

BOARD OF TRUSTEES SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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

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Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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

SKYLINE COLLEGE

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TABLE OF CONTENTS

Calendar for 2002-03 College Year	4
Introduction.	6
Admission	10
Registration.	16
Fees/Refund Policy	18
Grades & Scholarship	21
Academic Standards.	23
Student Records, Responsibilities and Rights	28
Student Services.	33
Special Programs	38
Información Para Personas de Habla Hispana.	42
Associate Degree Requirements	48
Associate Degree & Certificate Programs	52
If You Don't Find It Here	82
Announcement of Courses	84
Transfer Courses, University of California.	154
Transfer Courses, State Universities and Colleges	156
CSU General Education Requirements.	161
Intersegmental G.E. Transfer Curriculum	162
California Articulation Number System (CAN).	163
Skyline College Administration.	166
Faculty and Other Academic Personnel	167
Emeriti.	172
Campus Map.	173
Index	174



*Please visit our
web site at:*

skylinecollege.edu

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PART 1 DIVIDER

4 CALENDAR FOR 2002-2003

SUMMER SESSION, 2002

June 17	Summer Session Begins
July 4	Independence Day Holiday
July 26	Six-Week Summer Session Ends
August 9	Eight-Week Summer Session Ends

FALL SEMESTER, 2002

August 19	Day and Evening Classes Begin
August 30	Last Day to Add Semester Length Classes
August 30	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
September 2	Holiday – Labor Day
September 9	First Census Day
September 13	Last Day to Drop Semester Length Classes Without Appearing on Student's Record
October 4	Last Day to Apply for AA/AS Degree/Certificate
November 9 & 10	Declared Recess
November 11	Holiday – Veterans' Day
November 15	Last Day to Withdraw from Semester Length Classes Without Penalty Grade
November 27	Declared Recess – Evening Classes Only
November 28	Holiday – Thanksgiving
November 29 - December 1	Declared Recess
December 12 - 18	Final Examinations (Day & Evening Classes)
December 18	Day and Evening Classes End
December 19 - January 12	Inter-Semester Recess

SPRING SEMESTER, 2003

January 13	Day and Evening Classes Begin
January 20	Holiday – Martin Luther King, Jr.
January 27	Last Day to Add Semester Length Classes
January 27	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
February 3	First Census Day
February 6	Last Day to Drop Semester Length Classes Without Appearing on Student's Record
February 13	Last Day to Apply for AA/AS Degree/Certificate
February 14	Holiday – Lincoln's Birthday
February 15 & 16	Declared Recess
February 17	Holiday – Presidents' Day
April 14 - 20	Spring Recess
April 23	Last Day to Withdraw from Semester Length Classes Without Penalty Grade
May 17 - 23	Final Examinations (Day & Evening Classes)
May 23	Day and Evening Classes End
May 26	Holiday – Memorial Day

TENTATIVE SUMMER SESSION, 2003

June 16	Summer Session Begins
July 4	Independence Day Holiday
July 25	Six-Week Summer Session Ends
August 8	Eight-Week Summer Session Ends



FROM THE PRESIDENT

Welcome to Skyline College!

As President of Skyline, I extend a warm welcome to you on behalf of our entire college community – faculty, staff, and students. Our goal is to make the Skyline campus friendly and supportive for all students.

Whether your educational goal is to transfer to a university, to prepare yourself for a new or better job, or to take classes to improve your skills, I am confident that you will find Skyline the right place to help you reach your goals.

At Skyline, you will find students of all ages, ethnicities, cultures and backgrounds. Our campus is enriched by the perspectives of our diverse college community and educational programs that are grounded in excellence.

Skyline is a comprehensive community college, which means that we have classes, programs and support services that respond to your individual needs. We have a new One-Stop Student Services Center where you can count on personal assistance to set goals, decide on a career, plan your educational program, and select the right classes to meet your goals. Faculty members at Skyline uphold high standards. They are very supportive of students and extend themselves to those who are conscientious and hard-working.

We have a beautiful Library/Learning Center that can provide special help for you as you pursue your studies. Professional staff and tutors are there to offer out-of-class assistance to you. Be sure to explore these special learning opportunities early in your college career. In addition, we have a variety of special programs such as Punte, MESA and ASTEP that help you achieve academic success. We also have an Honors Transfer Program and Phi Theta Kappa (an Honors Society), and a host of athletic and sports opportunities.

Skyline is ready to facilitate an exciting and successful college experience for you. Best wishes as you join the Skyline community.

Sincerely,

A handwritten signature in black ink that reads "Frances L. White". The signature is written in a cursive, flowing style.

Frances L. White, Ph.D.
President

6 INTRODUCTION

SKYLINE COLLEGE

Skyline College opened in 1969 and is one of three community colleges in the San Mateo County Community College District. Skyline serves primarily the northern portion of San Mateo County, which includes South San Francisco Unified and Jefferson Union High School Districts and Capuchino High School of the San Mateo Union High School District. Students residing anywhere within San Mateo County may enroll at Skyline.

The 111-acre site, just west of Skyline Boulevard in San Bruno, is conveniently available to residents of South San Francisco, Daly City, San Bruno, Pacifica, and other North County communities.

Skyline College offers many cultural, educational, and vocational opportunities for students of all ages. Many Skyline graduates transfer to the numerous colleges and universities in the area. The needs of these students who transfer to upper-division work are carefully provided for in the curriculum. Other Skyline College students, having achieved the Associate in Arts (A.A.) or Associate in Science (A.S.) degree or a vocational certificate, find either employment or advancement in business and industry.

The San Mateo County Community College District has served the educational needs of hundreds of thousands of county residents since 1922 when San Mateo Junior College first opened its doors.

The District at first only included the San Mateo County Union High School District. Today, it encompasses all of San Mateo County. Similarly, enrollment in the District grew from the initial 35 to the present 3-college enrollment of more than 25,000 day and evening students. In addition to Skyline College in San Bruno, the District also includes Cañada College in Redwood City and College of San Mateo.

