Summer Classes By Session

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
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SIX-WEEK SESSION (Classes begin the week of June 11th)

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
50001	ACTG 100 A6	Accounting Procedures	MTWTh	8:10-10:15	3.0	6/11-7/19
55460	ACTG 100 OL	Accounting Procedures	Online	48 Hours	3.0	6/11-7/19
54685	ACTG 131 OL	Managerial Accounting	Online	64 Hours	4.0	6/11-8/2
54109	ADAP 358 A6	Adapted Strength Development	MTWTh	12:30-2:35	1.0	6/11-7/19
54111	ADAP 359 B6	Balance/Functional Movement	By Arr	48 Hours	1.0	6/11-7/19
53227	ADMJ 100 A6	Intro to Administration of Justice	MTWTh	8:10-10:15	3.0	6/11-7/19
53239	ADMJ 102 A6	Principles and Procedures of Justice	MTWTh	10:40 12:45	3.0	6/11-7/19
53697	ANTH 125 A6	Physical Anthropology	MTWTh	12:55-3:00	3.0	6/11-7/19
55363	ART 101 A6	History of Art I	MTWTh	8:10-10:15	3.0	6/11-7/19
53079	ART 115 AX	Art, Music and Ideas	MTWTh	10:40-12:45	3.0	6/11-7/19
54651	ART 130 OL	Art Appreciation	Online	48 Hours	3.0	6/11-7/19
51031	ART 204 AX	Drawing I	MTWTh	1:00-4:25	3.0	6/11-7/19
55093	ART 205 AX	Drawing II	MTWTh	1:00-4:25	3.0	6/11-7/19
55121	ART 221 AX	Painting I	MTWTh	10:40-2:10	3.0	6/11-7/19
55122	ART 222 AX	Painting II	MTWTh	10:40-2:10	3.0	6/11-7/19
51698	ART 351 AX	Photography I	MTWTh	10:40-2:10	3.0	6/11-7/19
55444	ART 352 AX	Photography II	MTWTh	10:40-2:10	3.0	6/11-7/19
55445	ART 353 AX	Photography III	MTWTh	10:40-2:10	3.0	6/11-7/19
55365	ART 411 AX	Ceramics I	TWTh	9:00-1:25	3.0	6/11-7/19
55366	ART 412 AX	Ceramics II	TWTh	9:00-1:25	3.0	6/11-7/19
55367	ART 418 AX	Ceramics III	TWTh	9:00-1:25	3.0	6/11-7/19
55593	ART 430 J6	Introduction to Digital Art	MTWTh	6:00-9:25	3.0	6/11-7/19
53359	ASL 111 A6	American Sign Language IA	MTWTh	8:10-10:15	3.0	6/11-7/19
54758	ASL 111 J6	American Sign Language IA	MW	6:00-10:15	3.0	6/11-7/18
51653	BCM. 200 OL	Introduction to MS Office Suites	Online	32 Hours	2.0	6/11-7/19
55225	BUS. 150 A6	Entrepreneurship – Small Business Management	TTh	10:40-2:20	3.0	6/12-7/19
53620	COMM 110 A6	Public Speaking	MTWTh	8:10-10:15	3.0	6/11-7/19
53747	COMM 110 B6	Public Speaking	MTWTh	10:40-12:45	3.0	6/11-7/19
55437	COMM 127 A6	Argumentation and Debate	MTWTh	10:40-12:45	3.0	6/11-7/19
53385	COMM 130 B6	Interpersonal Communication	MTWTh	3:30-5:35	3.0	6/11-7/19
53120	COUN 100 A6	College Success	MTWTh	10:30-12:35	3.0	6/11-7/19
55131	COUN 100 OL	College Success	Online	48 Hours	3.0	6/11-7/19
55617	CRER 137 G6	Life and Career Planning	MTWTh	12:30-2:32	3.0	6/11-7/19
55066	DANC 130.1 A6	Jazz Dance I	TTh	1:00-2:50	0.5	6/12-7/19
55067	DANC 130.2 A6	Jazz Dance II	TTh	1:00-2:50	0.5	6/12-7/19
55068	DANC 130.3 A6	Jazz Dance III	TTh	1:00-2:50	0.5	6/12-7/19
55310	DANC 130.4 A6	Jazz Dance IV	TTh	1:00-2:50	0.5	6/12-7/19
54826	DANC 140.1 AX	Ballet I	MW	1:40-3:45	0.5	6/11-7/18

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
54827	DANC 140.2 AX	Ballet II	MW	1:40-3:45	0.5	6/11-7/18
54828	DANC 140.3 AX	Ballet III	MW	1:40-3:45	0.5	6/11-7/18
55302	DANC 140.4 AX	Ballet IV	MW	1:40-3:45	0.5	6/11-7/18
55118	DRAM 200 AX	Theory of Acting	TTh	1:00-5:10	3.0	6/12-7/19
55119	DRAM 201 AX	Advanced Acting I	TTh	1:00-5:10	3.0	6/12-7/19
55594	DRAM 202 AX	Advanced Acting II	TTh	1:00-5:10	3.0	6/12-7/19
52042	ECE. 201 JX	Child Development	TTh	6:00-10:15	3.0	6/12-7/19
54672	ECE. 201 OL	Child Development	Online	48 Hours	3.0	6/11-7/19
52085	ECE. 210 J6	Early Childhood Education Principles	MW	6:00-10:15	3.0	6/11-7/18
52736	ECE. 211 J6	Early Childhood Education Curriculum	MW	6:00-10:15	3.0	6/11-7/18
51842	ECE. 212 J6	Child, Family & Community	TTh	6:00-10:15	3.0	6/12-7/19
55621	ECE. 272 HY	Teaching in a Diverse Society	Hybrid T	21 Hours 6:00-10:15	3.0	6/11-7/19
54570	ECE. 314 JX	Health, Safety and Nutrition for Young Children	MW	6:00-10:15	3.0	6/11-7/18
55538	ECE. 331 A6	The Role of the Teacher	W	9:00-12:15	1.0	6/13-7/18
55620	ECE. 333 HY	Observational & Assessment	T M	21 Hours 6:00-10:15	3.0	6/11-7/19
53416	ECON 100 A6	Principles of Macroeconomics	MTWTh	8:10-10:15	3.0	6/11-7/19
50792	ECON 100 B6	Principles of Macroeconomics	MTWTh	10:40-12:45	3.0	6/11-7/19
53415	ECON 102 A6	Principles of Microeconomics	MTWTh	8:10-10:15	3.0	6/11-7/19
53361	ENGL 100 A6	Composition	MTWTh	8:10-10:15	3.0	6/11-7/19
50091	ENGL 100 B6	Composition	MTWTh	10:40-12:45	3.0	6/11-7/19
53362	ENGL 100 C6	Composition	MTWTh	12:55- 3:00	3.0	6/11-7/19
53661	ENGL 100 OL	Composition	Online	48 Hours	3.0	6/11-7/19
54050	ENGL 100 OM	Composition	Online	48 Hours	3.0	6/11-7/19
54051	ENGL 100 ON	Composition	Online	48 Hours	3.0	6/11-7/19
55470	ENGL 105 A6	Intensive Composition & Reading	MTWTh	8:10-11:45	5.0	6/11-7/19
55588	ENGL 105 B6	Intensive Composition & Reading	MTWTh	10:40-2:15	5.0	6/11-7/19
53748	ENGL 110 A6	Composition, Literature and Critical Thinking	MTWTh	8:10-10:15	3.0	6/11-7/19
53740	ENGL 110 B6	Composition, Literature and Critical Thinking	MTWTh	8:10-10:15	3.0	6/11-7/19
50094	ENGL 110 C6	Composition, Literature and Critical Thinking	MTWTh	10:40-12:45	3.0	6/11-7/19
54049	ENGL 110 D6	Composition, Literature and Critical Thinking	MTWTh	10:40-12:45	3.0	6/11-7/19
53899	ENGL 110 OL	Composition, Literature and Critical Thinking	Online	48 Hours	3.0	6/11-7/19
54053	ENGL 110 OM	Composition, Literature and Critical Thinking	Online	48 Hours	3.0	6/11-7/19

