



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

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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

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Table of Contents

General Information

Board of Governors Fee Waiver (BOGFW) Information 25, 27
Calendar – Summer Session 5
Financial Aid 24
Get Started 7
Index 95
Map of Campus Inside Back Cover
Online Classes 62
Policies 87
Student Resources 78
Register 16
Registration Calendar 6
Summer Classes by Session 69

Summer Class Listings

Accounting 29
Administration of Justice 29
American Sign Language 30
Anthropology 30
Art 30
Astronomy 31
Automotive Technology 31
Biology 32
Biotechnology 33
Business 33
Business Computer Systems and Management 34
Career and Personal Development 35
Chemistry 35
Communication Studies 36
Counseling 37
Digital Media and Design 37
Drama 38
Early Childhood Education 38
Economics 39
Emergency Medical Care 40
Engineering 40
English 40
Environmental Science and Technology 43
Ethnic and Cultural Diversity 44
Film 45
Geography 45
Geology 45
Health Science 45
History 45

International Business	46
Kinesiology	46
– Adapted	47
– Combatives	47
– Dance	47
– Fitness	49
– P.E. Courses	51
– Team Sports	51
Learning Skills	52
Literature	53
Mathematics	53
Medical Assisting	55
Music	56
Oceanography	57
Online Classes	62
Philosophy	57
Physics	58
Political Science	58
Psychology	59
Real Estate	59
Respiratory Care	60
Sociology	60
Spanish	60
Surgical Careers	61
Wellness	61

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).

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 the Skyline College Disability Resource Center at (650) 738-4393.

Campus Directory

Main Line (650) 738-4100

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

For Information About	Ext.	Bldg-Room	For Information About	Ext.	Bldg-Room
Academic Support & Learning Technologies Division	7180	5-5133	EOPS	4139	2-2212
Admissions and Records	4251	2-2225	Evening College Office	4206	2-2225
Fax (Admissions and Records)	4200		Monday – Thursday, 5:00 to 9:30 pm		
African Diaspora Program	7098	2-2352	Financial Aid	4236	2-2234
ASSC (Student Government)	4327	6-6214	Fax (Financial Aid)	4425	
Assessment/Placement Testing	4150	2-2116	First Year Experience	4147	4-4245
ASTEP Learning Community	7037	4-4247	Gallery	4294	1-1121
Automotive Technology	4438	8-8208	Global Learning Programs and Services Division	7098	2-2352
Bay Area Entrepreneur Center	650-825-6840	Off site	Graphic Arts & Production	7014	5-5118
Bookstore	4211	6-6101	Guardian Scholars Program	4319	2-2321
Business, Education & Professional Programs Division	4201	8-8305	Health Services	4270	2-2209
CalWORKs/CARE	4171	2-2212	Hermanas/Hermanos Program	4318	2-2200
Career Advancement Academy	4491	1-1311	Honors Transfer Program	7127	5-5111
Career Services	4337	1-1219B	International Business	7098	2-2352
Cashier's Office	4101	2-2225	International Student Program	4430/7179	4-4256
Center for Career and Workforce Development	4491	1-1311	Kababayan Learning Community	4119	4-4246
Center for International Trade Development	7117/7098	2-2352	Kinesiology (Physical Education)/Athletics/Dance Division	4271	3-3126
Center for Transformative Teaching and Learning	7278	1-1311F	Language Arts Division	4202	8-8112
Child Development Laboratory Center	7070	Bldg. 14	Learning Center, The	4144	5-5100
CIPHER Learning Community	4388	2-2220	Library	4311	5-5200
Computer Lab, Student Drop-In	4392	5-5200	Marketing, Communications & Public Relations	4346	4-4329
Cooperative Education Office	4261/7009	1-1210	Massage Therapy	4168/4165	4-4230
Cosmetology	4168/4165	4-4224	Massage Therapy Spa	4164	4-4110
Counseling	4318	2-2200	Medical Assisting	4221	7-7130
Disability Resource Center	4280	5-5132	MESA Program	4244	7-7309
Distance Education	7147	1-1316	Network Engineering Technologies	4495	2-2102
Emergency Medical Technology	4284	7-7115A	Outreach	7166	2-2232
English Language Institute (ELI)	7089	1-1218	Parking	4199	6-6106
			Passport Office	4252	2-319B
			Physical Education (Kinesiology)/Athletics/Dance Division	4271	3-3126
			President's Office	4111	4-4320