MISSION STATEMENT

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness, and realize their individual potential. The District is committed to leadership by providing quality education and promoting life-long learning in partnership with its community and its surrounding educational institutions. It actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

MISSION

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

1. provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement;
2. provide lower division programs to enable students to transfer to baccalaureate institutions;
3. provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;
4. provide developmental and remedial education in language and computational skills required for the successful completion of educational goals;
5. provide a range of student services to assist students in attaining their education and career goals;
6. provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community;
7. celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

ACCREDITATION

Skyline College is approved by the Office of the Chancellor of the California Community Colleges and is fully accredited by the Western Association of Schools and Colleges, the recognized local accrediting agency, which is affiliated with the Federation of Regional Accrediting Commissions of Higher Education. The Office of Private Postsecondary Education also approves Skyline College to offer courses to U.S. Veterans for collection of veterans' benefits. The accreditation reports and approval are available for review in the Office of the President.

STATEMENT ON ACADEMIC FREEDOM

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

COMMUNITY EDUCATION PROGRAMS

In addition to enrolling in college credit courses at Skyline, residents of North San Mateo County also are encouraged to attend a wide variety of not-for-credit, fee-based Community Education programs offered by the Office of Corporate and Community Education.

Community Education classes and workshops, which are designed for personal enrichment and professional development, include: small business entrepreneurship, arts and crafts, health and wellness, travel, personal financial management, test preparation, writing workshops and much more. Community Education classes are offered at Skyline College as well as Cañada College and College of San Mateo. Call (650) 574-6149 to request a schedule of Community Education classes.

CORPORATE EDUCATION PROGRAMS

Corporate Education delivers customized, on-site training programs to businesses both large and small in the North San Mateo County area. We offer complete assessments, customized program development and delivery, and post-training evaluations. Choose from a wide variety of programs including ESL, hazardous waste management, Zenger Miller leadership and management training, TQM, electronics, computers, automotive technology and more. Call (650) 574-6180 for information.

THE LEARNING CENTER (TLC)

Through its instructional laboratories, courses, workshops, and tutorial program, The Learning Center provides individualized and small group assistance in all levels of English, Reading, Mathematics, and a variety of academic subject areas. The Learning Center consists of the following components:

- **The English Assistance Lab (EAL)** – offers two courses – English 650 English Supplement and ENGL 655 English Supplement for the Non-Native Speaker. These courses are open entry/open exit, variable unit, self-paced, and provide assistance and instruction in English skills including mechanics, brainstorming, organization, development, editing and proofreading.
- **The Math Assistance Lab (MAL)** – from basic math skills to Calculus, the MAL will help you improve your skills and confidence in any level of mathematics. The MAL also offers three courses – MATH 811 Fundamentals of Mathematics (variable units), MATH 111 Elementary Algebra, and MATH 112 Elementary Algebra II.
- **Computer Lab** – Macintosh and PC's are available for completing term papers, essays, resumes, and letters. The computers also can be used as a tutor in English, mathematics, chemistry, reading, and other subject areas.
- **Tutorial Assistance Program** – provides one-on-one and small group tutoring in a variety of subject areas as well as study skills instruction. Students can improve their skills in note taking, time management, study-reading, memorization, preparing for and taking exams, and concentration by participating in workshops or using self-paced instructional programs.
- **Student Support Services (TRIO)** – provides a supportive environment for students who are low income, first generation college students, physically handicapped, or learning disabled through specialized counseling and academic support. For general information about The Learning Center, please call (650) 738-4144. The Learning Center is located on the first floor of Building 5, Library/Learning Resources.

MEDIA SERVICES

Media Services houses audio and video cassettes and players for use by students and faculty. Students may also have audiotapes duplicated for study in specific classes. In addition, Media Services provides off air recording, audio/video production and reproduction.

THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 45,000 volumes and subscriptions to 250 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases in online and CD-ROM formats. The Library's web address is skylinecollege.edu/Library.

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

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

The Library offers two courses: LSCI 100 – Introduction to Information Research and LSCI 105 – Online Research.

MICROCOMPUTER LAB

The Microcomputer Lab, located in the Center for Advanced Learning Technology on the first floor of Building 2, is configured into two classrooms and a drop-in area, which provide the use of networked PC-platform computers to any registered student doing specific course-related work. At the beginning of each term, students pay a modest materials fee to help offset the cost of printing.

BOOKSTORE

HOURS: Skyline College Bookstore will be open during the regular Fall and Spring semesters Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 3:00 p.m. The FIRST TWO WEEKS OF THE FALL and SPRING SEMESTER and the FIRST WEEK OF THE SUMMER SESSION, the hours will be posted in the Bookstore. Regular summer session hours vary.

TEXTBOOKS: A required book is a must for the course, while a recommended book is one that the instructor feels would be a useful and valuable addition. The shelf tags indicate whether the book is required or recommended.

CHECKS: First party bank imprinted checks with at least your name are accepted for purchases and may be cashed with presentation of a California Drivers License or California ID and your student ID card. All checks are limited to \$10 over the amount of purchases. A fee is assessed for returned checks. NO TWO PARTY OR COMPANY CHECKS ARE ACCEPTABLE.

REFUNDS – EXTENDED POLICY: During the first two weeks of Fall/Spring semester or the first week of Summer session, textbooks (web orders determined by return postmark date) are returnable with your cash register receipt, drop slip, and your ID. A credit voucher will be issued and redeemable thirty (30) working days for all check purchases. Bankcard purchases are credited to the bankcard. Textbooks are returnable for the full value only if they are in new or original condition. Do not write on or remove wrappings until you are sure that you will be keeping the merchandise. Paperbacks, software and diskettes are non-returnable. If a book has become marked or soiled in any way, it is a used book, and the Bookstore can only refund the used book price.