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
55084	ENGL 110 ON	Composition, Literature and Critical Thinking	Online	48 Hours	3.0	6/11-7/19
54513	ENGL 161 OL	Creative Writing I	Online	48 Hours	3.0	6/11-7/19
55629	ENGL 695 A6	Independent Study in English	By Arr	24-144 Hours	0.5-3.0	6/25-8/2
55438	ENGL 846 A6	Reading & Writing Connections	MTWTh	10:40-2:15	5.0	6/11-7/19
54840	FITN 116.1 AX	Body Conditioning I	MTWTh	10:40-12:45	1.0	6/11-7/19
54841	FITN 116.2 AX	Body Conditioning II	MTWTh	10:40-12:45	1.0	6/11-7/19
54842	FITN 116.3 AX	Body Conditioning III	MTWTh	10:40-12:45	1.0	6/11-7/19
54844	FITN 201.1 AX	Weight Training I	MTWTh	8:10-10:15	1.0	6/11-7/19
54845	FITN 201.1 J6	Weight Training I	TTh	5:30-7:35	0.5	6/12-7/19
54846	FITN 201.2 AX	Weight Training II	MTWTh	8:10-10:15	1.0	6/11-7/19
54850	FITN 201.2 J6	Weight Training II	TTh	5:30-7:35	0.5	6/12-7/19
54852	FITN 201.3 AX	Weight Training III	MTWTh	8:10-10:15	1.0	6/11-7/19
54851	FITN 201.3 J6	Weight Training III	TTh	5:30-7:35	0.5	6/12-7/19
54859	FITN 301.1 AX	Spinning I	MTW	9:00-10:15	0.5	6/11-7/18
54865	FITN 301.1 JX	Spinning I	MTW	5:10-6:25	0.5	6/11-7/18
54860	FITN 301.2 AX	Spinning II	MTW	9:00-10:15	0.5	6/11-7/18
54866	FITN 301.2 JX	Spinning II	MTW	5:10-6:25	0.5	6/11-7/18
54861	FITN 301.3 AX	Spinning III	MTW	9:00-10:15	0.5	6/11-7/18
54867	FITN 301.3 JX	Spinning III	MTW	5:10-6:25	0.5	6/11-7/18
54853	FITN 304.1 AX	Walking Fitness I	MTWTh	12:55-3:00	1.0	6/11-7/19
54854	FITN 304.2 AX	Walking Fitness II	MTWTh	12:55-3:00	1.0	6/11-7/19
54855	FITN 304.3 AX	Walking Fitness III	MTWTh	12:55-3:00	1.0	6/11-7/19
54872	FITN 334.1 AX	Yoga I	MTWTh	8:10-10:15	1.0	6/11-7/19
54875	FITN 334.1 C6	Yoga I	TTh	3:10-5:00	0.5	6/12-7/19
54873	FITN 334.2 AX	Yoga II	MTWTh	8:10-10:15	1.0	6/11-7/19
54876	FITN 334.2 C6	Yoga II	TTh	3:10-5:00	0.5	6/12-7/19
54874	FITN 334.3 AX	Yoga III	MTWTh	8:10-10:15	1.0	6/11-7/19
54877	FITN 334.3 C6	Yoga III	TTh	3:10-5:00	0.5	6/12-7/19
54884	FITN 335.1 AX	Pilates I	MTWTh	10:40-12:45	1.0	6/11-7/19
54885	FITN 335.2 AX	Pilates II	MTWTh	10:40-12:45	1.0	6/11-7/19
54886	FITN 335.3 AX	Pilates III	MTWTh	10:40-12:45	1.0	6/11-7/19
51440	HIST 201 A6	United States History I	MTWTh	10:40-12:45	3.0	6/11-7/19
53907	HIST 202 A6	United States History II	MTWTh	12:55- 3:00	3.0	6/11-7/19
55451	HIST 235 A6	History of Ethnic Groups in US	MTWTh	12:55-3:00	3.0	6/11-7/19
53905	HIST 240 A6	History of Ethnic Groups in CA	MTWTh	10:40-12:45	3.0	6/11-7/19
50132	HIST 310 A6	California History	MTWTh	8:10-10:15	3.0	6/11-7/19
54783	HSCI 314 JX	Health, Safety and Nutrition for Young Children	MW	6:00-10:15	3.0	6/11-7/18
55591	LIT. 101 OL	Contemporary Literature	Online	48 Hours	3.0	6/11-7/19

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
55592	LIT. 370 OL	Readings in Literature of the Latino in the United States	Online	48 Hours	3.0	6/11-7/19
52490	MUS. 100 A6	Fundamentals of Music	MTWTh	10:40-12:45	3.0	6/11-7/19
53080	MUS. 115 AX	Music, Art and Ideas	MTWTh	10:40-12:45	3.0	6/11-7/19
50164	MUS. 202 A6	Music Appreciation	MTWTh	10:40-12:45	3.0	6/11-7/19
53624	PHIL 100 A6	Introduction to Philosophy	MTWTh	12:55-3:00	3.0	6/11-7/19
54520	PHIL 103 H6	Critical Thinking	Hybrid MTh	39 Hours 3:10-4:30	3.0	6/11-7/19
52941	PHIL 240 A6	Introduction to Ethics	MTWTh	10:40-12:45	3.0	6/11-7/19
53410	PLSC 200 A6	National, State & Local Government	MTWTh	8:10-10:15	3.0	6/11-7/19
52428	PLSC 210 A6	American Politics	MTWTh	10:40-12:45	3.0	6/11-7/19
50193	PSYC 100 A6	General Psychology	MTWTh	8:10-10:15	3.0	6/11-7/19
54226	PSYC 100 B6	General Psychology	MTWTh	10:40-12:45	3.0	6/11-7/19
53670	PSYC 100 OL	General Psychology	Online	48 Hours	3.0	6/11-7/19
54151	PSYC 110 OL	Courtship, Marriage and Family	Online	48 Hours	3.0	6/11-7/19
54521	PSYC 171 A6	Quantitative Reasoning in Psychology	MTWTh	12:55-3:00	3.0	6/11-7/19
52824	PSYC 200 A6	Developmental Psychology	MTWTh	10:40-12:45	3.0	6/11-7/19
54144	PSYC 200 OL	Developmental Psychology	Online	48 Hours	3.0	6/11-7/19
53248	PSYC 201 JX	Child Development	TTh	6:00-10:15	3.0	6/12-7/19
54662	PSYC 201 OL	Child Development	Online	48 Hours	3.0	6/11-7/19
50206	SOCI 100 A6	Introduction to Sociology	MTWTh	10:40-12:45	3.0	6/11-7/19
55600	SOCI 100 OL	Introduction to Sociology	Online	48 Hours	3.0	6/11-7/19
54188	SOCI 110 OL	Courtship, Marriage and Family	Online	48 Hours	3.0	6/11-7/19
50208	SPAN 110 A6	Elementary Spanish	MTWTh	10:40-2:15	5.0	6/11-7/19
54902	TEAM 111.1 AX	Basketball I	MTWTh	8:10-10:15	1.0	6/11-7/19
55432	TEAM 111.1 CX	Basketball I	MTWTh	10:40-12:45	1.0	6/11-7/19
54903	TEAM 111.2 AX	Basketball II	MTWTh	8:10-10:15	1.0	6/11-7/19
55433	TEAM 111.2 CX	Basketball II	MTWTh	10:40-12:45	1.0	6/11-7/19
54904	TEAM 111.3 AX	Basketball III	MTWTh	8:10-10:15	1.0	6/11-7/19
55434	TEAM 111.3 CX	Basketball III	MTWTh	10:40-12:45	1.0	6/11-7/19
55312	TEAM 111.4 AX	Basketball IV	MTWTh	8:10-10:15	1.0	6/11-7/19
55435	TEAM 111.4 CX	Basketball IV	MTWTh	10:40-12:45	1.0	6/11-7/19
53893	TEAM 112 B6	Basketball: Advanced Competition Strategies	By Arr	48 Hours	1.0	6/18-7/22
53609	TEAM 116 B6	Basketball: Individual Skill Development	By Arr	48 Hours	1.0	6/11-7/22
55480	WELL 711 J6	Sports Medicine and Manual Therapy	TTh	6:00-10:15	3.0	6/11-7/19

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
SEVEN-WEEK SESSION (Classes begin the week of June 11th)						
50003	ACTG 121 A7	Financial Accounting	MTWTh	8:10-10:30	4.0	6/11-7/26
54503	ANTH 110 J7	Cultural Anthropology	MW	7:00-10:25	3.0	6/11-7/25
55364	ANTH 110 OL	Cultural Anthropology	Online	48 Hours	3.0	6/11-7/26
53904	ANTH 125 J7	Physical Anthropology	TTh	7:00-10:25	3.0	6/12-7/26
54098	ART 204 JX	Drawing I	MTWTh	6:30-9:15	3.0	6/11-7/26
55120	ART 205 JX	Drawing II	MTWTh	6:30-9:15	3.0	6/11-7/26
55603	ASTR 100 OL	Introduction To Astronomy	Online	48 Hours	3.0	6/11-7/26
54993	ASTR 101 A7	Astronomy Laboratory	MW	12:30-3:55	1.0	6/11-7/25
54140	AUTO 710 J7	Fundamentals of Automotive Technology	MTWTh	6:00-10:00	4.0	6/11-7/26
50039	BIOL 110 H7	Principles of Biology LAB	Hybrid MW	48 Hours 6:30-10:00	4.0	6/11-7/26
51495	BIOL 110 HX	Principles Of Biology LAB	Hybrid TTh	48 Hours 12:30-3:45	4.0	6/11-7/26
53082	BIOL 130 A7	Human Biology	TTh	8:30-11:45	3.0	6/12-7/26
50040	BIOL 130 J7	Human Biology	TTh	6:30-9:45	3.0	6/11-7/26
54397	BIOL 140 OL	Animals, People & Environment	Online	48 Hours	3.0	6/11-7/26
50042	BIOL 240 A7	General Microbiology LAB	MTWTh MTWTh	1:40-3:10 9:15-10:45	4.0	6/11-7/26
51965	BIOL 240 B7	General Microbiology LAB	MTWTh MTWTh	1:40-3:10 11:30-1:00	4.0	6/11-7/26
53352	BIOL 240 C7	General Microbiology LAB	MTWTh MTWTh	1:40-3:10 3:45-5:15	4.0	6/11-7/26
53213	BIOL 250 A7	Human Anatomy LAB	MTWTh MTWTh	10:20-11:50 8:00-9:30	4.0	6/11-7/26
53453	BIOL 250 B7	Human Anatomy LAB	MTWTh TTh	10:20-11:50 2:15-5:30	4.0	6/11-7/26
53958	BIOL 250 J7	Human Anatomy LAB	MW MW	6:30-9:55 2:15-5:55	4.0	6/11-7/25
53962	BIOL 250 K7	Human Anatomy LAB	MW TTh	6:30-9:55 6:30-9:55	4.0	6/11-7/26
53211	BIOL 260 A7	Human Physiology LAB	MTWTh MTWTh	8:15-9:45 10:30-1:50	5.0	6/11-7/26
55281	BIOL 695 A7	Independent Study	By Arr	48 Hours	1.0	6/11-7/26
55476	BIOL 695 B7	Independent Study	By Arr	49 Hours	1.0	6/11-7/26
55477	BIOL 695 C7	Independent Study	By Arr	50 Hours	1.0	6/11-7/26
55094	BUS. 100 J7	Introduction to Business	TTh	5:30- 8:55	3.0	6/12-7/26
50045	BUS. 100 OL	Introduction to Business	Online	48 Hours	3.0	6/11-7/26
55504	BUS. 101 HY	Human Relations	Hybrid W	36 Hours 10:40-2:30	3.0	6/11-7/26
50081	BUS. 103 OL	Introduction to Business Information Systems	Online	48 Hours	3.0	6/11-7/26