For Information About	Ext.	Bldg-Room	For Information About	Ext.	Bldg-Room
Public Safety	4199	6-6106	Study Abroad Program	7088/7098	2-2352
Puente Learning Community	4146	4-4248	Surgical Technology	4470	7-7209
Respiratory Care	4176	7-7130	Theater	4154	1-1250
Retail, Hospitality & Tourism	7124	1-1311	Transcript Information	4251	2-2225
Scholar-Athlete Learning Community	4409	7-7308	Transfer Center	4232	2-2227
Scholarships	7011	2-2234	TRiO/SSS	4144	5-5100
Science/Math/Technology Division	4221	7-7130	Veterans' Certifying Official	4462/4452	2-2225
Skyline View, The (Student Newspaper)	4377	8-8110	Veterans Resource Center	7060	2-2350
Social Science/Creative Arts Division	4121	1-1108	Vice President of Instruction	4321	4-311A
SparkPoint	7035	1-1214	Vice President of Student Services	4333	4-311B
Student Equity and Support Programs Division	4233	5-5130	Wellness	4165	4-4230
Student Life & Leadership Development, Center for	4275	6-6212	Workability III Program	4234	5-5132H

Attention Students:

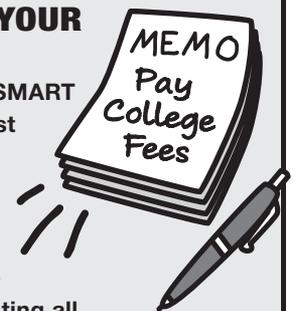
Registration for the Summer and Fall terms begins on May 2, 2018.

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.



Summer Session Calendar

June 11 – July 21

Six-Week Session

June 11 – July 28

Seven-Week Session

June 11 – August 4

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 2018 – June 5, 2018

Summer 2018 – August 9, 2018



Important: Refund Policy

*Please see Page 21
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 27, 2018**.

WebSMART – Log in to register
May 2 – 7, 2018
After 7:00 am on your appointment date
and any time thereafter

NEW AND FORMER STUDENTS

New students must submit an Application for Admission for the 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 8, 2018 – June 10, 2018
After 7:00 am on your appointment date
and any time thereafter

LATE REGISTRATION HOURS

June 11 – 14, 2018

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)

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

Monday, Wednesday 9:00 am – 4:00 pm

Tuesday 9:00 am – 6:00 pm

Thursday 9:00 am – 1:00 pm

Friday CLOSED

Selected Saturdays by appointment only

TRiO

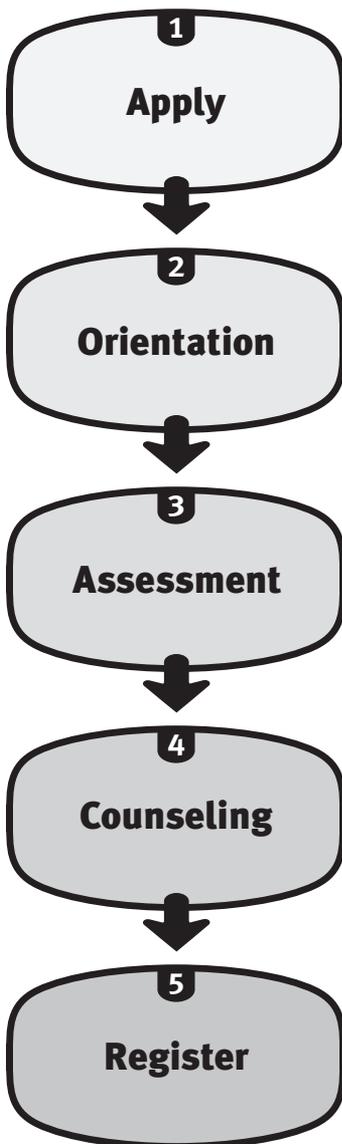
Monday – Thursday 8:00 am – 6:00 pm

Transfer Center

Monday – Thursday 8:00 am – 5:00 pm

Steps to Enrollment

You must complete the following Student Success Support Program (SSSP) steps before you register for classes if you selected one of the following educational goals on your application:



- 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 email confirmations 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.