RETURNS – STANDARD POLICY: Any item purchased in the Bookstore may be returned within 3 days from date of purchase (web orders may be returned within 3 days from date of ship date) if accompanied by the cash register receipt and ID. The merchandise must be in its original condition for full refund. The merchandise must not be marked, soiled or unwrapped. Paperbacks, software and diskettes are non-returnable. NO REFUNDS WILL BE ISSUED FOR MERCHANDISE PURCHASED DURING THE LAST 5 WEEKS OF ANY SEMESTER.

USED BOOK SELL-BACK POLICY: The Bookstore will buy back undamaged books during the final exam period of each semester. You will receive up to one half of the purchase price, provided the book has been requested for use again on this campus, that it is the current edition, is not a workbook, and is not a government or campus publication. If an instructor has not requested a book to be used again on this campus, a wholesale price will be offered which is approximately 25% or less of the market value to the Bookstore or the used book companies, because there is no market for them. A discontinued book may be worth more in your personal library.

page 9 insert
PART 2 DIVIDER

10 ADMISSION

ELIGIBILITY REQUIREMENTS FOR ADMISSION

Individuals interested in attending Skyline College must first be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Skyline College. Individuals who are not high school graduates and are under the age of 18 may also attend Skyline if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

PROCEDURES FOR ADMISSION

Prospective students must complete an Application for Admission available on the web at <http://skylinecollege.edu>, in the Class Schedule, or on paper from the Admissions and Records Office. When the application has been submitted to the Office of Admissions and Records, the next step(s) is/are:

New Students: Unless exempt from Matriculation requirements (see Matriculation, page 12, for more information), complete the following tasks:

- Schedule and take the college placement test. Contact the Assessment Office at (650) 738-4164, the Class Schedule or the web for dates, times and locations for testing.
- Take the English and Math tests.
- Attend an orientation or complete orientation on the web.
- Meet with a counselor for program planning. Bring a high school and/or college transcript for your counselor to review.

Veterans: Submit Form DD-214 to the Office of Admissions and Records to receive educational benefits.

Transfer students: Provide prior transcripts to determine completion of prerequisite and/or graduation requirements.

CALIFORNIA RESIDENCY

It is not necessary to be a legal resident of California (as defined in the Education Code) in order to attend Skyline College. Students who have not been California residents for a full year before the opening day of a given term must pay a non-resident tuition fee in addition to the fees paid by California residents. See Residence Requirements on pages 14 and 15 for further details.

CHOICE OF COLLEGE

Residents of the District may elect to attend College of San Mateo, Cañada College or Skyline College. In the event the capacity of one college is reached, students may be advised to enroll at one of the other colleges. Academic major and date of application will be taken into consideration if such diversion becomes necessary.

SPECIAL PROGRAMS ADMISSIONS

Registration Information – To ensure timely submission of your application to all special programs, students should contact the Office of Admissions and Records for appropriate deadline information.

Automotive Technology – Admission to the day Automotive Technology Program is by special application only. Applications are available in the Automotive Department Office and in the Office of Admissions and Records. No application is required for the evening or Saturday programs.

Cosmetology Program – Admission to the Cosmetology program is by special application only. Applications are available in the Cosmetology Department Office and the Office of Admissions and Records. No special application is required for the Spa, Manicuring or Esthetics programs.

Respiratory Therapy – Admission to the Respiratory Therapy Program is by special application only. There is one class of students started each year. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/Math/Technology Division Office.

Surgical Technology – Admission to the Surgical Technology Program is by special application only. This is a ten-month program that includes hospital rotations. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/Math/Technology Division Office.

Honors Transfer Program – Admission to the Honors Transfer Program is by special application only. Applications are available from the program coordinator, Connie Beringer, and are also on the program's web site, <http://www.smccd.net/accounts/skyhon>. Qualified students are invited to apply at any time. All Honors classes are open to students who are not in the program but who wish to do honors level work in a particular subject.

High School Concurrent Enrollment Program – High school students may be admitted to selected courses in either day or evening when their schedule permits attendance and when there is reasonable expectation of success in the courses. Further information on the Concurrent Enrollment Program is given below.

HIGH SCHOOL STUDENTS

Students attending high school as juniors or seniors may register concurrently for Skyline College classes with the approval of the Dean of Admissions and Records or the Dean of Counseling. Interested students must submit a Concurrent Enrollment Application, together with the required recommendation and high school transcript.

Applications are available on the College website under High School Students, from the High School Counselors Office, or from the Admissions and Records Office.

Requirements for admission are as follows:

- Enrolled as a junior or senior in high school.
- High school grade point average of 2.0, a C.

3. Parent's permission to enroll.
4. Principal or designee's permission to enroll.

Cost for concurrent enrollment:

1. No enrollment fee or health fee is charged.
2. Must pay the \$1 Student Representation Fee.
3. Students classified as non-residents must pay nonresident tuition.
4. Parking fees must be paid if parking a vehicle on campus.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

In special cases, with a high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Skyline College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

INTERNATIONAL STUDENTS

Skyline College is authorized under Federal law to enroll non-immigrant international students. This program is intended to serve students possessing or seeking F-1 student visas. Applicants must complete the INTERNATIONAL STUDENT APPLICATION available in the Office of Admissions and Records, or in a download format from Skyline's web site: <http://skylinecollege.edu>. Applicants are required to submit additional documents that demonstrate satisfaction of the following requirements:

1. Completion of the equivalent of a United States high school education with satisfactory grades equivalent to "C" (2.0 grade point average) or above.
2. Completion of TOEFL (Test of English as a Foreign Language) with a paper based score of 480 or a computer based score of 157.
3. Demonstration of sufficient command of the English language to profit from instruction at Skyline College.
4. Demonstrated ability to meet annual student expenses (including all living expenses) of approximately \$15,000 per year (see Schedule of Classes for the current schedule of College fees).
5. Provide proof of having a valid medical health insurance policy with a minimum coverage amount of \$35,000. Applicants may choose to enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District at a cost of approximately \$500 per year.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester with a minimum of a "C" (2.0 grade point average) to remain in good standing.