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
55604	BUS. 401 HY	Business Communications	Hybrid W	36 Hours 6:30-9:30	3.0	6/11-7/26
50057	CHEM 192 A7	Elementary Chemistry LAB	MTWTh MW	12:00-1:30 8:10-11:35	4.0	6/11-7/26
51310	CHEM 192 B7	Elementary Chemistry LAB	MTWTh TTh	12:00-1:30 2:00-5:15	4.0	6/11-7/26
51423	CHEM 210 A7	General Chemistry I LAB	MTWTh MTWTh	4:15-5:45 12:00-3:30	5.0	6/11-7/26
54543	CHEM 210 J7	General Chemistry I LAB	MTWTh MTWTh	4:15-5:45 6:30-10:00	5.0	6/11-7/26
51645	CHEM 220 A7	General Chemistry II LAB	MTWTh MTWTh	8:30-10:00 10:40-2:00	5.0	6/11-7/26
55472	CHEM 410 A7	Chemistry for Health Sciences LAB	MTWTh TTh	12:00-1:30 8:10-11:25	4.0	6/11-7/26
53107	CHEM 410 B7	Chemistry for Health Sciences LAB	MTWTh MW	12:00-1:30 2:00-5:25	4.0	6/11-7/26
53389	COMM 130 J7	Interpersonal Communication	MW	6:30-9:55	3.0	6/11-7/25
51235	COMM 150 J7	Intercultural Communication	TTh	6:30-9:55	3.0	6/12-7/26
53854	ECE. 366 JX	Practicum in Early Childhood Education	T By Arr	6:00-8:15 96 Hours	3.0	6/12-7/24
55144	ECE. 367 JX	Practicum in Early Childhood Education:Special Topics	T By Arr	6:00-8:15 96 Hours	3.0	6/11-7/26
53348	ECE. 670 A7	Cooperative Education	By Arr	75 Hours	1.0	6/11-7/26
50088	ECON 100 J7	Principles of Macroeconomics	MW	6:00-9:25	3.0	6/11-7/25
55595	ECON 100 OL	Principles of Macroeconomics	Online	48 Hours	3.0	6/11-7/26
50089	ECON 102 J7	Principles of Microeconomics	MW	6:00-9:25	3.0	6/11-7/25
55596	ECON 102 OL	Principles of Microeconomics	Online	48 Hours	3.0	6/11-7/26
54066	ENGL 100 J7	Composition	TTh	6:30-9:55	3.0	6/12-7/26
54067	ENGL 110 J7	Composition, Literature and Critical Thinking	TTh	6:30-9:55	3.0	6/12-7/26
55622	ENGR 100 A7	Introduction to Engineering	MW	10:00-12:15	3.0	6/11-7/25
55622	ENGR 100 A7	Introduction to Engineering	MW	12:35-4:00	3.0	6/11-7/25
55473	ENVS 100 A7	Introduction to Environmental Science	TTh	8:30-11:45	3.0	6/12-7/26
54655	FITN 107 C7	Intercollegiate Fitness	By Arr	96 Hours	2.0	6/11-8/3
55109	GEOG 100 OL	Physical Geography	Online	48 Hours	3.0	6/11 7/26
55108	GEOG 101 OL	Physical Geography Laboratory	Online	48 Hours	1.0	6/11-7/26
55107	GEOG 110 OL	Cultural Geography	Online	48 Hours	3.0	6/11-7/26
52731	GEOL 100 OL	Survey of Geology	Online	48 Hours	3.0	6/11-7/26
55092	HIST 104 J7	World Civilizations I	TTh	6:30-9:55	3.0	6/12-7/26
51628	HIST 201 J7	United States History I	MW	6:30-9:55	3.0	6/11-7/25
53943	HIST 201 OL	United States History I	Online	48 Hours	3.0	6/11-7/26
54055	HIST 201 OM	United States History I	Online	48 Hours	3.0	6/11-7/26

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
53908	HIST 202 J7	United States History II	TTh	6:30-9:55	3.0	6/12-7/26
54519	HIST 202 OL	United States History II	Online	48 Hours	3.0	6/11-7/26
55599	HIST 202 OM	United States History II	Online	48 Hours	3.0	6/11-7/26
53108	HIST 240 J7	History of Ethnic Groups in CA	MW	6:30- 9:55	3.0	6/11-7/25
55091	HIST 240 OL	History of Ethnic Groups in CA	Online	48 Hours	3.0	6/11-7/26
55598	HIST 310 OL	California History	Online	48 Hours	3.0	6/11-7/26
53375	HSCI 100 A7	General Health Education	TTh	12:30-3:45	3.0	6/12-7/26
54549	HSCI 484 J7	Medical Terminology	MW	6:30-9:55	3.0	6/11-7/25
54317	HSCI 484 OL	Medical Terminology	By Arr	48 Hours	3.0	6/11-7/26
50148	MATH 110 A7	Elementary Algebra	MTWTh	8:10-11:00	5.0	6/11-7/26
53420	MATH 115 A7	Geometry	MTWTh	10:00-12:10	4.0	6/11-7/26
50153	MATH 120 A7	Intermediate Algebra	MTWTh	8:00-10:50	5.0	6/11-7/26
50891	MATH 120 J7	Intermediate Algebra	MTWTh	7:00-9:50	5.0	6/11-7/26
54273	MATH 120 OL	Intermediate Algebra	Online	80 Hours	5.0	6/11-7/26
54260	MATH 130 B7	Analytical Trigonometry	MTWTh	11:15-1:15	4.0	6/11-7/26
54262	MATH 130 J7	Analytical Trigonometry	MTWTh	4:00-6:00	4.0	6/11-7/26
55231	MATH 190 A7	Path to Statistics	MTWTh	3:00-6:20	6.0	6/11-7/26
51491	MATH 200 A7	Elementary, Probability & Statistics	MTWTh	7:30-9:40	4.0	6/11-7/26
53217	MATH 200 B7	Elementary, Probability & Statistics	MTWTh	10:15-12:25	4.0	6/11-7/26
51103	MATH 200 C7	Elementary, Probability & Statistics	MTWTh	12:40-2:50	4.0	6/11-7/26
50157	MATH 200 J7	Elementary, Probability & Statistics	MTWTh	7:10-9:20	4.0	6/11-7/26
50898	MATH 200 OL	Elementary, Probability & Statistics	Online	64 Hours	4.0	6/11-7/26
54442	MATH 222 A7	Precalculus	MTWTh	8:10-11:00	5.0	6/11-7/26
55597	MATH 222 J7	Precalculus	MTWTh	7:00-9:50	5.0	6/11-7/26
52166	MATH 242 B7	Applied Calculus II	MW	1:30-4:55	3.0	6/11-7/25
52040	MATH 251 A7	Calculus with Analytic Geometry I	MTWTh	7:30-10:20	5.0	6/11-7/26
55234	MATH 251 B7	Calculus with Analytic Geometry I	MTWTh	3:00-5:50	5.0	6/11-7/26
55493	MATH 252 A7	Calculus and Analytic Geometry II	MTWTh	7:20-10:10	5.0	6/11-7/26
53421	MATH 270 A7	Linear Algebra	MW	8:15-11:40	3.0	6/11-7/25
50159	MATH 275 J7	Ordinary Differential Equation	TTh	6:30-9:45	3.0	6/12-7/26
51622	MATH 811 A7	Fundamentals of Math LAB	MTWTh MTWTh	12:00-1:05 1:25-2:50	3.0	6/11-7/26
55229	MEDA 484 J7	Medical Terminology	MW	6:30-9:55	3.0	6/11-7/25
55230	MEDA 484 OL	Medical Terminology	Online	48 Hours	3.0	6/11-7/26
53194	MUS. 100 OL	Fundamentals of Music	Online	48 Hours	3.0	6/11-7/26
52939	MUS. 202 OL	Music Appreciation	Online	48 Hours	3.0	6/11-7/26
53081	MUS. 301 A7	Piano I	MTWTh	8:10-10:00	2.0	6/11-7/25
53422	OCEN 100 A7	Survey of Oceanography	TTh	2:10-5:40	3.0	6/12-7/26
55103	OCEN 101 A7	Oceanography Laboratory/ Field Study	TTh	8:30-12:00	1.0	6/12-7/26
54433	P.E. 152 OL	Theory of Sport & Fitness Management	Online	48 Hours	3.0	6/18-8/3

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
51230	PHIL 100 J7	Introduction to Philosophy	MW	6:00-9:25	3.0	6/11-7/25
55601	PHYS 210 A7	General Physics I	MTWTh	10:30-12:00	4.0	6/11-7/26
		LAB	MW	1:00-4:05		
55602	PHYS 210 B7	General Physics I	MTWTh	10:30-12:00	4.0	6/11-7/26
		LAB	TTh	1:00-4:00		
52299	PLSC 200 J7	National, State & Local Government	MW	6:00-9:25	3.0	6/11-7/25
55106	PLSC 200 OL	National, State & Local Government	Online	48 Hours	3.0	6/11-7/26
50190	PLSC 210 J7	American Politics	TTh	6:30-9:55	3.0	6/12-7/26
50195	PSYC 100 J7	General Psychology	MW	6:00-9:25	3.0	6/11-7/25
53237	PSYC 200 J7	Developmental Psychology	TTh	6:00-9:25	3.0	6/12-7/26
50207	SOCI 100 J7	Introduction to Sociology	MW	6:00-9:25	3.0	6/11-7/25

EIGHT-WEEK SESSION (Classes begin the week of June 11th)

