration Information

REGISTRATION

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

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

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

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

REGISTRATION APPOINTMENT NOTICE

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

BEFORE REGISTRATION

- Clear any fee balances or holds on your record.

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

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

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

HOW TO REGISTER

- Check for your appointment date in your college email account or on WebSMART.

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

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

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

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

SHORT COURSE REGISTRATION

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

Note: Refund deadlines for short courses differ from term-length courses and are often the first day of class. For details, check your Class Schedule Summary in WebSMART, review the "Refund Policy" on page 19 and/or contact the Cashier's Office or Admissions and Records.

LATE REGISTRATION

If you are unable to register before the first day of class, you may register during the Late Registration period, with the use of a four-digit **Authorization Code**. (See Late Registration dates on page 6.) An Authorization Code allows a student to add a class after it has started. To activate the code, follow the registration steps detailed in WebSMART. Please read the instructions very carefully, as there are extra steps involved when using an Authorization Code.

VARIABLE UNITS

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

GRADE "TYPE" OPTIONS

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

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

OPEN ENROLLMENT

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

DEFINITIONS OF STUDENT CLASSIFICATIONS

CONTINUING STUDENT

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

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

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

NEW STUDENT

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

• If you were a High School Concurrent Enrollment student, and have graduated, or will graduate high school before the Summer 2016 term, you are considered a "New" college student. You must reapply for Admission.

RETURNING STUDENT

If you were in attendance at Skyline College, College of San Mateo or Cañada College prior to Summer 2016 and have not been in attendance since, you are considered a **former student** and must reapply for admission. If you previously applied for admission online, update your prior application online and resubmit.

TRANSFER STUDENT

If you attended a college or university other than Skyline College, College of San Mateo or Cañada College, you are a **transfer student** at Skyline College and must apply for admission. You may be eligible for exemptions from some of the Student Success and Support Program requirements listed on page 7. Make an appointment with a counselor to review your unofficial transcripts.

HIGH SCHOOL STUDENT

High School students may be eligible to enroll in college through the **College Connections/Concurrent Enrollment Program**. This program allows you to get an "early start" on your college experience while still enrolled in high school. Please visit **www.skylinecollege.edu/outreach/concurrentenrollment.php** for registration information and contact your high school counselor. Enrollment is subject to the availability of courses. Please see page 11 for more information.

IMPORTANT: CLASS ATTENDANCE

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

SPECIAL APPLICATION PROGRAMS

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

Area Code (650)

Automotive Technology	738-4438
CalWORKs	738-4417
Central Service Technology	738-4470
Cosmetology	738-4168/4165
Concurrent Enrollment	738-4452
(Students currently attending high school)	
EOPS – Extended Opportunity Programs and Services	738-4139
International Students Program	738-4430/7021/7179
Massage Therapy	738-4168
Respiratory Care	738-4457
SparkPoint	738-7035
Study Abroad	738-7088/7098
Surgical Technology	738-4470
TRiO	738-4144

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

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

PREREQUISITES/COREQUISITES

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

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

What are Prerequisites, Corequisites and Recommendations?

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

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

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

Why Prerequisites and Corequisites?

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

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

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

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

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

How can I challenge a prerequisite?

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

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

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

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

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

How do I file a prerequisite challenge?