Complete information about the International Student Program is available from the International Student Program Coordinator at (650) 738-4315.

FOREIGN STUDY PROGRAM

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students of all ages the opportunity to study and live abroad, earning up to 15 units toward an Associate degree which are transferable for Bachelor's degree credit. Current offerings include a London Semester in the fall, a Semester in Paris or Florence in the spring, and a summer program in Costa Rica. Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.5. Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. Call (650) 574-6595 for details and a brochure.

VETERANS AND VETERANS' DEPENDENTS

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

The State of California provides a program for the children of Veterans who are deceased or disabled from service-connected causes. Applications are available at www.cdva.ca.gov/service or from the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100, or 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

College policy regarding Academic Probation (explained on page 23) applies to all students. However, Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or the College is required to report a termination of Veterans benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goal but will not be certified for educational benefits until such time as their overall grade point average is at least 2.0 (C) or higher.

Students interested in attending Skyline College and collecting Veteran's Educational Benefits should contact the Veteran's Assistant in the Office of Admissions and Records, Building 2, Student Services Center, to apply for benefits, or call (650) 738-4462 for further information.

See also: "Veterans and Veterans' Dependents" under the Student Services section of this Catalog.

MILITARY SERVICE CREDIT

For academic credit purposes, a veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. Upon presentation of separation or discharge papers, veterans are exempted from the Physical Education requirement for the Associate degree. They are also granted six units of elective credit toward the Associate degree.

Veterans who qualify may receive credit for military service schools toward the Associate in Arts/Science degree upon presentation of proof to the Office of Admissions and Records. Units of credit for military service (6 units) and military service schools (to a maximum of 14 units) will be recorded and annotated on the student's academic record.

For further information contact the Office of Admissions and Records, (650) 738-4251.

MATRICULATION POLICY

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of Associate or higher degrees, students taking courses only for personal enrichment or upgrading of job skills, and students whose primary institution is another college or university), are expected to complete the components of matriculation.

The College provides matriculation services through several interrelated components:

1. **Admissions:** Collects and analyzes admissions information on each applicant, identifies students needing special services, and assists students with enrollment in a program of courses to attain their educational goals.
2. **Skills Assessment and Placement Testing:** Measures a student's abilities in English, reading, mathematics, learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.
3. **Orientation:** Acquaints students with College facilities, special programs and services, and academic expectations and procedures.
4. **Advisement/Counseling and Course Selection:** Provides for a student to meet with a counselor/advisor to develop an individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.
5. **Student Follow-Up:** The academic progress of each student is regularly monitored. Special efforts are made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Each component of matriculation is subject to the student appeal process. Skyline College strongly encourages students to follow the recommendations of their counselor/advisor in making course selections. Recommendations will be based on all information available to the counselor/advisor, which includes, but is not limited to, assessment results, previous coursework, employment experience, etc.

Each matriculated student is expected to:

1. Express at least a broad educational intent upon entering college and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course-work.
2. Attend classes regularly and complete assigned coursework.
3. Collaborate with a counselor in the development of a student educational plan.

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the office of the Matriculation Coordinator, Student Services Center, Room 2221.
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, sexual orientation, religion or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Vice President of Student Services.
3. Challenge any prerequisite, corequisite, or other limitation on enrollment by filing a petition with the appropriate Division Dean on one or more of the following grounds:
 - a. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
 - b. the prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner;
 - c. the prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites or corequisites;
 - d. the student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.
4. Obtain a Petition to Challenge a Prerequisite form for any prerequisite or corequisite course for a particular term. Petitions are available from the Student Services Information Counter, Building 2, the Division Dean, or the Matriculation Coordinator, Room 2221.

5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the office of the Matriculation Coordinator, Room 2221.
6. Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Matriculation Coordinator, Room 2221.

ATHLETICS

Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

VARSITY

- Men's Varsity Baseball
- Men's Varsity Basketball
- Men's Varsity Cross Country
- Men's Varsity Soccer
- Men's Varsity Wrestling
- Women's Varsity Badminton
- Women's Varsity Cross Country
- Women's Varsity Soccer
- Women's Varsity Volleyball

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport. Such eligibility is required for non-conference, conference, and post-conference participation.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 (C) grade point average. These units must be completed prior to the beginning of the semester of the second season of competition. All units must be completed and passed at a regionally accredited post-secondary institution.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 (C) grade point average in accredited post-secondary coursework computed since the start of the semester of first participation.
5. The 12 unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.
6. In meeting the unit requirements, courses in which grades of D, F, or NC were received may be repeated. Under special circumstances, courses that have been completed with a grade of C or better may be repeated; however, the units will not be counted toward the minimum unit requirement in the semester of competition.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with their counselor/advisor and verify eligibility status for transfer based on past work and test scores from high school.

Those students who wish to seek financial assistance (athletic scholarship) and be eligible for competition must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) manual.

Questions regarding eligibility should be addressed to the Dean of Physical Education/Athletics, Building 3, Room 3102, or call 738-4271.

ADVANCED PLACEMENT

Please Note: The following Advanced Placement Test Policy was in effect at the time of this publication. The policy is under review and may be subject to change. Please contact the Office of Admissions and Records for current policy information.

Advanced Placement Test (APT)

Skyline College will award credit based on Advanced Placement results from the College Board Entrance Examinations (CEEB). Credit is normally given for test scores of 3 or above in each subject. These subjects include: English, History, Art History, Music, Biology, Chemistry, Mathematics, Physics, French, German, and Spanish. Advanced Placement credit will be posted as such on the student's transcript upon receipt of official exam results by the Office of Admissions and Records.

Advanced Placement credit units are not applicable for meeting unit load requirements for programs such as financial aid, veterans' or social security benefits, scholastic honors, or graduation residency requirements.