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
54648	ACTG 121 OL	Financial Accounting	Online	64 Hours	4.0	6/11-8/2
54811	ACTG 121 OM	Financial Accounting	Online	64 Hours	4.0	6/11-8/2
55448	ART 431 AX	Digital Imaging I: Photoshop	MTWTh	2:00-4:30	3.0	6/11-8/2
55450	ART 432 AX	Digital Imaging II: Advanced Photoshop	MTWTh	2:00-4:30	3.0	6/11-8/2
55088	BUS. 201 OL	Business Law	Online	48 Hours	3.0	6/11-8/2
55453	COMB 680SB A8	Beginning Jiu Jitsu	MTWTh	2:30-3:55	1.0	6/11-8/2
55158	COUN 100 OM	College Success	Online	48 Hours	3.0	6/11-8/2
55487	COUN 100 ON	College Success	Online	48 Hours	3.0	6/11-8/2
54829	DANC 151.1 JX	Social Dance I	M	6:10-9:00	0.5	6/11-7/30
54830	DANC 151.2 JX	Social Dance II	M	6:10-9:00	0.5	6/11-7/30
54831	DANC 151.3 JX	Social Dance III	M	6:10-9:00	0.5	6/11-7/30
54832	DANC 152.1 JX	Cuban Roots of Salsa I	T	6:10-9:00	0.5	6/12-7/31
54833	DANC 152.2 JX	Cuban Roots of Salsa II	T	6:10-9:00	0.5	6/12-7/31
54834	DANC 152.3 JX	Cuban Roots of Salsa III	T	6:10- 9:00	0.5	6/12-7/31
54835	DANC 161 JX	Tango Argentino	W	6:10- 9:25	0.5	6/13-8/1
53355	DANC 162 JX	Tango Milonga	W	6:10-9:25	0.5	6/13-8/1
53554	DANC 163 JX	Tango Buenos Aires	W	6:10-9:25	0.5	6/13-8/1
54112	DANC 164 JX	Tango De La Confiteria	W	6:10-9:25	0.5	6/13-8/1
55447	DMAD 431 AX	Digital Imagine I: Photoshop	MTWTh	2:00-4:30	3.0	6/11-8/2
55446	DMAD 432 AX	Digital Imaging II: Advanced Photoshop	MTWTh	2:00- 4:30	3.0	6/11-8/2
54241	EMC. 410 A8	Emergency Medical Technician	MW	10:00-4:10	8.0	6/11-8/2
		LAB	TTh	10:00-4:10		
54441	FILM 440 J8	Film Study and Appreciation	MW	6:30-9:50	3.0	6/11-8/1
54654	FITN 107 B8	Intercollegiate Fitness	By Arr	48 Hours	1.0	6/11-8/3
54656	FITN 107 J8	Intercollegiate Fitness	By Arr	48 Hours	1.0	6/11-8/3

CLASSES BY SESSION

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
54843	FITN 199.1 OL	Interactive Cardio Fitness I	By Arr	64 Hours	2.0	6/11-8/3
55309	FITN 199.2 OL	Interactive Cardio Fitness II	By Arr	64 Hours	2.0	6/11-8/3
55611	IBUS 102 J8	Customs Brokerage and Procedures I	MW	6:30-9:50	3.0	6/11-8/1
51773	LSKL 800 A8	Supplemental Learning Assistance	By Arr	24 Hours	0.5	6/11-8/2
54818	LSKL 800 B8	Supplemental Learning Assistance	By Arr	48 Hours	1.0	6/11-8/2
53672	LSKL 803 A8	Supervised. Peer Tutoring – MESA	By Arr	0-144 Hours	0.0	6/11-8/2
54341	LSKL 803 B8	Supervised Peer Tutoring	By Arr	0-144 Hours	0.0	6/11-8/2
55514	R.E. 100 J8	Real Estate Principles	TTh	6:30-9:35	3.0	6/12-8/2
55515	R.E. 110 J8	Real Estate Practice	MW	6:30-9:50	3.0	6/11-8/1
55516	R.E. 131 J8	Real Estate Finance I	MTWTh	4:10-5:30	3.0	6/11-8/2

ADDITIONAL SUMMER CLASSES (Classes with varying start dates and lengths)

Classes Beginning in May/June

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
55221	ACTG 144 OL	QuickBooks: Set-up and Service Business	Online	24 Hours	1.5	6/11-7/5
54568	AUTO 665S1 G3	Multiplexing and Can Systems	MW	5:35-9:30	1.0	6/11-6/27
52710	BCM. 225 OL	Spreadsheets I: Excel	Online	16 Hours	1.0	6/11-7/5
55259	BTEC 880SA G2	Biotechnology Boot Camp LAB	MTWThF MTWThF	9:00-10:30 10:40-3:50	2.0	6/18-6/29
55616	CRER 116 G3	Deciding on a Major	Sat	8:00-4:30	0.5	6/30-6/30
55615	CRER 116 G4	Deciding on a Major	MTWTh	9:00-10:00	0.5	6/11-6/21
53432	EMC. 415 J1	EMT I Refresher	MTWTh	4:00-10:45	1.5	6/4-6/7
54577	EMC. 425 J1	CPR: Health Care Provider	MT	6:00-10:00	0.5	6/18-6/19
55619	LSKL 110 G4	Effective Tutoring and Practicum	M By Arr	2:00-4:00 8 Hours	1.0	6/11-7/3
55469	LSKL 890 A2	Math Jam	MTWTh	9:00-12:45	0.0	5/29-6/7
55392	MEDA 415 A8	Law and Ethics for Allied Health Professional	MW	12:30-2:15	2.0	6/4-8/1
55266	MEDA 438 GZ	Medical Insurance Billing Clerkship	By Arr	128 Hours	2.0	6/4-7/26
55267	MEDA 448 GZ	Medical Editing Clerkship	By Arr	128 Hours	2.0	6/4-7/26
55268	MEDA 458 GZ	Medical Coding Clerkship	By Arr	128 Hours	2.0	6/4-7/26
55269	MEDA 468 GZ	Administrative Medical Assisting Clerkship	By Arr	128 Hours	2.0	6/4-7/26

Classes Beginning in July

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
55222	ACTG 145 OL	QuickBooks: Payroll and Merchandising Business	Online	24 Hours	1.5	7/9-8/2
55463	AUTO 665S7 SA	2017 Smog Check Update	Sat/Sun	9:00-5:00	1.0	7/7-7/8
54576	EMC. 425 K1	CPR: Health Care Provider	MT	6:00-10:00	0.5	7/16-7/17
55630	ENGL 695 G3	Independent Study in English	By Arr	24-144 Hours	0.5-3.0	7/16-8/2
54836	FITN 107 J4	Intercollegiate Fitness	By Arr	48 Hours	1.0	7/9-8/3

Student Resources

BOOKSTORE

Course materials, books and supplies may be purchased at the Skyline College Bookstore or online at **www.skylinecollege.edu/bookstore**.

Textbook Information: Students may find information about the textbooks for the courses in which they are enrolled by logging into WebSMART or going to **www.skylinecollege.edu/bookstore/coursematerials**.

Please visit the Bookstore's website at **www.skylinecollege.edu/bookstore** or call the Bookstore at (650) 738-4211 for store hours, book sell back hours, or more information.

DIGITAL TEXTBOOKS – INCLUSIVE ACCESS

The Inclusive Access – Digital Textbooks program is a new textbook model created in collaboration with top publishers and the bookstore that converts books into dynamic digital content that lowers the cost of course materials for all students in the course using this.

The digital content also includes Interactive Learning Platforms, interactive abilities with CANVAS, and other benefits:

- Automatically billed to your WebSMART account at the beginning of the semester for enrolled students
- Discounted access for digital content
- Discounted print book upgrade (if available) at the bookstore or directly from the publisher

To Opt Out of the Inclusive Access Program for courses that use Inclusive Access, go to https://tinyurl.com/SkyBookOptOut and complete the form.

CalWORKs PROGRAM

Skyline College provides support services to students who are receiving CalWORKs/TANF (cash assistance) benefits. Support services to eligible students include individualized counseling, career and transfer planning, priority registration, job development assistance, work study, transportation assistance, and welfare-to-work advocacy. The CalWORKs office is located in Building 2, Room 2-2212. For more information, please email **murilloj@smccd.edu**, or call (650) 738-4171.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

Cooperative Agencies Resources for Education (CARE) serves students who are:

1. Currently being served by EOPS and

2. At least 18 years old and

3. Currently a recipient of CalWORKs/TANF cash aid for themselves or dependent child(ren) as single head of household

CARE provides additional support services over those provided by EOPS, such as transportation assistance, vocational grants, school supplies, and special workshops designed to meet the needs of CARE students.

The CARE office is located in Building 2, Second Floor in the Student Services area. For more information, please call (650) 738-4171.

CAREER SERVICES CENTER

The Career Services Center offers a wide variety of services and resources to assist students with their individual career goals. We encourage students to explore career options by taking advantage of our comprehensive career services:

- Career and academic counseling
- Career assessments and interpretations
- Workshops that address career research and job search skills such as resume support, interview preparation, OPP and on-campus job and internships job database at www.collegecentral.com/skylinecollege.
- Employment and internship support services

The Center is located in Building 1, Room 1219B, (650) 738-4337. Visit **www.skylinecollege.edu/careercenter** or email **skycareers@smccd.edu**.

CHILD DEVELOPMENT LAB CENTER – CHILD CARE SERVICES

The Skyline College Child Development Lab Center (CDLC), located in Building 14, is a laboratory program that provides a comprehensive child care and early education program for students, staff, and faculty of Skyline College and community members. The program provides the following services for children from infancy until entry into kindergarten: child care and early education experiences from 7:30 am – 5:00 pm during the regular academic year, three nutritious daily meals, observation and assessment of children's typical development, resources and referrals for a wide variety of supports for children

and families, parent information and workshops on topics relevant to families with young children, and home visits/conferences to discuss children's development and school readiness skills. The Skyline College Child Development Lab Center is partially funded by the California Department of Education and income-eligible families may receive child care subsidies. For more information, call (650) 738-7070.

COUNSELING SERVICES

The Counseling Division at Skyline College is designed to assist individuals in all aspects of their development as students and help them accomplish their goals. Career and educational counseling services are emphasized. A counselor can help students establish both short and long range goals and provide them with information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which maps out courses that will be taken over a number of semesters and serves as a guide to achieving goals. **All students are required to have an SEP on file once they have completed 15 units at Skyline College**. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4318.

DISABILITY RESOURCE CENTER

Skyline College's Disability Resource Center (DRC) is designed to equalize the educational opportunities of students with verified disabilities. Services include, but are not limited to, Learning Differences Assessment, ASL interpreting, registration assistance, extended time testing, lockers, adaptive physical education classes, assistive technology software and equipment loans, and alternate formats of textbooks.

Skyline College and the DRC program are committed to providing services that will enhance the educational experience for students with disabilities. For a more detailed description of the Disability Resource Center, stop by the DRC, Building 5, first floor, Room 5132, call (650) 738-4280, or email **skydrc@smccd.edu**.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

Extended Opportunity Program and Services (EOPS) is a support program designed to improve access, retention, and completion of educational goals for students who are low-income and are educationally disadvantaged.