Step 3 ASSESSMENT

Assessment Center, Building 2, (650) 738-4150

Assessments determine your skill level in reading, writing, and mathematics. Students are offered multiple assessment options to determine an appropriate English/ESOL and Math placement.

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

Steps to Enrollment

1. COLLEGE ONLINE APPLICATION

ALL new or former students applying to Skyline College must complete an online application to enroll in classes. Applications may be submitted through Open CCC at www.cccapply.org. Upon completion of the application a User ID and a Personal Identification Number (PIN) are issued which then allows access to WebSMART.

2. NEW STUDENT ORIENTATION

Skyline College offers both in-person and online orientation to new students. New students are provided information about Orientation after completing their application. Both types of orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals.

To register for Orientation please visit:

- Website – <http://www.skylinecollege.edu/orientation/>
- In person – Counseling Center in Building 2
- By phone – (650) 738-4318

NOTE: Skyline College offers ESOL New Student Orientations, for details, please contact the Counseling Center.

3. ASSESSMENT AND PLACEMENT TESTS

All new students who plan to earn a certificate or degree, transfer to a four-year college or university, or plan to take an English and math course at Skyline College, may need to assess for skill level in English/ESOL or math before registering for classes.

Students will work with a Skyline College counselor to determine course placements using the following multiple measures:

Student Self-Assessment (for English and Math only)

Available to students who have attended and completed an English and Math course in high school in the United States school system. Students will self-report specific high school data to determine eligibility for course placement at Skyline College:

- High School English courses and grades completed
- High School Math courses and grades completed
- High school cumulative GPA

Alternative Placement Exams (for English and Math only)

Students who have completed an Alternative Placement Exams (APE), and who achieve the required minimum test score result, may use APE to place into college level English and/or math courses. Students may refer to the Assessment Center website for a complete list of exams and minimum test score results needed for each exam.

Placement through Prerequisite Equivalency

Students who have (a) completed college level courses in English and Math (grade of “C” or higher) at a regionally accredited four-year college or university in the United States; or (b) have taken a placement exam at a California Community College may use their courses and/or exam results to determine an English and Math course placement.

Placement Tests

This option is available to new first time college students, ESOL students, and concurrent high school who would like to take English, ESOL, and/or Math placement tests at Skyline College.

- The placement test is computerized and is administered through the Assessment Center.
- Testing appointments are scheduled for one placement subject per 2-hour testing session.
- Students can make an appointment online to guarantee a seat through WebSMART.
- Students are to check-in at least 10 minutes early for their appointment and should bring a valid photo identification.
- Placement test preparation and tutorials in English, ESOL, and Math can be found on the Assessment Center website.
- All tests are untimed, but estimations are as follows:
 - Math: UNTIMED, approximately one (1) hour
 - English: UNTIMED, approximately one hour and thirty minutes (1.5 hours)
 - ESOL: UNTIMED, approximately two (2) hours

Placement Test Retesting Policy

1. Math Placement results are valid for two years from the date the test was taken.
2. English/ESOL placement results, for the purpose of course placement and prerequisite skill level assessment, do not expire and remain valid indefinitely. If however, a significant amount of time has passed since the English or ESOL test was completed, a student may elect to repeat the placement test to secure an accurate assessment of current skill level.
3. 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.
4. 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, if two years 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 Counseling.

Retrieving Placement Test Results

Placement test results will be available to students via WebSMART one hour after tests have been completed. Please go to <http://websmart.smccd.edu>. Click on the following (1) Student Services (2) Student Records (3) Placement Test Results.

4. COUNSELING & STUDENT EDUCATION PLAN DEVELOPMENT

New students will meet with a counselor as an important step in the enrollment process. Skyline College's counseling service assist students in establishing their educational goals and identifying support services to achieve those goals. It is important to meet with a counselor each semester to:

- Develop/update your Student Education Plan (SEP)
 - New Students must meet with a counselor to receive a registration date for WebSMART
 - Continuing students must have a current SEP on file to be eligible for priority registration
- Discuss your academic progress
- Continue to learn about and use important student services that enhance student success
- Discuss any personal issues that may be impacting academic success

The Counseling Center provides comprehensive services for students who seek assistance in dealing with a variety of concerns. For more information, please visit: <http://www.skylinecollege.edu/counseling/index.php>

5. REGISTRATION & FOLLOW-UP SERVICES

Students register for classes through WebSMART at all three San Mateo County Community College District campuses: Skyline College, College of San Mateo and Canada 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.