College Level Examination Program (CLEP)

Skyline College participates in the College Level Examination Program (CLEP). A maximum of 15 units can be earned – 3 units in each of the five general examinations. College Level Examination Program units will be posted as such to the student's transcript upon receipt of official examination results by the Office of Admissions and Records. CLEP credit units are not applicable for meeting unit load requirements for programs such as financial aid, veterans' educational benefits, scholastic honors, athletic eligibility, or graduation residency requirements.

Tech Prep Associate Degree Programs

Tech Prep Associate Degree Programs are available through a partnership with local high schools and the San Mateo County Regional Occupation Program. These programs include the granting of college credit for articulated courses that are successfully completed by students while attending high school or ROP. College credit for articulated courses completed at the high school or ROP will be posted according to the criteria stipulated in the articulation agreement.

Tech Prep units are not applicable for meeting such unit load requirements as those for financial aid, veterans' benefits, scholastic honors, or graduation residency requirements.

TRANSFER STUDENTS

Students transferring to Skyline College from another accredited college or university will have their academic transcript evaluated upon receipt by the Office of Admissions and Records. One official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division course work. At the time of evaluation, the Academic Standards Policy of Skyline College will be applied (see Academic Standards section in this catalog). Transfer credit accepted will be indicated on the student's final grade report and on the student's academic transcript.

Upper-division credits completed at a four-year college or university cannot be accepted or counted toward the Associate degree. Skyline College and many four-year colleges or universities have articulation agreements that allow comparable courses to be used in lieu of university courses when transferring from Skyline College to a four-year college or university.

Transfer Admission Agreements are available for some universities. Students are assured admission into the university upon completion of the courses on the agreement. Information regarding course-to-course agreements and Transfer Admission Agreements may be obtained through a counselor or the Transfer Opportunity and Career Center.

RESIDENCE REQUIREMENTS FOR ADMISSION

Legal Requirement: California State law (California Education Code, Chapter One, Article One, beginning with Section 68000-70902) requires that each student enrolled in or applying for admission to a California Community College provide such information and evidence as deemed necessary to determine his/her residence classification. The burden of proof to establish residence is on the student.

Rules of Residency – Adults over 19 years of age: A student over 19 years of age may establish California residency by meeting the following criteria:

1. Verify physical presence in California one year prior to the day before the start of the semester. Residence is determined by union of act and intent. The one-year period begins when you are **not only present** in California but **also** have demonstrated clear intent to become a permanent resident of California.
2. Clearly verify an intent to make California a permanent place of residence by (no one factor is controlling):
 - living in California for two consecutive years
 - owning residential property or continuously occupying rented or leased property in California
 - registering to vote and voting in California
 - obtaining a license from California for professional practice
 - holding active membership in service or social clubs
 - showing California as a home address on California State and Federal Tax forms
 - having spouse, children, or other close relative reside in California

- paying California State tax as a resident
- possessing a California driver's license
- possessing California motor vehicle license plates and registration
- maintaining California as legal state of residence on Leave and Earnings statement and W-2 form while in the armed forces
- establishing and maintaining active California bank accounts
- being a petitioner for divorce in California.

3. Not be involved in conduct inconsistent with a claim of California residency. Some examples of inconsistent conduct which nullify intent are:

- maintaining voter registration in another state
- attending an out-of-state institution as a resident of that state
- declaring nonresidency for California State income tax purposes
- renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed
- being a petitioner for divorce in another state.

Rules of Residency – Married Minors: A married student under 18 years of age may establish residency in the same manner as an adult.

Rules of Residency – Unmarried Minors: An unmarried student under 18 years of age derives residency from the parent with whom he/she last resided. The student may be classified as a resident if the parent with whom he/she last resided has been a legal resident of California for more than one year immediately preceding the semester of admission.

Resident Classification: A student is entitled to resident classification under the following circumstances:

1. Student has been present in California for more than one year prior to the semester of admission and has been entirely self-supporting for that time and met the residency requirements.
2. Student is a permanent resident alien over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.
3. Student is a permanent resident alien under 18 years of age and has resided with parent(s) who has been a permanent resident(s) more than one year prior to the semester of admission.
4. Student is a full-time employee of a public school district in a position requiring certification.
5. Student is an apprentice as defined in Section 3077 of the labor code, and enrolling in apprentice or related classes only.
6. Student earns livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
7. Student lived with parent(s) who is agricultural laborer(s) as specified in number 6 above and is claimed as a tax dependent.

8. Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been California resident(s) during the most recent year.

Exceptions: A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:

1. A minor student in continuous attendance, whose parents had established California residence (for one year), and who left the state may be classified as a resident until he/she has attained the age of 18 years and may achieve residency on his/ her own.
2. A student is on active duty in the military service, stationed in California, and has not been assigned to California for educational purposes.
3. A student is a dependent child (i.e., natural, adopted, or step), or spouse of an active military service person stationed in California, is given resident classification for the minimum time necessary to become a resident.
4. A student is a full-time employee, or child or spouse of a full-time employee, of an educational institution or any California State Agency may be entitled to resident classification until he/she has resided in California the minimum time necessary to establish residency.

DETERMINATION OF RESIDENCY

A student classified as a non-resident will be required to pay tuition at the time of enrollment, in an amount set forth by the Board of Trustees. Non-immigrants precluded by the Immigration and Nationality Act from establishing residency in the United States include, but may not be limited to, those with B, C, D, F, H-2, H-3, J and M visas and their dependents. Also, any student not holding a valid visa is precluded from establishing California residence. Other non-immigrants are not precluded from establishing residence solely on the basis of their status as aliens. They may be classified as residents if they meet the requirements of State law.

Information regarding Nonresident tuition fees and refunds may be found in the "Fees/Refund Policy" section of this Catalog.

Incorrect Classification: Nonresident students enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

If a student is erroneously determined to be a nonresident and a tuition fee has been paid, the fee is fully refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid.