EOPS offers a range of services such as:

- Academic, career and personal counseling
- Priority registration
- One-on-one tutoring
- Statewide University campus tours
- UC and CSU application fee waivers
- Book vouchers/grants
- Free school and testing supplies
- Free printing
- Calculator, SMART Pen and Chromebook loans

In addition, EOPS offers additional support services for EOPS students who are receiving TANF/CalWORKs for themselves or dependent child(ren). Please see Cooperative Agencies Resources for Education (CARE) Program below.

EOPS is committed to helping students access the resources necessary to succeed in college and works cooperatively with other programs and services on campus whose goals are enhancing scholastic achievement and academic excellence. EOPS also sponsors activities and workshops that promote personal growth.

The EOPS office is located in Building 2, Second Floor in the Student Services area. For additional information call (650) 738-4139, email **skyeops@smccd.edu**, or visit our website **www.skylinecollege.edu/eops**.

FOOD SERVICE

SKY CAFÉ

Located in the Fireside Dining Room of Building 6 and operated by the friendly and experienced staff of Pacific Dining, Sky Café offers burgers, fresh deli sandwiches, international fare, salads, fresh baked goods and much more.

Sky Café also offers catering services for on-campus meetings and events. For more information, please visit **www.skylinecollege.edu/foodservices** or contact Rick McMahon at **Rick@Pacific-Dining.com** or (408) 406-8487 for your catering needs.

WORLD CUP COFFEE & TEA

Located in the Fireside Dining Room of Building 6 and operated by the friendly SMCCCD Bookstores staff, World Cup Coffee & Tea is a great place to warm up with a Starbucks coffee drink on a cold day, to cool down with a Tazo iced tea on a hot day, or to meet with friends and study.

World Cup Coffee & Tea is also available for small on-campus catering events. Visit our website at **www.skylinecollege.edu/bookstore/worldcup** for our catering form and operating hours.

FOSTER YOUTH PROGRAMS AND SERVICES

The Guardian Scholars Program's purpose is to create a network of support that will meet the academic, social, emotional, and financial needs of college-bound students who are transitioning out of the foster care system. For more information regarding programs and services for Foster Youth, please contact the Guardian Scholars Program at (650) 738-4418 or via email at holidayt@smccd.edu. For inquiries pertaining to Financial Aid, please contact Madison Steele at (650) 738-4390 or via email at steelem@smccd.edu.

GRAPHIC ARTS & PRODUCTION

Located in Building 5, Skyline College Bookstore's Graphic Arts & Production (GAP) department offers high quality photocopying (black & white and color), production, and faxing at great prices to the Skyline College and SMCCCD community.

For operating hours or more information, please visit our website at **www.skylinecollege.edu/bookstore/GAP**. For pricing information or a quote, please contact GAP at (650) 738-7014 or email at **skygap@smccd.edu**.

HEALTH SERVICES

The Health Center provides health care services, referral services, and health educational information to students and staff. For a complete list of services offered, please visit **www.skylinecollege.edu/healthcenter**.

Emergency and accident insurance coverage is in effect when students are on campus or attending college-sponsored events. Students are encouraged to carry their own health and dental insurance. Low cost medical and dental insurance are available for purchase through the College Health Center.

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

PSYCHOLOGICAL SERVICES

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

Appointments can be at the Health Center in Building 2, or by calling (650) 738-4270.

HERMANOS & HERMANAS CONNECTION TO COLLEGE

The goal of Los Hermanos and Hermanas Connection to College is to increase the number of Latino/a students graduating from high school and enrolling in higher education. In partnership with Parkway Heights Middle School and South San Francisco High School, Hermanos and Hermanas Connection to College is committed to providing structured support to the Latino/a community beginning in middle school and continuing through the end of their senior year and enrollment in higher education.

Students begin in 8th grade and start taking concurrent enrollment college courses during the spring semester of their sophomore year and continue taking one college course every fall and spring semester until graduation from high school. Wrap-around structured support takes place in the form of the following program components: concurrent enrollment in one college course per semester, parent workshops, intentional monitoring of student progress, and access to quality instruction. The program pillars are designed to develop the following:

- Brotherhood/Sisterhood
- Leadership development
- Academic success
- Career exploration

For more information visit **www.skylinecollege.edu/hermanos** or contact Liliana Rivera at **riveraL@smccd.edu**.

HONOR SOCIETIES

PHI THETA KAPPA (ACADEMIC HONOR SOCIETY)

Eligible students may join Skyline College's chapter of the Phi Theta Kappa honor society. Members receive recognition on their transcript and are eligible for transfer scholarships. Members have opportunities to develop and use leadership skills. Go to **www.skylinecollege.edu/boo** for further information and an application.

KAPPA BETA DELTA (BUSINESS HONOR SOCIETY)

Alpha Beta Chi is the Skyline College chapter of Kappa Beta Delta, the international Honor Society for Accreditation Council of Business Schools and Programs (ACBSP) accredited two-year Business Programs. The purpose of Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among students pursuing business degrees. To encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Students who have completed 15 units at Skyline College with a GPA of 3.4 and be in the upper 20 percent of their class and have taken a minimum of three appropriate business-degree courses are eligible for life-time membership.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Alpha Beta Chi. Members are also eligible for International and Local Kappa Beta Delta scholarships. For additional information see the Kappa Beta Delta webpage at **www.skylinecollege.edu/kappabetadelta/** or email at **whitten@smccd.edu**.

INCLUSIVE ACCESS

The Inclusive Access – Digital Textbooks program is a new textbook model created in collaboration with top publishers and the bookstore that converts books into dynamic digital content that lowers the cost of course materials for all students in the course using this.

The digital content also includes Interactive Learning Platforms, interactive abilities with CANVAS, and other benefits:

- Automatically billed to your WebSMART account at the beginning of the semester for enrolled students
- Discounted access for digital content
- Discounted print book upgrade (if available) at the bookstore or directly from the publisher

To Opt Out of the Inclusive Access Program for courses that use Inclusive Access, go to https://tinyurl.com/SkyBookOptOut and complete the form.

INTERNATIONAL STUDENT PROGRAM

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

Foreign students interested in attending Skyline College must complete the Skyline College International Application at **www.skylinecollege.edu/international/**. Applicants are required to email a scanned copy of the original documents in English or certified English translations that demonstrate satisfaction of the following requirements:

1. Provide proof of completion of the equivalent of a United States high school education with a satisfactory grade point average of 2.0 or above.

2. Provide all official high school transcripts and college transcripts.

3. Submit an Official Bank Verification of Funds. All bank documents must be current, written in English, include the amount in U.S. Dollars, and must include a signature from a Bank Official. Estimated college expenses are $23,500.00 US Dollars. **Fees are subject to change.**

4. Submit an original copy of the Test of English as a Foreign Language (TOEFL) Score Report. A minimum score of 480 (paper-based) or 56 (internet-based) is required. Information about TOEFL can be obtained from **www.ets.org/toefl**. The Test Code Number for Skyline College is **4647**.

<div align="center">or</div>

Complete the International English Language Testing System (IELTS). A minimum qualifying level of Band 5.5 is required for admission. Information about IELTS can be obtained from **www.ielts.org**. Please have your IELTS test results sent directly to Skyline College.

5. Copy of your Passport Bio-Page.

6. Application fee of $50.

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

7. Copies of Visa page from Passport, I-94, Passport Bio-Page, and copies of all I-20s.

8. Certificate of Eligibility to Transfer – Must be completed by the student and current institution.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester. All students must attend a mandatory orientation. Contact the International Student Program, (650) 738-4430/7021/7179, in Building 4, Room 4256/4258 for more information.

THE LEARNING COMMONS

The Skyline College Learning Commons brings together the functions of the Library and The Learning Center into a unified, technology enhanced academic support space for students in Building 5.

The Learning Commons (LC) is a flexible learning environment providing academic support for students in all Skyline College courses through workshops, instructional technology, tutoring, lab-based courses, databases, journal and magazine subscriptions, as well as the traditional book collection. Through a wide area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and research databases, including eBook and streaming video collections, all of which may be accessed remotely. The goal of the LC is to offer students opportunities to learn more quickly and effectively and with greater confidence.

Accordingly, the LC provides alternative means of instruction that address students' diverse learning preferences and styles. The LC also offers a comprehensive program of individual and small group support for all levels of English, ESOL, reading and math, and provides tutoring in a variety of academic subject areas. The Learning Commons includes the following: Writing/Reading Lab, Math Assistance Lab, ESOL Lab, Science/Social Science/Business Lab, computer lab, online tutoring, Supplemental Instruction, Peer Mentoring, academic skills workshops, and group and individual study spaces.

For more or specific information call:

Tutoring Assistance: (650) 738-4144
Research / Information Literacy: (650) 738-4312
Circulation: (650) 738-4311

For up to date hours of operation and detailed information about the Learning Center programs and services, visit us at our website: www.skylinecollege.edu/learning-center or to browse through databases and our book collection visit **www.skylinecollege.edu/library**.

LEARNING COMMUNITIES

What is a Learning Community?

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

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

For more information on Learning Communities, visit **http://www.skylinecollege.edu/learningcommunities**.

ASTEP: AFRICAN-AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE

The African-American Success through Excellence and Persistence (ASTEP) learning community, open to all students, is a transfer and support program designed to provide culturally-relevant curriculum and programming focused on the African American experience. While enrolled in ASTEP, students will receive personalized support, mentoring and leadership development from instructors, counselors and support services staff that will help them to overcome academic, personal and financial barriers. ASTEP students will also experience curriculum designed to improve skills in written and oral communication, critical thinking, life skills, and cultural and identity development while engaging in dialogue, texts, and history highlighting the African-American voice. ASTEP seeks to promote student retention and success in the core college-level courses, and support students with completing their degree requirements, transfer to 4-year universities, and other educational goals.

Core courses in the program include History, Counseling, English, Math, and Communication. Designated sections are also available in Science, Psychology and other general education courses. For more information, please contact Danielle Powell at (650) 738-7182 or **powelld@smccd.edu**.

You can also find more information online at: **http://www.skylinecollege.edu/astep**.

