Skyline COLLEGE
Achieve

ACHIEVE

Steps for New Students

Academic Calendar 2017–2018

FALL SEMESTER 2017

August 16

Day and Evening Classes Begin

August 29

Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
Day to Add Semester Length Classes

September 2, 3

Declared Recess

September 4

Labor Day (Holiday)

Last Day to Drop Semester Length Classes Without Appearing on Record

October 6

Last Day to Apply for Degree – Certificate

October 11

Flex Day (No Classes)

November 10

Veterans' Day (Holiday)

November 11, 12

Declared Recess

November 15

Last Day to Withdraw from Semester Length Classes

November 23

Thanksgiving Day (Holiday)

November 24 – 26

Declared Recess

December 10 – 16

Final Examinations (Day and Evening Classes)

December 16

Day and Evening Classes End

December 22 – January 1

Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2018

January 11, 12

Flex Day (No Classes)

January 13, 14

Declared Recess

January 15

Martin Luther King Jr. Day (Holiday)

January 16

Day and Evening Classes Begin

January 29

Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
Last Day to Add Semester Length Classes

February 4

Last Day to Drop Semester Length Classes Without Appearing on Record

February 16

Lincoln's Birthday Observed (Holiday)

February 17, 18

Declared Recess

February 19

Presidents' Day (Holiday)

March 2

Last Day to Apply for Degree – Certificate

March 8

Flex Day (No Classes)

March 25 – 31

Spring Recess

April 26

Last Day to Withdraw From Semester Length Classes

May 19 - 25

Final Examinations (Day and Evening Classes)

May 25

Day and Evening Classes End

May 26, 27

Declared Recess

May 28

Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2018

June 11 – August 4

Six, Seven, Eight Week Sessions

July 4

Independence Day (Holiday)

Skyline College New Student 5 Steps to Enrollment

As a new student to Skyline, you are participating in the statewide mandatory enrollment process known as the Student Success and Support Program (SSSP). You are required to complete these steps if you intend to work toward one or more of the following: a Certificate, or an Associate's degree, and/or a transfer program to earn a Bachelor's degree, or you are currently undecided on your educational goal but considering one of the goals listed above.

INSTRUCTIONS: Complete the enrollment steps below. Filling in the information for each step will help you keep track of your enrollment progress. For more details about each step, refer to the pages of this booklet.

1 ❯ Apply

Once your application is submitted, your college ID number (G number) and Personal ID Number (PIN) will be sent to the email you indicated on the admission application.

My G#: _____

My PIN (your 6-digit birthday):

_____

2 ❯ Orientation

Orientation will provide you an overview about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals.

My Orientation Date & Time:

_____

3 ❯ Assessment

Skyline College offers English/ESOL and Math assessments using multiple measures. Meet with a Skyline College counselor to determine your course placements.

My Assessment Date & Time:

_____

4 ❯ Counseling

Meet with a counselor to discuss your academic and career plans, select courses and develop an initial Student Educational Plan (SEP).

My Appointment Date & Time:

_____

5 ❯ Registration

Once the Enrollment Steps 2-4 are complete, you will receive an appointment to register through WebSMART. If you do not receive an appointment within 48 hours, contact Admissions & Records.

My Registration Date:

_____

ADMISSIONS & RECORDS
(650) 738-4251 or 4252
Building 2, One Stop
www.skylinecollege.edu/admissions/

COUNSELING CENTER
(650) 738-4318
Building 2, One Stop
www.skylinecollege.edu/orientation/

ASSESSMENT CENTER
(650) 738-4150
Building 2-116 (1st floor) Computer Lab
www.skylinecollege.edu/placement/

Exemption: You may be exempt from Skyline College's Enrollment Steps 2-4 based on one or more of the following criteria examples:

- Completion of an associate degree or higher.
- Completion of a college level coursework in English, Math, and/or Reading with a grade of "C" or better at an accredited college or university in the United States.
- Taking courses for Educational/Personal Development (intellectual, cultural, physical) only.

Additional criteria are listed on the Exemption Petition form. Contact the Counseling Center for further information about the exemption process.

1 ▸ Apply

Complete the college's online application. On the application, you will be asked for your intended major and an educational goal, along with some basic personal, educational and residency information.

Once you have applied, you will receive the following emails:
1. A confirmation from CCC Confer that your application was received
2. A welcome email from the San Mateo Community College District (SMCCD)
3. A welcome email from Skyline College that also includes your Student ID Number (G-Number) and Personal Identification Number (PIN)

Q: How do I access my Skyline College student account?
A: Visit WebSMART to access your student account. Your Student ID number (G-Number) and Personal ID Number (PIN) is required to access the account. Getting Started provides tutorials for accessing your student account, student email account, registration how-to's, plus more.

2 ▸ Orientation

Q: Do I have to attend the New Student Orientation?
A: Yes, you are required to complete orientation if you intend to work toward one or more of the following: a Certificate, or an Associate's degree, and/or a transfer program to earn a Bachelor's degree, or you are currently undecided on your educational goal but considering one of the goals listed above.