Reclassification: Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records.

Limitation of Residency Rules: The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. For further information, contact the Office of Admissions and Records. The student should also note that changes may have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester for which they are applying.

NONRESIDENT TUITION EXEMPTION

An application form is available in the Admissions and Records Office for a student who wishes to be considered for this exemption.

- (A) Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying nonresident tuition at any community college district if the following conditions exist:

Attended high school in California for three or more years;

Graduated from a California high school or attained the equivalent of such graduation; and

Registers for or is enrolled in a course offered by any college in the district for any term commencing on or after January 1, 2002.

- (B) Any student seeking an exemption under subdivision (A) shall complete a questionnaire form prescribed by the Chancellor and furnished by the college district, verifying eligibility for this nonresident tuition exemption, and may be required to provide documentation in addition to the information required by the questionnaire as necessary to verify eligibility for an exemption. All nonpublic student information so provided shall be confidential and shall not be disclosed unless required by law.
- (C) Any student without lawful immigration status who is seeking an exemption under subdivision (A), shall, in the questionnaire described in (B), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.
- (D) A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.
- (E) Nothing in this statute modifies eligibility standards for any form of student financial aid.
- (F) Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

16 REGISTRATION

REGISTRATION

Procedures students must follow prior to registration are determined according to their educational goal on the Admissions Application.

Students who have been continuously enrolled will receive an appointment to register in the mail. Registration may be processed on or after the registration date.

New students who intend to earn an Associate degree, transfer to a four-year college or university, or earn a certificate from a vocational program, and those students who are undecided about their goal are expected to:

- take the Math and English placement tests
- attend an orientation
- attend a counseling session to begin development of a Student Educational Plan (SEP).

New students who wish to take courses for personal enrichment, improve present job skills, satisfy requirements for another educational institution, or who have already earned an Associate or higher degree may avail themselves of the services listed above but are not required to do so.

Registration is conducted through WebSMART or SMART (the telephone registration system), which make it possible to enroll in classes, make adjustments to your program, access final grades, and pay any college-related fees using the internet or telephone. Once admissions requirements have been completed along with placement testing, orientation and counseling, if applicable, complete instructions are mailed including a Personal Identification Number (PIN) which allows access to WebSMART or SMART. All registration functions may also be done in person in the Admissions and Records Office if needed. Students should consult the current Class Schedule for registration details and deadlines.

PLACEMENT TESTS

Placement tests are required for all students planning to enroll at Skyline College who are seeking a degree or vocational certificate from the college, who are intending to transfer to a four-year college or university or who are undecided about their educational goal. The placement tests are designed to assess a student's skills in reading, English and mathematics. The results of the tests, along with other criteria, are used to determine appropriate English and mathematics courses that a student may take. Placement tests in English or English for Speakers of Other Languages (ESOL) and mathematics are given to all new matriculating students. Placement tests are required to enroll in any English, English for Speakers of Other Languages, and/or mathematics course and any course that has an English or mathematics prerequisite. Placement tests are also recommended for most Associate Degree and university-level courses.

Certain students are exempt from taking the English and/or Mathematics Placement Test:

1. Students who have taken the Placement Tests at Skyline College, College of San Mateo or Canada College within the last two years and the test results are available.

2. Students who have taken a placement test at another California Community College within the last two years.
3. Students who have completed coursework in English or mathematics with grades of "C" or better.
4. Students who have completed the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5 or the College Board Advanced Placement Test in Mathematics with a score of 3, 4 or 5.

For further information about the placement tests, call the Assessment Office at (650) 738-4164.

NOTE: Any student who needs assistance in taking the placement tests because of a physical, hearing, visual or learning limitation should call the enabler (738-4280) at least one week prior to the test date so that appropriate arrangements can be made.

ORIENTATION

Skyline's Orientation program is required for all students planning to enroll at Skyline College who are seeking a degree or vocational certificate from the college, who are intending to transfer to a four-year college or university, or who are undecided about their educational goal. The purpose of orientation is to provide essential information about registration procedures, college policies, student services, academic expectations, and information about how to accomplish educational goals. Students may select to complete the orientation program in-person or online. For further information about the Orientation Programs, see the Class Schedule or call the Counseling Office at (650) 738-4317.

SELECTING CLASSES

Students who have completed the Placement Tests and Orientation Program will receive assistance from a counselor in reviewing assessment results, exploring educational goals and selecting appropriate courses. Through the counseling process, students will learn about course prerequisites and about the required courses for a certificate, degree, to transfer, or to meet career goals. Students will be shown how to use the Class Schedule and College Catalog to plan courses. During registration periods, all counseling is provided on a first-come, first-served drop-in basis. During the remainder of the year, counseling appointments may be made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4317.

UNITS OF CREDIT

A "unit" of credit represents attendance for one class hour per week throughout one semester in lecture or recitation with some preparation time required outside of class, or three hours in laboratory or other exercises not requiring homework for preparation, or an equivalent combination.

Students planning to complete their Associate degree in two years should enroll in 15-16 units per semester. A schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to class attendance and preparation.

UNIT LOAD LIMITATIONS

Students working more than 20 hours per week should limit their programs to 12 or fewer units. The combination of work hours and class hours should be carefully discussed with a counselor when completing a Student Educational Plan. No student may take more than 19 units per semester without the special approval of a counselor and the Dean of Counseling. This unit limitation is inclusive of all courses in the day, evening, or weekend program, or at another college or university.

A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements.

Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-5.5 units.

EDUCATIONAL PLANNING

Students enrolling at Skyline College should plan a program of study that will meet their educational goals by consulting with a counselor early in the educational process to develop an individual Student Educational Plan (SEP). The objective may be to transfer to a four-year college or university. Depending on the program followed, the transfer student may also receive an Associate in Arts or Science degree from Skyline College. The student may qualify to enter an occupational field after completing a Certificate or Associate in Arts or Science Degree Program.