CIPHER

The CIPHER Hip Hop Learning Community, open to all students, helps students increase their skills in English and Math and prepares them for success in college and in their career. CIPHER focuses on the culture and history of Hip Hop and how it promotes critical thinking and literacy, personal development, and social change within our communities. CIPHER also provides resources for students interested in careers in business, education, music, and fashion and is designed to encourage students to obtain AA/AS degrees and/or transfer to a four-year university or other post-secondary institution to continue their studies. Contact Nate Nevado for additional information at **nevadon@smccd.edu** or at (650) 738-4388.

ENGINEERING & TECH SCHOLARS

The Engineering & Tech Scholars (ETS) Learning Community is an accelerated cohort program designed to engage and support students in Engineering, Computer Science, and Biotechnology pathways. Part of the Silicon Valley Engineering Tech Pathways Program, the ETS program helps students move through core Math, Physics and Chemistry major requirements together with support from faculty and a Student Support Specialist. Through supportive cohort-based and contextualized learning, academic workshops, tutoring support, STEM opportunities, paid summer internships at local tech companies, and hands-on projects in the brand new state-of-the-art Fabrication Laboratory, students progress from entry-level mathematics through intermediately advanced Science, Engineering, and Technology courses. The ETS program prepares students for an Associate's Degree, as well as transfer to a four-year university. For more information, contact Jenny Le at (650) 738-7048 **or lej@smccd.edu**. You can also find more information online at **https://www.skylinecollege.edu/engineering/engineeringtech.php**.

FIRST YEAR/SECOND YEAR EXPERIENCE (FYE)

The First Year Experience (FYE) Learning Community is designed to support students new to Skyline College by fostering community. Supportive faculty and counselors collaborate with students through a set of chosen classes to establish a strong foundation for success in college. By enrolling in all the FYE classes, the student chooses to engage in a community of learners with a common goal of progressing through accelerated Math and English classes while learning important skills for student success.

For more information, please contact the FYE co-coordinators, Jarrod Feiner at **feinerj@smccd.edu**, or (650) 378-4231 or Younga Choi at **choiy@smccd.edu** or (650) 738-4223. You can also find more information online at **https://www.skylinecollege.edu/firstyearexperience/**.

KABABAYAN

The Kababayan Program is a transfer and support program with the goal of increasing proficiency in English skills for success in college, work, and life. The Kababayan Program focuses on the Filipino/Filipino-American student experience and is open to all students. The three primary components of the program are English instruction (integrated composition and reading), counseling and peer mentoring. For more information about the Kababayan Program, please call the program coordinator Liza Erpelo at (650) 738-4119.

PACE

PACE is a learning community geared towards English language learners that focuses on gaining proficiency in English and American culture. PACE students learn how to use cultural knowledge and communication skills to facilitate their use of English in academic, vocational, and personal contexts. Students who are interested in learning more about the PACE learning community should contact Serena Chu-Mraz at **chuserena@smccd.edu** or (650) 738-7132.

PUENTE

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

• **Counseling**   • **English Instruction**   • **Mentoring**

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

TEACHER TRACK

The Teacher Track Learning Community is a great choice for students interested in a career working with young children, elementary school-age, or special education. The Teacher Track Learning Community provides a guided pathway that includes foundational courses in Early Childhood Education (ECE), and offers students the opportunity to take ECE./EDUC classes connected with hands-on work experience at Skyline College's Child Development Laboratory Center (CDLC): **http://skylinecollege.edu/childdevelopmentcenter** along with a one unit ECE. course that will serve as a space for guidance and reflection. Students will also be eligible for a small tuition reimbursement upon completion of each semester. Students in the Teacher Track Learning Community benefit from guaranteed course enrollment, professional growth opportunities, individualized advising and support, CA Permit application assistance for Assistant level after completion of the first semester and the Associate Teacher level after completion of the second semester. Courses in this program have a section designator of TE or TEX. Students can choose this Learning Community for one or two semesters.

For more information about this program or how to enroll, contact Kristina Brower at **brower@smccd.edu** or call (650) 738-4304, and visit the program's website at **http://www.skylinecollege.edu/teachertrack.php**.

SPARKPOINT AT SKYLINE COLLEGE

SparkPoint at Skyline College is a financial education and coaching support service program that provides students with tools to achieve financial stability. SparkPoint is dedicated to reducing financial barriers for the students and the community to grow and prosper. SparkPoint's mission is to reduce poverty by improving credit, increasing income, reducing debt, and building assets. On-site services include:

- Career Services Center
- Dream Center
- Financial Coaching
- Food Pantry
- Grove Scholars programs
- NOVA Job Center
- Public benefits Assistance
- Secure Credit Builders Program
- VITA Tax Services (Free tax service assistance)

Visit our website at **www.skylinecollege.edu/sparkpoint**. Contact: (650) 738-7035.

STUDENT LIFE

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

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

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

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

For complete information regarding the ASSC Events Calendar, contact the Associated Students of Skyline College at (650) 738-4327, or stop by the Center for Student Life & Leadership Development, Building 6, Room 6212.

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

The ASSC Governing Council is always looking for students who wish to take on leadership responsibilities. If you are interested in political activism, increasing cultural awareness, and developing communication and leadership skills, please visit the Center for Student Life & Leadership Development, Building 6, Room 6212, for an application and additional information.

Students interested in Student Government appointments or elections can find additional information at **www.skylinecollege.edu/studentgovernment/**.

STUDENT BODY CARD

The student body fee and other fund raising activities support the ASSC and help fund scholarships, educational and social programming, and many other worthy facets of campus life. Students who pay the student body fee are entitled to a student body card. The student body card provides discounts at campus events and at quality local businesses. The card is available throughout the fall and spring semesters. To obtain your student body card, present a valid picture identification card or passport at the Center for Student Life & Leadership Development, Building 6, Room 6212.

CAMPUS CLUBS AND ORGANIZATIONS

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

If you would like additional information regarding student groups, check out the Club and Organizations web page at **www.skylinecollege.edu/centerforstudentlife/clubs.php**.

CENTER FOR STUDENT LIFE & LEADERSHIP DEVELOPMENT

The Center for Student Life & Leadership Development, located in Building 6, Room 6212, is an excellent resource center for students interested in developing their leadership skills, participating in student government and campus activities. Student life includes clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and excitingactivities. The Center for Student Life & Leadership Development also serves as the facilitator for the annual Ceremony. For additional information, please call the Center for Student Life & Leadership Development at (650) 738-4275.

Housing

Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All of the rental information that we receive is posted on the second floor of Building 6. For posting rental information, please contact the Center for Student Life & Leadership Development, (650) 738-4275.

Event Planning

All student clubs and organizations that want to host a special event, hold a fundraising event, sell products, or distribute information must make a space reservation at the Center for Student Life & Leadership Development by calling (650) 738-4275. Additional information is in the Time, Place and Manner Policy available in the Student Handbook, available online. **Please note that facilities reservations must be made at least 45 days in advance of the event.**

Vending Complaints and Refunds

All complaints regarding vendor service or malfunctioning vending machines and refund requests should be reported to the Center for Student Life & Leadership Development during regular business hours.

THE SKYLINE VIEW (STUDENT NEWSPAPER)

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

Students who would like to gain practical experience in creating and producing a newspaper – both in its print and online versions – and who would like to be a part of the editorial staff may sign up for Journalism 320: Beginning Newspaper Staff. Students are encouraged to explore Skyline College's journalism course offerings for additional opportunities. For more information, please contact *The Skyline View* advisor, Nancy Kaplan-Biegel, at (650) 738-4297, or at **kaplann@smccd.edu**. Visit *The Skyline View* online at **www.theskylineview.com**.

STUDY ABROAD PROGRAM

The San Mateo County Community College District Study Abroad Program is the district-wide study abroad program. Housed at Skyline College, the program serves students and the community by providing affordable semester, short-term study abroad and global internship opportunities for academic credit and a not-for-credit community travel program. Past study abroad destinations include Barcelona, China, Cuba, Florence, London, and South Africa. Scholarships are available for students to apply. Students interested in studying abroad should explore current study abroad opportunities at **www.smccd.edu/studyabroad**. For more information or to schedule a study abroad advising appointment, please email **studyabroad@smccd.edu** or call (650) 738-7098.

TRANSCRIPTS

A transcript is a combined official record of a student's academic coursework within the San Mateo County Community College District, including coursework from Cañada College, the College of San Mateo and Skyline College. When ordering your transcript, note that a single transcript will contain the coursework from all three colleges. It is not necessary to order separate transcripts if you have attended one or more college within the SMCCCD. For more information regarding how to order your Official Transcript, log into your WEBSMART student portal or go to: **http://smccd.edu/transcript/request.php**.

TRANSFER CENTER

The Transfer Center provides comprehensive transfer services, resources, activities and events. Transfer assistance includes:

- Application and informational workshops
- University tours
- Transfer Fairs and events
- Visits from university representatives
- Transfer Admission Guarantee programs
- Transfer and articulation information
- Access to computers for college research

Transfer information and a calendar of ongoing events are posted on the Center's webpage at **www.skyline college.edu/transfercenter**. Please visit us in Building 2, Room 2-227, or call (650) 738-4232 if we can be of assistance.

TRiO STUDENT SUPPORT SERVICES (SSS)

TRiO SSS offers Skyline College students the opportunity to join a supportive community designed to help them achieve their educational goals and make the most of their college experience. Moreover, TRiO provides academic support and comprehensive service to students whose goal is to earn a certificate and/or graduate with an associate's degree, and transfer to a four-year college or university. TRiO services include:

- Academic, transfer, personal and career counseling
- Transfer and academic planning
- Priority registration
- Free printing in the TRiO Computer Lab
- Tutoring (small group and individual)
- Study groups
- Scholarship awards
- Financial literacy and education
- Assistance in completing financial aid and scholarship applications
- Visits to four-year colleges and universities
- Academic coaching
- Peer mentoring
- TRiO Student Club
- Leadership development
- Technology support (Chrome books, Pens that take notes for you – Smart Pens, Calculators etc.)
- And more

TRiO also sponsors a Professional Development and Leadership Program to enhance students' skills, provide opportunities to assist their peers and the program, apply the knowledge they learn, and build their resumes.