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

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

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

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

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

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

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

Fees

FEE TYPE AND AMOUNT*	REQUIRED OF
Enrollment*: $46 per unit	**All Students**, except high school students enrolling in less than 11.5 units through the Concurrent Enrollment and College Consortium Programs. These fees are waived for recipients of the Board of Governor's Fee Waiver. See page 33 for more information and the application for a fee waiver.†
Enrollment – Bachelor of Science in Respiratory Care $130 per unit [$84 per unit Upper Division coursework (plus $46 per unit Enrollment Fee)]	**All Students** that are new graduates and have completed a CoARC accredited Respiratory Care (RC) program equivalent to an A.S. in Respiratory Care and are California licensure eligible or RC Practitioners who have completed a CoArc accredited RC program equivalent to an A.S. in Respiratory Care and are California licensure eligible and accepted into the B.S. Respiratory Care program at Skyline College will pay $130 per unit for upper division coursework. Students eligible for the Board of Governors Fee Waiver (FAFSA or Dream Act Application) will only waive $46 per unit and total cost to the student is $84 per unit.
Health Services** $16 Summer / $19 Fall / $19 Spring	**All Students,** except those enrolled **ONLY** in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program**.†
Student Representation $1	**All Students,** except those enrolled in the Concurrent Enrollment Program.†
Nonresident Tuition* $228 per unit + $8 per unit capital outlay fee (plus $46 per unit Enrollment Fee)	Nonresidents of California who are residents of other states.
International Student Application Fee* $50	Foreign/International Students (Fall and Spring semesters only.)
Foreign Student Tuition* $228 per unit + $8 per unit capital outlay fee (plus $46 per unit Enrollment Fee)	International Students.
International Student (F-1 Visa)* Health Insurance* $648 Fall and Spring	All F-1 Visa International Students.
Student Body $8 Fall / $8 Spring	**All Students,** except those enrolled **ONLY** in off-campus or weekend classes, Distance Learning courses, or the Concurrent Enrollment Program. Fall and Spring semesters only.†
Student Union $1 per unit / $5 max per semester	**All Students,** except those enrolled in the Concurrent Enrollment Program. Fall and Spring semesters only.†
Parking* $27 Summer / $52 Fall / $52 Spring / $94 Two Term Permit (Fall & Spring) / $2 per day **Parking (Board of Governor's Waiver)*** $25 Summer / $30 Fall / $30 Spring $60 Two Term Permit (Fall & Spring) $2 per day	All persons who park motor vehicles on campus. Daily permits may be purchased from ticket dispensers. See *Parking & Transportation* on page 150. Permits are not required on weekends. Replacement permits are available at full price. **Permits are nonrefundable.**
Audit $15 per unit	The College allows auditing of courses with the exception of courses in programs that require special preparation and/or program admission on a limited basis. The Board of Governors Fee Waiver (BOGFW) will not cover the fee for an audit class.†
Returned Check $20	Students whose personal checks are returned by the bank. (Only cash, credit card, Cashier's Check or money order will be honored to clear a returned check). The Bookstore fee for a returned check may differ.
Official Transcript* (All SMCCCD records will appear on one transcript) $5	Students may request a transcript of their academic record from Cañada College, College of San Mateo and/or Skyline College on WebSMART (https:// websmart. smccd.edu). The first two transcripts requested are free of charge.

*Subject to change

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

†See Explanation of Fees on page 31 for disclaimers regarding fees.

SUMMER FEE PAYMENT POLICY

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

Registration for summer term begins on May 3, 2017. You will not be able to register for classes if you have any outstanding balances on your account.

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

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

FEE PAYMENT PROCESS FOR SUMMER 2016

For updated information regarding the fee payment process for Summer 2017, please check **WebSMART**.

If you need assistance in paying your fees you may:

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

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

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

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

VARIABLE UNIT CLASSES

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

SUMMER 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 **WebSMART**. Check your *Class Schedule Summary* for exact refund dates. If registration occurs after the refund date for a class, no refund will be available.

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

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

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

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

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

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

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

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

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

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

PAY FEES BY:

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

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

EXPLANATION OF FEES

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

Health Service Fee: Provides basic campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization may be exempted from paying the health service fee. Contact Admissions & Records for an Academic Standards Petition.