If, in the course of enrollment at Skyline College, a student finds it advisable to change their program of study, the student should consult a counselor. The student should be aware that any changes may result in extending the time necessary to fulfill all program requirements. The student has the ultimate responsibility for planning their program.

TRANSFER OF CREDIT

Students expecting to transfer to an accredited four-year college or university can complete the first two years of their course work at Skyline College. The student may decide to spend more than two years at Skyline College or to transfer to a four-year institution with less than junior standing. It is important to consult with a counselor in order to arrange a program that will meet the requirements for transfer to the institution of the student's choice. Transfer information is also available in the Transfer Opportunity and Career Center, Building 2, Room 2227, by calling 738-4337, or by accessing Assist.org.

Students should make an early choice of a transfer college to begin satisfying all requirements as soon as possible. Students unable to make this decision upon entering Skyline College may elect to follow the requirements shown in the curricula of the California State Universities and Colleges or the University of California. Private or independent colleges and universities have their own requirements and should be contacted directly.

PROGRAM CHANGES/WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, program changes are completed using WebSMART or SMART. All program changes are the responsibility of the student. A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student's responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule. Students should check with the Admissions and Records Office for specific deadline dates for short courses and summer session classes. Refer to "Withdrawal from Classes" in this Catalog for complete details on withdrawal procedures.

FIRST CLASS MEETING ATTENDANCE

Students who register for a class but do not attend the first class meeting may be replaced by other students. It is the student's responsibility to officially withdraw following established procedures and timelines published in the Class Schedule. Students should check with the Office of Admissions and Records for specific deadline dates for short courses and summer session classes. (See "Attendance Regulations" in this Catalog.)

AUDITING OF COURSES

In compliance with State regulations, Skyline College has identified certain courses that may be audited. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded with the professor's signature on an Audit Petition form and on a space available basis. A \$15 per unit fee, the Health Services Fee, and the Student Representation Fee will be charged at the time of enrollment. Students enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course. Auditable courses are listed in the Class Schedule.

VARIABLE UNIT COURSES

Some courses are offered for variable units that are earned according to the amount of subject matter the student completes during the length of the course. When registering for a variable unit course, students should enroll in the number of units they plan to complete. There will be no refunds for units not earned. Students earning additional units will be charged accordingly.

OPEN CLASSES

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets the prerequisites of the course, provided space is available. The policy is established pursuant to Chapter 11, Division 2, Part VI of Title 5 of the California Administrative Code, commencing with Section 51820.

18 FEES/ REFUND POLICY

STUDENT FEES

The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. A list of fees is published in each semester's Class Schedule and is available on WebSMART and in this Catalog under Fees.

ENROLLMENT FEE

A state-mandated enrollment fee of \$18 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Skyline College, Cañada College, and the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid Forms."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. See details under "Nonresident Tuition Fee."

HEALTH SERVICES FEE

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$12 Health Services Fee each semester for day or evening classes, or \$9 for each summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Health Center, Building 2, Room 2207, or by calling the Health Center at (650) 738-4270.

PARKING FEE

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in the visitors Parking Lot 3, Parking Lot 5 or Parking Lot 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of SMART or WebSMART registration, or in person at the Cashier's Office, Bldg. 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Bldg. 2, third floor, Room 2319. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Day students must park in student lots only. Evening students may park in student lots and staff lot 8. All other staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations. Backing into parking spaces is prohibited, and violators will be cited.

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in student parking lots only. The grace period does not apply to staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 2, Room 2319, (650) 738-4199.

DISABLED STUDENT PARKING

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Skyline College. Disabled parking is available in student or staff lots.

Transportation from student lots to campus may be arranged through the Disabled Students Program & Services Office at (650) 738-4280.

TRANSCRIPT FEE

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$3 fee for each additional transcript requested. Express Service, usually within twenty-four hours or less, may be available at additional expense. Contact the Transcript Department in the Office of Admissions and Records for additional information.

STUDENT BODY FEE (OPTIONAL)

The voluntary Student Body Fee is \$5 per semester payable at the time of registration or at the Cashier's Office. Students who pay the fee receive an Associated Students "Express Card" which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for on-campus products and services including Cosmetology Department hair care and Athletic events. Funds collected also help support student activities, services and scholarships.

STUDENT REPRESENTATION FEE

The Student Representation Fee of \$1 per student per semester was established by an election of the student body of Skyline College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State, and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) and is not refundable unless an action of the college prevents the student from attending.

STUDENT UNION FEE

By a vote of the Skyline Student Body, students will be assessed a Student Union Fee (Fall and Spring semesters only) of \$1.00 per unit up to a maximum of \$5.00 per semester and no more than \$10.00 per student per academic year. Funds collected will be used to support the financing, construction and operation of the Student Union.

NONRESIDENT TUITION FEE

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Determination of Residency" section of this Catalog for more information.

ENROLLMENT VERIFICATION

Skyline College subscribes to the National Student Clearinghouse (NSC) for enrollment verifications. Company or business requests for enrollment verification can be made directly to www.studentclearinghouse.org, by phone at (703) 742-4200, or by fax at (703) 742-4239. A nominal fee is charged to the company for this service.

Students may obtain an official Enrollment Verification Certificate at any time by accessing the NSC web site at www.studentclearinghouse.org. To process a request: 1) click on the Students icon, 2) click on the link for Performing Enrollment Verifications and follow instructions. Please be prepared to pay a \$2.50 fee by entering your Visa, MasterCard or American Express credit card number, 3) print your Enrollment Verification Certificate. This Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer products companies, banks, etc. when asked to provide official evidence of enrollment at Skyline College.

ADDITIONAL EXPENSES

Students must purchase their own textbooks and supplies. Considerable savings are possible through the purchase of used textbooks from the Skyline College Bookstore. Excluding living and transportation costs, the total of all expenses for a full-time student should not exceed \$600 per semester for California residents.