Modified SSSP services are available for students with disabilities. For more information contact the Disability Resource Center (DRC) at 650-738-4280.

STUDENT SUCCESS AND SUPPORT PROGRAM

Skyline College's Student Success and Support Program (SSSP) is designed to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

As part of the SSSP, students agree to express a broad educational intent at the time of admission; declare a specific educational objective within a reasonable period of enrollment; complete the placement test or other assessments; confer with counselors for registration approval and discussion of educational and vocational choices; attend classes and complete assigned course work; seek out support services as needed; and complete courses and maintain progress toward an educational goal.

The State of California mandated SSSP services require that all new, non-exempt, matriculated students to Skyline College shall complete the "5 Steps to Enrollment" as provided by the College. The intent of these core services is to increase your opportunity for success in your academic pursuits. You are required to become a matriculated student unless you meet the exemption criteria.

You are a matriculated or non-exempt student if you have completed the core services of orientation, assessment process, and have met with a counselor to complete an abbreviated or comprehensive student education plan. All new, non-exempt students are required to complete all of the core services.

You are an exempt student if one or more of the following reasons apply and you can provide the necessary documentation:

1. You have completed an AA/AS or higher degree
2. You are enrolling at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as Second Language course sequence
3. You have completed these services at another community college within a time period identified by the district
4. You are enrolling at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards
5. You are enrolling at the college as a special admit student pursuant to Education Code section 76001.

Global Learning Programs and Services



Study Abroad in Florence, Italy

Spring 2019 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

SSSP EXEMPTIONS

You may be considered exempt from the core service requirements if you identify with at least one of the conditions listed above on your online admission application. Any student exempt from orientation, assessment, counseling, advising, or student educational plan development may still participate in the core services (title 5, section 5532c).

District policies shall not exempt a student solely because a student has not selected an education and career goal or course of study (title 5, section 5532d).

To qualify for exemption, students may complete the Student Success & Support Program Exemption Petition. You will be asked to provide a completed petition and supporting documentation for consideration. To request a SSSP Exemption Petition, contact the Counseling Center in Building 2, (650) 738-4318.

STUDENT ONLINE SERVICES

Students have access to online student services for student account information, registration, class schedule, plus more, available at <http://my.smccd.edu/>.

WebSMART

Your student WebSMART account offers a variety of online services:

- Register for classes
- Apply for Financial Aid
- Degree/Certificate Application
- View Assessment/Placement results
- View academic records and grades
- Make payments
- Access student-parking permits
- Download transcripts
- Plus more!

To access WebSMART, students must first apply to Skyline College. You will be issued a Student ID number (G-number) and the Personal Identification Number (PIN) is your six-digit birthdate.

DegreeWorks & Student Education Plan (SEP)

DegreeWorks allows students to monitor progress of course completion toward certificate, associate degree, and transfer requirements. Students work with a Skyline College counselor to develop a Student Education Plan (SEP) which is available for viewing in DegreeWorks. DegreeWorks is accessed through WebSMART.

Student Email

All email sent from Cañada, CSM, and Skyline College goes to your free District-provided email address. You can view your email and password in WebSMART.

WebSCHEDULE

Search through our schedule of college courses and sign up to be notified when we post the latest semester of classes.

Canvas

Learn online courses and access your course materials remotely from a new online learning system. Students must have a Student ID (G-number) and PIN to access Canvas.

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, or certain 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 tuition/fees. Veterans using Chapter 31 work with the School Certifying Official and campus bookstore to secure books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records.

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. Veterans may check the status of VA Educational Benefits at www.ebenefits.va.gov.

The State of California provides a program for the children of veterans who are deceased or disabled from service connected causes. Applications and eligibility criteria are available at www.va.gov or from the San Mateo County Veterans Service Office, 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

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 seven (7) 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.