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

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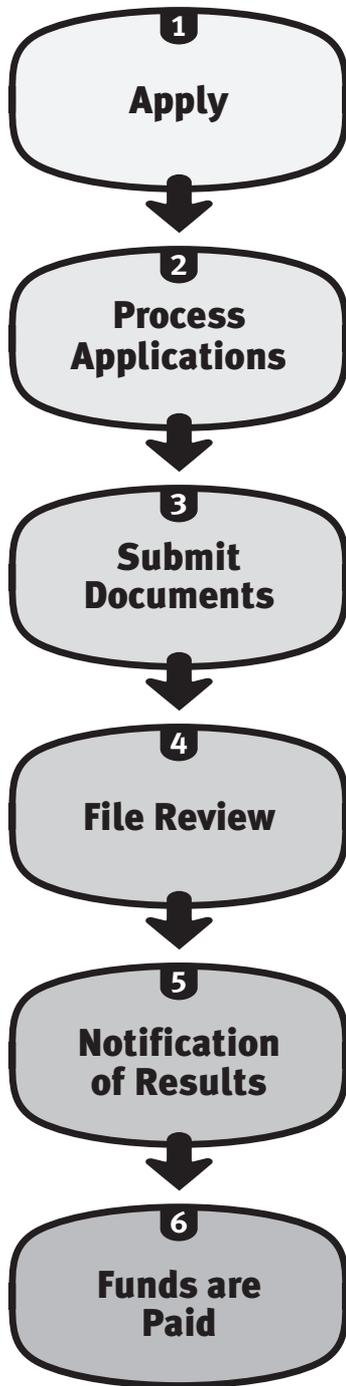
AUDIT POLICY

Skyline College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis.

District Policy states:

- The Colleges of the District will allow auditing of courses with the exception of classes in programs that require special preparation and/or program admission on a limited basis.
- Students wishing to audit a course must obtain the approval of the instructor of record for that course.
- Students in good standing may audit a course only if they are ineligible to take the course for credit.
- Students taking courses for credit will have first priority on all classroom space. Additional space may be available to interested auditors.
- No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.
- An auditing fee as established by California Education Code will be payable at that time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.

Audit forms can be obtained in the Admissions and Records Office. They must be approved and signed by the instructor(s) for the course to be audited. Forms must then be returned to Admissions and Records for processing. Students will be required to pay for courses at the time of registration.

Steps to Applying and Completing Your Financial Aid

1 Apply

2 Process Applications

3 Submit Documents

4 File Review

5 Notification of Results

6 Funds are Paid

Step 1   APPLY – SUBMIT FAFSA/DREAM ACT APPLICATION
- Students who are US Citizens or Eligible Non-Citizens can apply for all types of Financial Aid at www.fafsa.gov
- Students who meet the AB540 exemption requirements under AB131 can apply for the California Dream Act at www.caldreamact.org.
- Skyline College's Federal school code is 007713
- Use the IRS Data Retrieval Tool (if 2015 taxes filed)
  – Go to: **www.skylinecollege.edu/financialaid/forms.php**
  – Click on: Step by Step Directions for IRS Data Retrieval Tool
- Need help? Attend a FAFSA Workshop. For dates and times go to:
  www.skylinecollege.edu/financialaid/events.php

Step 2   PROCESSING OF FAFSA/DREAM ACT APPLICATION
- Allow 1-2 weeks for your FAFSA application to be processed
- You will then receive two emails:
- First from the Dept. of Education with your Student Aid Report (SAR)
  – Review SAR for accuracy and read "Comment Codes"
  – If corrections are made, allow additional 1-2 weeks to process
- Allow 1-2 weeks for your Dream Act Application to be processed
- Follow up with the Skyline College Financial Aid Department
- Second from the Financial Aid Office confirming receipt of your FAFSA
  – Instructions are given to check WebSMART

Step 3   SUBMIT DOCUMENTS
- Check WebSMART to see what documents are required
- If no requirements are listed, contact the Financial Aid Office
- Submit all documents to the Financial Aid Office
- Incomplete documents will not be accepted

Step 4   FILE REVIEW
- Files are reviewed in order of date received
- During the file review process, additional documents may be requested
- Check your "my.smccd.edu" email regularly for notifications
- Files will not be reviewed until all required documents are submitted
- The entire process may take **4-6 weeks**