To qualify for TRiO, students must meet at least one of the following criteria: be first generation, low-income, or have a documented learning difference or physical disability. To apply, complete an application on the TRiO website or in person at the TRiO office located in Building 5 (inside the Learning Center). For general information about TRiO, call (650) 738-4144 or visit the program website at **www.skylinecollege.edu/trio**.

Policies

Detailed information regarding San Mateo County Community College District Board policies and procedures as well as Skyline College policies, disciplinary codes, sanctions and procedures can be found in the Skyline College Student Handbook, http://www.skylinecollege.edu/centerforstudentlife/studenthandbook.php.

COURSE REPETITION

A "course repetition" occurs when a student who has previously received an evaluative symbol (i.e. A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, P/NP, CR/NC, RD, I) in a credit course, re-enrolls in that course and receives an evaluative symbol OR attempts a course and receives an evaluative or non-evaluative symbol for the course and wishes to enroll again in the same course. All course attempts in a student's academic record count toward this enrollment limitation.

COURSE REPETITION TO ALLEVIATE SUBSTANDARD WORK

1. A student who has earned a substandard grade (i.e., D+, D, D-, F, NP, NC) in a course that is not designated as repeatable may repeat the course to improve the grade. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course. All course attempts in a student's academic record count toward this enrollment limitation.

2. When a student repeats a course to alleviate substandard academic work (i.e., D+, D, D-, F, NP, NC), the previous (i.e., last) grade and credit will be disregarded in the computation of grade point averages. A student may *attempt* a course a maximum of three times. A "W" counts as a course attempt. A fourth attempt may be permitted if the student meets one of two criteria:

   • *Significant Lapse of Time:* at least 36 months has elapsed since the student was awarded the grade in the course (at the end of term).

   • *Extenuating Circumstances:* Extenuating circumstances are verified cases of accident, illness, natural disaster, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average. Students must present a petition to the Admissions and Records Office and provide compelling documentation of the extenuating or extraordinary circumstances to justify such repetition.

COURSE REPETITION FOR SATISFACTORY WORK

When a student completes a course that is not designated as repeatable and receives a satisfactory grade (i.e., A, A-, B+, B, B-, C+, C), the student may not repeat the course, unless there is another provision that allows the repetition. Examples of these provisions are described below:

Course Repetition for Significant Lapse of Time

1. A student may repeat a course in which s/he has received a standard grade (i.e., A, A-, B+, B, B-, C+, C, or Pass) after at least 36 months has elapsed since the student was awarded the grade in the course (at the end of term) and the District has established a recency prerequisite that applies to the course, or an institution of higher learning to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course.

2. The grade and units from the first course completion will be disregarded in the computation of grade point averages.

3. If a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory course that is related in content, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth except that, if the student has already exhausted the number of repetitions permitted, and additional repetition due to significant lapse of time may be permitted. The student should submit a petition to the Admissions and Records Office.

Course Repetition for Students with Verified Disabilities Repeating a Special Class

1. A student with a verified disability may repeat a special class designated for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that student. When a student with a disability repeats a class, the previous grade and credit shall be included in the computation of grade point averages.

2. Special classes are those instructional activities designed to address the educational limitations of students with disabilities who would be unable to substantially benefit from regular classes even with appropriate support services or accommodations.

Course Repetition for Variable Unit Courses

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already been completed and evaluated.

Course Repetition for Legally Mandated Courses

1. A student may repeat a course as many times as needed if it is required for a student to meet a legally mandated training requirement as a condition of paid or volunteer employment, regardless of whether the student received a substandard grade (i.e., D+, D, D-, F, No Pass). A student must present documentation to the Admissions and Records Office to certify that the course is legally mandated. Admissions staff will approve/disapprove the repetition.

2. A student may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Student may take these courses any number of times. A student must present documentation to the Admissions and Records Office to certify that the course is needed because of a significant change in the industry or licensure standards. Admissions staff will approve/disapprove the repetition.

Course Repetition for Cooperative Work Experience Education

1. A student may repeat an occupational work experience course if the College only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.

2. A student may repeat an occupational work experience course any number of times as long as the student does not exceed the limits on the number of units of cooperative work experience.

Course Repetition For Extenuating Circumstances

1. Under certain circumstances, students may repeat a course if extenuating circumstances justify a repetition. Students must provide documentation of the extenuating or extraordinary circumstances to justify such repetition. Extraordinary circumstances are similar to those that would justify the District in providing a student a refund.

   Extenuating circumstances are verified cases of accident, illness, natural disaster, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student's grade point average. Students must present a petition to the Admissions and Records Office. Students will be notified once a decision has been made.

2. A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are fire, flood, accident/hospitalization, or other extraordinary documentable experience. Students must present a petition to the Office of Admissions. Students will be notified once a decision has been made.

COURSES RELATED IN CONTENT

1. The SMCCD has established related courses with similar educational activities (See #2 below.) Although a course cannot be repeated, a student may attempt up to four related courses. This limitation applies even if the student receives a substandard grade (i.e., D+, D, D-, F, NP, NC) or a "W." Enrollment limitations are monitored District wide for related courses.

2. Students may attempt active participatory courses in physical education/kinesiology, and visual or performing arts where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is attempted for the following reasons:

   a) The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods and

   b) Active participatory experience in individualized study or group assignments is the method to learn the objectives.

GENERAL PROVISIONS REGARDING COURSE REPETITIONS

1. Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

2. The permanent record shall be annotated in a manner that all work remains legible, insuring a true and complete academic history.

3. The District may claim the attendance of students for enrollments in credit courses for state apportionment.

4. Nothing in these procedures shall conflict with Education Code, Title 5 or District procedures relating to the retention and destruction of records.

REPEATABLE COURSES

Three types of courses are designated as repeatable:

1. Intercollegiate Athletics

Courses in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.

2. Intercollegiate Academic or Vocational Competition

a) Courses that are specifically for participation in non-athletic competitive events between students from different colleges may be designated as repeatable. The course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.

b) Enrollment is limited to no more than four times. This enrollment limit applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to special circumstances.

c) When a course is repeated pursuant to this section, the grade received each time shall be included for the purposes of calculating the student's grade point average.

d) Apportionment shall be limited.

3. Required by CSU or UC For Completion of a Bachelor's Degree

Repetition of the course is required by CSU or UC for completion of the bachelor's degree. Courses are limited to four attempts and this enrollment limitation applies even if the student receives a substandard grade or a "W."

WITHDRAWAL/DROP

1. Withdrawal from a class MUST be initiated by the student through WebSMART. Students who are blocked from withdrawal due to Academic Standing may withdraw in-person at the Office of Admissions and Records.

2. **IMPORTANT WITHDRAWAL/DROP TIMELINES:**

Drop with a refund
Summer Courses   First 10% of instruction

Drop without notation of the enrollment shown on record
Summer Courses   Prior to completion of the first 30% of instruction

Withdrawal with the notation of "W" shown on record
Summer Courses   Prior to completion of the first 75% of instruction

3. The academic record of a student who remains in class beyond the last day to withdraw will reflect a grade. A student who does not attend class and follow the established Withdrawal procedures may be assigned a failing grade of "F" by the professor.

STATEMENT ON PRIVACY

Skyline College helps protect its students' privacy and authenticates its students' identity by requiring secure login and password whenever a student registers for classes, reviews his/her enrollment information, or logs in to any other secure SMCCCD site. The District will not share student login and password information with anyone, and students are advised not to share their login and password information. A statement to this effect is posted prominently for students each time they login to WebSMART, the San Mateo County Community College District's electronic registration system.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Colleges are required to publish and make available certain crime statistics and completion rates. For crime statistics, contact the Public Safety Office, Building 6, or call (650) 738-4199, or check online at **www.skyline college.edu/publicsafety/securitystatistics.php**. For completion or graduation rates, contact the Public Information Office, Building 4, Room 329, or call (650) 738-4346.

STUDENT RECORDS
Privacy Rights of Students

The Family Education Rights and Privacy Act (Section 438, Public Law 93-380), as amended, requires educational institutions to provide access to official educational records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. These rights extend to present and former students of the college. The college must obtain the written consent of the student before releasing personally identifiable information, except to those persons or agencies specified in the Act. For more detailed information, consult the College Catalog or contact the Admissions and Records Office.

POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION (Title IX)

In accordance with California Education Code, Section 67382, and Board Policy and Procedures 2.29, the San Mateo County Community College District is committed to providing information, services and resources to all students, faculty and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting and processing of sexual assault incidents on campus may contact the Public Safety Office at (650) 738- 4199 or the Office of the Vice President of Student Services at (650) 738-4333. More information can be found at **www.smccd.edu/titleix**.

POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

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

Pursuant to Title V of the California Education Code, the designated Officer for handling and investigating employee and student complaints of sexual harassment is the Vice Chancellor of Human Resources and Employee Relations. Copies of the complaint procedures, including procedures for both informal and formal resolution, can be obtained by contacting the Office of the Vice President of Student Services at (650) 738-4333 or the Office of Human Resources at the District Office, (650) 358-6767.

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

POLICY ON A DRUG-FREE CAMPUS

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

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

The above policy includes the use of medical marijuana/cannabis for medical or recreational purposes.

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

POLICIES

POLICY ON SMOKING

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Smoking is only permitted in designated areas in or near parking lots around campus. Designated areas are clearly marked and ashtrays are located nearby.
"Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.

The active participation and cooperation of all students, faculty, staff and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the smoking policy. Tobacco-free resources are available in the Health Center, located in Building 2, Room 2209, (650) 738-4270, and on the Skyline College website. For additional information regarding the smoking policy and designated areas, please contact the Chief of Public Safety at (650) 738-4455.

POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

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

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. To read the District policies go to **www.skylinecollege.edu/generalinformation/complaintprocess.php**.

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

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

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767. Additional information is located online at **www.skylinecollege.edu/general/information/complaintprocess.php**.

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

For complete Board Policies, please visit www.smccd.edu.