Q: The requirements above do not apply to me. Do I need to complete Skyline's New Student Orientation?
A: You may be exempt from the New Student Orientation. Contact the Counseling Center to complete an Exemption Petition form.

Q: How do I sign-up for an in-person New Student Orientation?
A: For inquiries about in-person New Student Orientation dates and registration or contact:

Counseling Center
(650) 738-4318
Building 2, One Stop

Q: Who is the online Orientation meant for?
The online Orientation is primarily for online learners. Most students complete it in 30-60 minutes. Take some time to explore the website links included within the online Orientation. The online Orientation is NOT recommended for students with limited English proficiency. Instead students with limited English proficiency should sign-up for the in-person Orientation.

3 ▸ Assessment

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

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

❑ **Student Self-Assessment (for English and Math only)**
Students who have attended and completed English and Math courses from high school in the United States, may self-report specific data to determine eligibility for course placement at Skyline College:

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

❑ **Alternative Placement Exams (for English and Math only)**
Students who have completed an Alternative Placement Exams (APE), and who achieve the required minimum test score result, may use APE to place into college level English and/or Math courses.

- Advanced Placement Exam (AP)
  - Score of 3 or above on the English Language and Composition or English Composition and Literature
  - Score of 3 or above on the Calculus AB or Calculus BC
- American College Test (ACT)
  - Score of 22 or higher on the English test
  - Score of 23 or higher on the Math test
- CAASPP Early Assessment Program (EAP)
  - A result of "Standard Exceeded: Ready for CSU or participating CCC college-level English courses"
  - A result of "Standard Exceeded: Ready for CSU or participating CCC college-level mathematics courses"
- College Board (SAT) Reasoning Test
  - Score of 500 or above on the Critical Reading section of the test
  - Score of 550 or higher on the Math test
- CSU Placement Tests
  - Score of 147 or above on the English Placement Test (EPT)
  - Score of 50 or higher on the Math Placement Test (ELM)
- International Baccalaureate (IB) Exam
  - Score of 5 on the IB Language A1/English HL exam
  - Score of 4 or higher on the IB MATH HL exam

Notice for students who intend to transfer to a college or university:
Students who have completed an AP and IB exams are strongly recommended to consult with a Skyline College counselor to determine if the exam and the score achieved will clear the major requirement, and general education requirement, at the students intended transfer college. Minimum exam score requirements vary by college and major.

Assessment I may qualify for:
❑ **Student Self-Assessment**
❑ **Alternative Placement Exams**
❑ **Prerequisite Equivalency**
❑ **Placement Tests**

For detailed information about the multiple measures and the process for applying, please visit:
www.skylinecollege.edu/placement/

3 ▸ Assessment

❑ **Placement through Prerequisite Equivalency**

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

❑ **Placement Tests (English/ESOL and Math)**

New, first-time college students, ESOL students, and concurrent high school students may take English, ESOL, and/or Math placement tests at Skyline College.

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

Q: May I retest?

A: Students who do not accept the recommended placement, may retake the same placement test. For additional information, refer to the Assessment Center.

Q: How do I get the placement test results?

A: Placement test results will be available to students via WebSMART one hour after tests have been completed. On WebSMART, go to the following: (1) Student Services (2) Student Records (3) Placement Test Results.

Counseling Center
(650) 738-4318
Building 2, One Stop
skycounseling@smccd.edu

4 ▸ Counseling

Q: How do I make a Counseling appointment?
A: Counseling Center
(650) 738-4318
Building 2, One Stop
skycounseling@smccd.edu

Q: How long are the appointments?
A: 30-minute appointments

Q: What is the purpose of the Counseling appointment?
A: The purpose of meeting with a counselor is to discuss appropriate courses for the upcoming semester. A Student Educational Plan (referred to as "SEP") serves as an outline toward your educational goals and provides you a semester-by-semester overview of classes you need to complete in order for you to fulfill your educational goals.

5 ▸ Registration

Once the Enrollment Steps (2-4) are complete, you will receive an appointment to register through WebSMART. If you do not receive an appointment within 48 hours, contact Admissions & Records.

Access your WebSMART student account for registration, accessing your "@my.smccd.edu" email account, and purchasing a parking permit, plus more. Visit Getting Started for further assistance accessing your student account.

DISABILITY RESOURCE CENTER

Q: What services are available for students with disabilities?
A: The DRC provides accommodations, counseling, and support services to students with documented disabilities in accordance with State and Federal law. If you have questions about your eligibility to receive accommodations and services at the DRC, please contact us.

Disability Resource Center
(650) 738-4280
Building 5, Room 5-132
skydrc@smccd.edu
www.skylinecollege.edu/disabilityresources/index.php

FINANCIAL AID

Q: How can I learn about financial aid?
A: Detailed information about the financial aid process and applying can be found at:

Financial Aid
(650) 738-4236
Building 2, One Stop
skyfaoffice@smccd.edu
www.skylinecollege.edu/financialaid/index.php