Step 5   NOTIFICATION OF RESULTS
- Eligible students will be notified by "my.smccd.edu" email
- Check WebSMART for the results of your financial aid award
- Go to "My Award Information" to view types and amount of award
  – Note: If no awards are listed, contact the Financial Aid Office

Step 6   FUNDS ARE PAID
- You have 3 options: Direct deposit, disbursement prepaid card or paper check
- For details go to: **www.skylinecollege.edu/myfunds**

The entire process may take 4-6 weeks, so apply EARLY!
Financial Aid Office, Bldg. 2
Telephone: (650) 738-4236
Email: **skyfaoffice@smccd.edu**
www.icanaffordcollege.com

REMINDER: Renew your FAFSA every year. Fall 2017 Semester: Submit the **2017-2018** FAFSA.

Financial Aid TV: Have questions about the various financial aid programs at Skyline College? Learn about financial aid through these short and informative videos. **www.skylinecollege.edu/financialaid/financialaidTV.php**

FINANCIAL AID

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 $30 ($25 Summer only and subject to change) per semester for BOFW students), health and student activities, must be paid by the student.

New Eligibility Regulations Effective Fall 2016:

California Community College students receiving the BOGFW must meet minimum academic and progress standards to remain eligible for the BOGFW due to changes made by SB 1456 Student Success Act of 2012 to Title 5 of the California Education Code.

Students must:

• Maintain a cumulative GPA of 2.0 (Academic Standard)

• Successfully complete at least 50% of all units attempted (Progress Standard)

If a student is placed on academic and/or progress probation for two consecutive primary terms (fall or spring semester), they will lose eligibility for the BOG Fee Waiver as well as enrollment priority. For more information on this regulation and the conditions by which students can appeal, please see **http://smccd.edu/faprobation/**. *Students are encouraged to utilize the numerous support services on campus to help them regain good academic standing.*

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 5198 or less on the Student Aid Report (SAR), you are eligible for a Federal Pell award. Awards for students are prorated based on enrollment status, etc.:

Full-time	12 or more units
Three-qtr time	9-11.5 units
Half-time	6-8.5 units
Less than half	.5-5.5 units
Awards range from:	*$590 to $5,815*

CAL GRANT A, B and C
DEADLINE TO APPLY IS 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	*$1,656*
Cal Grant C	*$547*

FULL-TIME INCENTIVE GRANT

In order to encourage Cal Grant B recipients to attend full time, the California Community College Chancellor's Office is providing a Full-Time Incentive Grant of $600 per year ($300 per semester) on top of the $1656 awarded annually by the California Student Aid Commission. The additional aid is intended to assist these students in completing their degree objective and be able to transfer to a four year college in a timely manner.

SPARKPOINT AT SKYLINE COLLEGE

SparkPoint works with students and other community members to access a broad range of services and resources beyond what is typically available through college financial aid programs. Programs includes: financial coaching, a match savings program, secured credit card, assistance with applying to public benefits and a scholarship. Eligibility requirements vary depending on the program but SparkPoint has services available regardless of your financial situation. Interested students should contact SparkPoint for an appointment to explore options for their personal circumstances. For more information visit: www.skylinecollege.edu/sparkpoint or SparkPoint reception office at: 650-738-7035, Building 1 room 1214.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is a grant awarded to students with exceptional need (EFC of 0). Funds are awarded on a first come, first served basis according to when their financial aid file is complete.

Awards range from:	*$100 to $800.*
Priority application date:	May 1, 2016

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 must not have reached the age of 23 by July 1 of the award year.

Annual Award: up to $5,000.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

EOPS is a State-funded program that provides support services to economically and educationally disadvantaged students who are California residents. Services include counseling, a book service, vocational grants, and fee waivers for transferring students. Students must complete a FAFSA, Dream Act or BOGFW application to apply. Students must be enrolled full-time at the time of application. Final eligibility for EOPS is determined and coordinated through the EOPS Office.