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

POLÍTICA Y PROCEDIMIENTOS PARA QUEJAS POR DISCRIMINACIÓN ILEGA

La política del Distrito del Colegio Comunitario del Condado de San Mateo (San Mateo County Community College District) es proporcionar un ambiente educativo y laboral en donde a ninguna persona se le deberá negar ilegalmente el acceso total y equitativo a, los beneficios de la misma, o estar ilegalmente sujeto a la discriminación en base a la identificación con un grupo étnico, origen nacional, religión, edad, sexo, raza, color, descendencia, orientación sexual, o discapacidad física o mental en

cualquier programa o actividad gestionada por, financiada directamente por, o que recibe cualquier asistencia económica por parte del Rector Estatal o la Junta de Gobernadores de los Colegios Comunitarios de California.

Además, la política del Distrito es proporcionar un ambiente educativo y laboral libre de avances sexuales inoportunos, solicitudes para favores sexuales, y otra conducta o comunicado verbal o físico que constituya acoso sexual.

Los empleados, estudiantes u otras personas que actúan a nombre del Distrito y se involucran en la discriminación ilegal, como lo define la política o la ley estatal o federal, pueden estar sujetos a una acción disciplinaria, llegando hasta e incluyendo incluso el despido, la expulsión, o la terminación de un contrato.

Al proporcionarlo así, por medio del presente el Distrito del Colegio Comunitario del Condado San Mateo implementa las disposiciones de las secciones 11135 a 11139.5 del Código de Gobierno de California, la Ley sobre Equidad de Sexo en la Educación (Código Ed., § 66250 y sigs.), Título VI de la Ley de Derechos Civiles de 1964 (42 U.S.C. § 2000d), Título IX de las Enmiendas Educativas de 1972 (20 U.S.C. § 1681), Sección 504 de la Ley de Rehabilitación de 1973 (29 U.S.C. § 794), La Ley de Estadounidenses con Discapacidades de 1990 (42 U.S.C. § 12100 y sigs.) y la Ley de Discriminación por Edad (42 U.S.C. § 6101)[1].

El Funcionario designado por el Distrito para recibir e investigar quejas del personal y de estudiantes sobre la discriminación ilegal es el Vice-Rector, Recursos Humanos y Relaciones del Empleado, llamando al (650) 358-6767. Puede encontrar información adicional en línea visitando www.skylinecollege.edu/general/information/complaintprocess.php.

Autoridad: Normas del Cod. de Cal., Título 5, § 59300; Código de Gov., §§ 11135-11139.5; Código de Ed., § 66250 y sigs.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. §12100 y sigs.; 42 U.S.C. § 6101.

Para ver la versión completa de las Políticas de la Junta, visite por favor www.smccd.edu.

1 Si los estatutos federales citados anteriormente resultarían en una protección más extensa de los derechos civiles de los individuos, entonces dicha protección o cobertura más extensa deberá incorporarse por referencia dentro del mismo, y deberá prevalecer sobre disposiciones en conflicto del Título 5, sección 59300, como se citó en la Política Modelo.

非法歧視投訴政策與程式

聖馬特奧郡社區學院學區的政策旨在營造一個公平和平等的教育與就業環境，從而使廣大人民都能完全且平等地享受由州大法官或加州社區學院理事會負責管理、直接資助或提供財政資助的任何專案或活動中的福利，而不會因族群認同、國籍、宗教、年齡、性別、種族、膚色、血統、性取向、身體殘疾或智力障礙等原因而被非法剝奪受教育和就業的權利或遭受歧視。

另外，該區的政策也旨在營造一個公平和平等的教育與就業環境，不會出現不受歡迎的性企圖、性利益要求以及構成性騷擾的其他口頭或肢體行為或交流。

若在該區工作的社區員工以及在該區就讀的學生或其他人有本政策或州法律或聯邦政府法律中規定的非法歧視，則可能會受到紀律處罰，包括被解雇、開除或終止勞動合同等。

為此，聖馬特奧郡社區學院學區特此實施《加州政府法典》第11135條至第11139.5條的規定、《性別平等教育法》（法典第66250節）、《1964年民權法案》第VI章（《美國法典》第42篇，第2000d節）、《1972年教育修正案》（《美國法典》第20篇，第1681節）、《1973年康復法案》（《美國法典》第29篇，第794節）、《1990年美國殘疾人法案》（《美國法典》第42篇，第12100節）和《禁止年齡歧視法》（《美國法典》第42篇，第6101節）。[1]

該區專門指定了負責收取並調查員工和學生非法歧視投訴的人力資源與員工關係部副部長，聯繫電話(650) 358-6767。如需更多資訊，敬請訪問網站：www.skylinecollege.edu/general/information/complaintprocess.php。

適用法規：《加州管制法》第5篇第59300節；《州政府法典》第11135-11139.5節；《教育法》第66250節；《美國法典》第42篇第2000d節；《美國法典》第20篇第1681節；《美國法典》第29篇第794節；《美國法典》第42篇第12100節；《美國法典》第42篇第6101節。

欲瞭解完整的理事會政策，敬請訪問網站：www.smccd.edu。

1 若上述聯邦政府法令會導致個人的公民權利保護範圍擴大，則應將擴大後的保護或涉及範圍視為本政策的內容；因此，對於上述規範性政策中所述的第5篇第59300節中的衝突性規定，應以保護或涉及範圍更大的規定為准。

POLICIES

Parking and Transportation

CAMPUS PARKING REGULATIONS

All persons parking on the Skyline College campus are responsible for knowing and following the college's parking regulations. Complete parking regulations are also available online at **www.skylinecollege.edu/parking**.

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee and display a campus parking permit in their vehicle at all times while parked on the Skyline College campus.(Vehicles with valid Disabled Placards or Disabled License Plates and motorcycles parked in designated parking are excluded from needing a permit to park.) Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is $52.00 for fall and spring semesters and $27.00 for the summer session, or a two-term permit may be purchased for $94.00 (fall and spring together). These fees are nonrefundable except by action of the college. **Parking permits may be transferred from one vehicle to another**.

One day parking permits are available for $2.00 per day from coin/bill operated parking permit dispensers located in student parking lots A, C, F, G, L, N and P. There are visitor lots that have pay-by-space, timed parking in Lots D and M.

Students may pay for their parking permits at the time of **WebSMART** registration, online or in person at the Cashier's Office.

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

A parking permit is required inside the vehicle in order to park in any lot on campus other than a visitor lot. All Staff parking areas on the Skyline College campus are restricted to San Mateo County Community College District employees (excluding student aids, assistants or student workers while enrolled in the current semester). Vendors and contractors at the college may also park in staff parking lots with proper authorization and permit.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Public Safety Office, Building 6, Room 106, (650) 738-4199.

PARKING GRACE PERIODS

There is a two-week grace period in student parking lots only at the beginning of the fall and spring semesters. There is a one-week grace period in student parking lots only at the beginning of the summer session. The grace period does not apply to staff lots, disabled person parking and other restricted parking areas.

VISITOR PARKING

Visitors to the Skyline College campus may park in **Visitor Lot D** or **Visitor Lot M**. These visitor lots are pay-by-space meter parking. After parking the vehicle, the visitor notes the number of the parking space, enters the number into the meter, and deposits coin or currency. The receipt from a visitor parking permit machine does not have to be displayed in the vehicle. Visitor parking permits are valid ONLY in the respective visitor parking lot in which they are purchased. Daily permits, Staff/Faculty permits, and Student permits are **not valid** in visitor parking lots.

Visitors may also park in student lots if they have purchased a **daily** parking permit. For the location of daily parking permit machines, please refer to the campus map.

DISABLED PARKING

No student, staff, daily, patron or visitor parking permit required when displaying either a valid CA Disabled Person placard or license plates. Blue disabled person parking spaces have been provided in Lots D, G, J, K, L, M, P, R, S and in front of the Pacific Heights building. (see Campus Map). A vehicle must have and display either a valid California State Disabled Person Placard or California Disabled License Plates (both issued by DMV) to park. Temporary parking permits are also available with doctor's verification. For further information contact the Disability Resource Center, Building 5, Room 5132, (650) 738-4280; Disability Parking spaces are regulated under California Vehicle Code Section 22511.5 Disabled Parking Authorized Parking Zones.

CAR/VAN POOL
PARKING APPLICATION PROCESS

Students who wish to participate in the Car Pool parking program can pick up an application at the Skyline College Public Safety Office. To qualify for the program, each student on the application must have paid for a semester or dual semester student parking permit(s). Each student must be enrolled in at least one class at Skyline College and there must be a minimum total of THREE students on the application.

The Public Safety Department is currently limited to 12 Car/Van Pool parking permits per semester. Each permit is valid only for the semester for which it is issued. The Public Safety Department will begin taking applications on the first day of every new semester. Permits are issued on a first come, first served basis upon submission of a fully completed permit application to the Public Safety Department.

CAR/VAN POOL PARKING REGULATIONS

Any vehicle parking in any Car/Van Pool parking stall without a visible Car/Van Pool parking permit issued by the Public Safety Department may receive a citation. Car/Van Pool parking permits are valid ONLY in designated Car/Van Pool parking spaces.

In order for a vehicle to park in a Car/Van Pool designated space, the vehicle MUST display a valid Car/Van Pool parking permit and a valid, student parking permit or valid daily parking permit, as well as have a minimum of two (2) occupants in the vehicle when it is parked. Car/Van Pool parking permits are valid only for the driver(s) and vehicle(s) listed on the application.

It is a violation of law to copy, duplicate, manufacture or otherwise reproduce Car/Van Pool parking permits as well as a violation of the Student Code of Conduct. Violators may be arrested and prosecuted for forgery and theft pursuant to California Penal Code sections 470 and 484, as well as face immediate student disciplinary action.

Car/Van Pool parking permits may not be transferred or loaned to another person or another vehicle that is not on the application. If a person displays a valid Car/Van Pool parking permit issued to another person or vehicle, that vehicle is subject to a citation. The Car/Van Pool parking permit will be seized and a report will be forwarded to the Vice President of Student Services for a violation of the Student Code of Conduct. The seized Car/Van Pool parking permit will not be returned to the person(s) who applied for the permit.

RIDE SAMTRANS TO SKYLINE COLLEGE

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

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

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

NON-DISTRICT SPONSORED
TRANSPORTATION

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

FIELD TRIP/EXCURSION GUIDELINES

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

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