College Connection Concurrent Enrollment Program

Concurrent Enrollment



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:

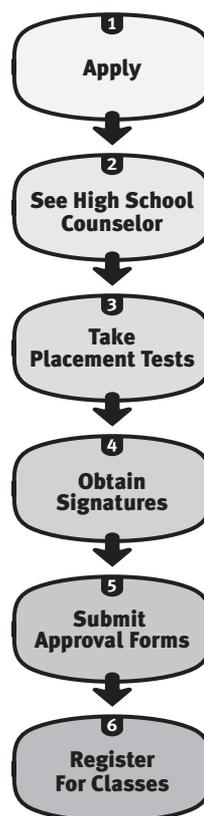
skylinecollege.edu/concurrent



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:



Step 1

Apply online at www.skylinecollege.edu/apply.

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/concurrent> 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 via WebSMART or to the Admissions & Records Office at Skyline College, Building 2.

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/concurrent.

Major Codes

SUMMER 2018 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.

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

8352	Fitness Professional	1270	Kinesiology: Transfer CSU & UC: AA-T	2207	Political Science with Emphasis in Public Administration and Service.
1907	Foundations in Early Childhood Education	0835	Kinesiology: Yoga Instructor	4901	Preparation for Academic Scholarship and Success (PASS)
0514	General Office	1270	Kinesiology	2104	Promoter Education & Employment Project
0506	General Supervision	1302	Kitchen and Bath Design	2001	Psychology
2206	Geography	0210	Latin American & Latino Studies	2001	Psychology: Transfer CSU & UC: AS-T
2206	Geography for Transfer	0514	Lawyer's Assistant	1225	Radiologic Technology
1914	Geological Sciences	0508	Legal Aspects of International Business	0511	Real Estate
6146	Graphic Design	5065	Management	1302	Redesign & Home Staging
1030	Graphics	0506	Management: Business Management	1210	Respiratory Therapy
2205	History	0506	Management: Human Resources Management	2201	Social Science
2205	History (Transfer)	0509	Management: Marketing Management	2208	Social Science/International Studies
2104	Human Services	0506	Management: Project Management	2208	Sociology
0508	Import and Export	0506	Management: Retail Management	2208	Sociology (Transfer)
4903	Interdisciplinary Studies Arts and Humanities	1262	Massage Therapy	2208	Sociology: Transfer CSU & UC: AA-T
4901	Interdisciplinary Studies Health & Physical Education	1701	Math for Surveying & Computer-Aided Design	0303	Solar Energy Technology
4901	Interdisciplinary Studies Letters and Science	1701	Mathematics	0303	Solar Installation Career Certificate
4901	Interdisciplinary Studies Organizational Structures	1701	Mathematics for Transfer	1105	Spanish
4901	Interdisciplinary Studies Social & Behavioral Sciences	1701	Mathematics: CSU Transfer CSU & UC: AS-T	2129	Sprinkler Fitter (Apprenticeship)
4902	Interdisciplinary Studies Social & Natural Sciences	2082	Medical Administrative Assistant	1217	Surgical Technology
9031	Interdisciplinary Studies with Emphasis in Arts and Humanities	2080	Medical Assisting	1302	Sustainable Design
4902	Interdisciplinary Studies with Emphasis in Natural Science and Mathematics	1208	Medical Billing and Coding	1007	Theater Arts
4901	Interdisciplinary Studies with Emphasis in Social and Behavioral Sciences	2080	Medical Billing Specialist	4901	University Transfer: CSU (Opt 1)
4902	Interdisciplinary Studies: Contemporary Issues	2310	Medical Coding Specialist	4901	University Transfer: IGETC/CSU (Opt 2)
4901	Interdisciplinary Studies: Intercultural Studies	1208	Medical Office Assistant	4901	University Transfer: IGETC/UC (Opt 3)
4902	Interdisciplinary Studies: Science & Society	0514	Medical Transcriptionist	0510	Warehousing and Logistics
1302	Interior Design	6141	Multimedia Art and Technology	6143	Web Design
1302	Interior Design/Residential and Commercial Design	0614	Multimedia Technology	0934	Wiring & Installation Skill Endorsement
0508	International Business	1004	Music		
0510	International Logistics	1004	Music: Electronic Music		
0510	International Logistics Customs Broker	4902	Natural Science		
2210	International Studies	0708	Network Engineering		
0508	International Trade	1203	Nursing		
0602	Journalism	0510	Ocean Freight Forwarding		
1270	Kinesiology for Transfer	0514	Office Assistant		
0835	Kinesiology: Comprehensive Pilates Instructor	0514	Office Management		
0835	Kinesiology: Group Fitness Instructor	1402	Paralegal		
0835	Kinesiology: Pilates Mat and Reformer Instructor	1402	Paralegal/Legal Assistant		
0835	Kinesiology: Pilates Mat Instructor	4930	Pathways to Student Success		
0835	Kinesiology: Specialized Pilates Instructor	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		