STUDENT EMPLOYMENT FEDERAL WORK STUDY (FWS)

Students who apply for financial aid and put their name on the work study waiting list are given priority.

Maximum Annual Award: $6,000

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-$6,000.

You must submit a Direct Loan Application to the Financial Aid Office. To print the form go to: **www.smccd. edu/loanworkshop**.

SIGN UP FOR eDISBURSEMENT

All students' state and federal financial aid funds and scholarships are disbursed to them by the College through Blackboard-Pay Money Network®. Students have the option to have their disbursement "refund" deposited directly into their existing bank account through direct deposit (preferred method for all students with bank accounts) or onto the SMCCCD Disbursement Prepaid Card that can be used much in the same way as a debit card or credit card. We encourage all students to avoid paper checks which can be lost or stolen and are generally the least secure method of delivering money to students. Complete information can be found on the My Funds Disbursement Options page of our Financial Aid website at www.skylinecollege.edu/myfunds.

SCHOLARSHIPS

The annual Skyline College Scholarship application process runs from November-February each year. The application link will be posted at http://www.skylinecollege.edu/financialaid/scholarship.php in late fall. Scholarships are available to graduating high school seniors, returning, continuing and transferring students. External scholarship information is posted as available on the Website.

GROVE SCHOLARS PROGRAM

Each semester SparkPoint selects 25 students to receive a $2,000 scholarship as part of the Grove Scholars Program. This need-based scholarship is open to students pursuing certificates in Career and Technical Education (CTE). In addition, each Grove Scholar receives career counseling, academic counseling, and financial coaching. The goal of the program is to support student efforts to pursue educational, career, and financial goals. For eligibility information visit: www.skylinecollege.edu/sparkpoint or contact SparkPoint at: 650-738-7035, or grovescholar@smccd.edu, Building 1 room 1214.

Board of Governors Fee Waiver (BOGFW) Information

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 should 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 by completing a FAFSA at www.fafsa.gov.

BOGFW is Simple and Fast! Apply Today!

➢ BOGFW applicants should complete the application on **WebSMART** (https://websmart. smccd.edu) and submit any required documents to the Financial Aid Office.

➢ BOGFW does not require repayment.

➢ BOGFW is not tied to federal financial aid programs; it can be processed quickly and you will know your eligibility for funding immediately.

➢ BOGFW pays enrollment fees for any number of credit units in the fall, spring and summer sessions. Only one application per academic year is required.

➢ If Summer 2017 is your first term and you have NOT completed a FAFSA, please complete the 2016-2017 FAFSA at www.fafsa.gov.

➢ This application will only waive your enrollment fees. You may still owe additional fees that you must pay to avoid being dropped from your classes.

➢ Students eligible and accepted into the Bachelor of Science Respiratory Care program at Skyline College will pay $130 per unit for upper division coursework and if eligible for the BOGFW, only $46 per unit will be waived and total cost to student is $84 per unit. Eligibility for BA students for the BOGFW can only be determined by submitting a FAFSA or Dream Act application.

You Will Be Eligible if you are a California resident and…

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 have qualified by filling out a Dream Act Application.

➢ 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:

Board of Governors Fee Waiver Program BOGFW-B 2016-2017 Income Standard

Family Size	2015 Income		Family Size	2015 Income
1	$17,655.00		6	$48,855.00
2	$23,895.00		7	$55,095.00
3	$30,135.00		8	$61,335.00
4	$36,375.00			
5	$42,615.00		Each additional family member	$6,240.00

Classes

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

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

ACTG 100   ACCOUNTING PROCEDURES
Recommended: MATH 811 or equivalent; BUS. 115 or equivalent; either BCM. 104 or BCM. 225 or equivalent; and eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. Plus 16 hours by arrangement. Transfer: CSU.

WEEKDAY

38018 | ACTG 100 | AS | TTh | 8.10 10.50 | 8-8217 | Whitten, L. | 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. | 3.0

ONLINE

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

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**.

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							