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
Economics
Electronics
Ethnic Studies
Film
Fire Technology
Nursing
Philosophy
Physical Science
Political Science
Real Estate
Social Science
Sociology
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
Fashion Design
Graphic Design
Human Services
Interior Design
Medical Assisting
Nursing
Radiologic Technology

Athletics

Women's Golf
Women's Tennis

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 21 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 2018 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 2018 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/concurrent for registration information and contact your high school counselor. Enrollment is subject to the availability of courses. Please see page 12 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	738-4176
SparkPoint.....	738-7035
Study Abroad	738-7088/7098
Surgical Technology	738-4470
TRiO	738-4144

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.

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 27 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** \$17 Summer / \$20 Fall / \$20 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* \$233 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* \$233 per unit + \$8 per unit capital outlay fee (plus \$46 per unit Enrollment Fee)	International Students.
International Student (F-1 Visa)* Health Insurance* \$684 Fall and Spring	All F-1 Visa International Students.
Student Body \$15 Fall / \$15 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.†

***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 22 for disclaimers regarding fees.

FEE TYPE AND AMOUNT*	REQUIRED OF
Parking* \$27 Summer / \$54 Fall / \$54 Spring / \$98 Two Term Permit (Fall & Spring) / \$3 per day Parking (Board of Governor's Waiver)* \$25 Summer / \$30 Fall / \$30 Spring \$60 Two Term Permit (Fall & Spring) \$3 per day	All persons who park motor vehicles on campus. Daily permits may be purchased from ticket dispensers. See <i>Parking & Transportation</i> on page 93. 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.
Online Instructional Materials Access Fee Varies by Course	License fee to access course digital material. This Inclusive Access Program comes at a discount compared to printed materials, and also includes Interactive Learning Platforms. Digital course material access will be billed to the student during the first week of the semester (listed as Inclusive Access and is refundable). See page 81 for more information.
Duplicate Degree \$20	
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.
Materials Fee \$2-\$8	See course description.

***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 22 for disclaimers regarding fees.

**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

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>.

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, 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 2, 2018. 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 2018

For updated information regarding the fee payment process for Summer 2018, 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.

✓ *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.*

Connect with Skyline College!



Find Us Here:



@SkylineCollege



@SkylineTrojans



@Skyline_College

- 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.

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 Extenuating Circumstances Form.

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.

Inclusive Digital Access: License fee to access digital course material. This Inclusive Access Program comes at a discount compared to printed materials and also includes an Interactive Learning Platform. Digital course material access will be billed to the student's WebSMART account during the first week of the semester (listed as Inclusive Access and is refundable if you drop the course). See page 81 for more 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 some exceptions.

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.
- Students requesting to Audit a course and receive the Board of Governors Fee Waiver (BOGFW) are responsible to pay for fees and the BOGFW will not be applied to the student account.

Audit forms can be found online at skylinecollege.edu/counseling/forms.php. They must be approved and signed by the instructor(s) for the course to be audited. Forms must then be returned to the Admissions and Records for processing. Students will be required to pay for courses at the time of registration.

Attention Students:

Registration for the Summer and Fall terms begins on May 2, 2018. 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.

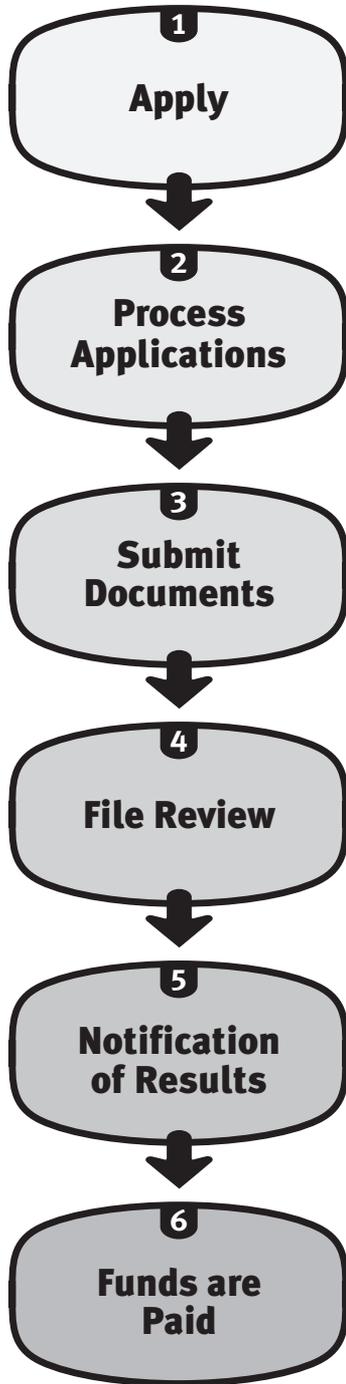


IF YOU NEED ASSISTANCE TO PAY YOUR FEES, YOU ARE ENCOURAGED TO:

- 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.

Steps to Applying and Completing Your Financial Aid



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

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!

CALIFORNIA COLLEGE PROMISE GRANT *formerly known as* **BOARD OF GOVERNOR'S FEE WAIVER (BOGFW)**

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.

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.

CAL GRANT 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 \$1,672
Cal Grant C \$1,094

EXPERIMENTAL SITE INITIATIVE – LOAN COUNSELING

Beginning in the 2017-18 academic year, the San Mateo County Community College District is part of an undergraduate Direct Loan counseling experiment with the Department of Education. Students who have previously completed entrance counseling and are selected for the experiment will be notified via their school email address.

As part of this experiment, student's Direct Loan disbursements are conditional upon completion of additional in-person loan counseling. A schedule of workshops for all three campuses will be posted on the District Website.

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.

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 5328 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
<i>Awards range from:</i>	<i>\$596 to \$5,920</i>

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, 2017

FULL-TIME INCENTIVE GRANT

In order to encourage Cal Grant B and Cal Grant C recipients to attend full time, the California Community College Chancellor's Office is providing a Full-Time Incentive Grant of \$1,000 per year (\$600 per semester) on top of the \$1,672 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.

GROVE SCHOLARS

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 1-214.

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 1-214.

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.

RESPIRATORY CARE – BACCALAUREATE DEGREE PROGRAM – FINANCIAL AID

Financial Aid in forms of Federal State aid is available for students eligible and accepted into the Bachelor of Science in Respiratory Care Program at Skyline College by completing a FAFSA (www.fafsa.gov) or California Dream Act Application (www.caldreamact.org). Apply early and follow the “Steps to apply for Financial Aid” section located on our homepage at: www.skylinecollege.edu/financialaid. Workshops are also available for students needing assistance completing their financial aid application, see our events calendar on our homepage. Also, online instructional videos can be viewed 24/7 on our homepage by clicking on FATV.

Eligibility for various scholarship programs would be determined by the individual scholarship or program students apply for. Additional information on scholarships, internal and external, can be located on our homepage at: www.skylinecollege.edu/financialaid.

The Board of Governors Fee Waiver (BOGFW) is available (for California State residents or AB 540 exempt students) to cover \$46 per unit of lower division coursework and can be determined by submitting a FAFSA or Dream Act application, in lieu of the Board of Governors Fee Waiver application. If eligible for a BOGFW, the total cost of enrollment for students will be \$84 per unit for upper division coursework.

SCHOLARSHIPS

The annual Skyline College Scholarship application process runs from November-March 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.

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.

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

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 2018 is your first term and you have NOT completed a FAFSA, please complete the 2017-2018 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 2017-2018 Income Standard

Family Size	2015 Income		Family Size	2015 Income
1	\$17,820.00		6	\$48,870.00
2	\$24,030.00		7	\$55,095.00
3	\$30,240.00		8	\$61,335.00
4	\$36,450.00		Each additional	
5	\$42,660.00		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

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 Sat 8:30-11:50 8-8217 Zhang, H. 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							