Some courses require special equipment or lab fees at student expense:

1. ART – \$5 to \$15 lab fee is required for certain art courses.
2. AUTOMOTIVE TECHNOLOGY – \$600 to \$1,200 tool costs for the first year and approximately \$2,000 for the entire program.
3. COSMETOLOGY – \$1,000 over the two-year program for uniforms and equipment.
4. CHEMISTRY and BIOLOGY – Laboratory fee for breakage, if applicable.

Please refer to the course description in the Class Schedule for specific course fee information.

PAYMENT OF FEES

Fees may be paid in any of the following ways:

- By credit card via WebSMART at <http://WebSMART.smccd.net>
- By credit card via the SMART telephone system at (650) 372-3700
- By mailing a check or money order to the Cashier's Office
- In person at the Cashier's Office, Building 2, Student Services Center
- By inserting a check or money order payment in the drop box at the main entrance to Building 2

REFUND/WITHDRAWAL POLICY FOR, ENROLLMENT, HEALTH, STUDENT REPRESENTATION, STUDENT UNION, AND PARKING FEES

1. Semester Length Courses: Students dropping all semester length courses within the first two weeks of the period of instruction may receive credit toward future registration fees for the full amount paid to the College. If a refund is requested, a \$10 processing fee (plus an additional \$50 processing fee for Nonresident tuition) will be retained by the College.

NOTE: If a parking permit has been issued, it must be returned to the Cashier's Office by the date specified in the Class Schedule each semester before a credit or a refund will be processed.

2. Summer Session and Short Courses: Students will receive a refund or credit toward future registration fees if they officially withdraw from courses on or before the first 10% of the period of instruction for each course.

3. All Courses: Students who officially withdraw from all courses and request a refund will be subject to a \$10 enrollment processing fee. An additional \$50 nonresident processing fee will be charged to nonresident and international students (F-1 Visa) requesting a refund. Students receiving Financial Aid are advised to contact the Financial Aid Office regarding a possible repayment of federal funds received prior to withdrawal.

4. A processing fee may be charged only once per semester or summer session. For students who pay an enrollment fee of less than \$10 and cancel their registration or withdraw from all classes before the deadline, the processing fee shall equal the enrollment fee.

5. Variable Unit Courses: No enrollment fee or nonresident tuition refund or credit is available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they are enrolled.

6. Students who officially withdraw or reduce their program after the tenth day of instruction for semester long classes, or after 10% of the period of instruction for short or summer session classes, shall not be eligible for a refund. A withdrawal initiated by a professor will not result in a refund.

Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique or extraordinary circumstances beyond the control of the student.

The Student Body fee is fully refundable on or before Friday of the fourth week of instruction for semester length courses and on or before the first 30% of the period of instruction for short courses. To request a credit or refund of this fee, please contact the Cashier's Office.

Please Note:

1. Credit balances remain on student accounts for a maximum of five (5) years.
2. Students may either choose to maintain a credit balance on their accounts or contact the Cashier's Office to arrange for a refund. Refunds are NOT issued automatically.
3. Fees paid by personal check(s) will require 30 days for bank clearance before refunds can be processed.
4. To be eligible for a refund or credit, a student must officially withdraw from a course on or before the refund deadline date as published in the Schedule of Classes. A withdrawal initiated by an instructor will not result in a refund or credit.
5. Student records are automatically held until all debts to the District colleges have been cleared.

GRADES AND GRADE POINTS

There are two systems of grading at Skyline College:

- Letter Grades:** Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

- Credit/No Credit:** Each division of the College may designate courses in which a student is evaluated on a "Credit/No Credit basis" only. These courses will be so identified in the Announcement of Courses section of this catalog and will use the following evaluative symbols:

Symbol	Definition	Grade Point
CR	Credit (at least satisfactory - C or better)	0
NC	No credit (less than satisfactory or failing)	0

- Credit/No Credit Options:** Each division of the College may designate courses in which a student may elect to receive a letter grade or be graded on a "Credit/No Credit" basis.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be so designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a "Credit/No Credit" option must submit the appropriate form to the Office of Admissions and Records within the first 30% of the term. Changes will not be permitted after this time.

The utilization of courses graded on a "Credit/No Credit" basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a "Credit/No Credit" option.

Four year colleges and universities vary widely in the number of units of "Credit/No Credit" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard.

Nonevaluative Symbols

- I – Incomplete:** This symbol is to be used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the professor in a written record which also indicates the grade to be assigned in lieu of removal. The student will receive a copy of this record and a

copy will be filed with the Dean of Admissions and Records. A final grade will be assigned by the professor when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the professor will be entered in the permanent record by the Dean of Admissions and Records.

An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances. Students who have received an "Incomplete" must not register in the same course during the time period in which the "Incomplete" is in effect.

The "I" shall not be used in the computation of grade point average.

- IP – In Progress:** This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "in progress" and that the assignment of unit credit and grade will be given when the course is completed.

The "IP" shall not be used in the computation of grade point average.

- RD – Report Delayed:** This symbol is to be used only by the Dean of Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible.

The "RD" shall not be used in the computation of grade point average.

- W – Withdrawal** (See "Withdrawal from Class(es)")

GRADE POINT AVERAGE

GPA (Grade Point Average) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See "Academic Standards Policy").

In calculating a student's degree applicable grade point average, grades earned in non-degree applicable credit courses shall not be included.

SCHOLASTIC HONORS

A Dean's List of students who have achieved academic honors is published at the end of each semester. The list contains all the names of students who have completed 12 units or more of letter-graded course work during the semester at Cañada College, College of San Mateo, and Skyline College with a grade point average of 3.3 or above.

Recognition of a student's academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

Grade Point Average

3.3
3.5
4.0

Acknowledgment

Honors
High Honors
Highest Honors

FINAL GRADE REPORTS

Each student is responsible for his/her own academic progress. Final grade reports are not mailed to students but are available and may be accessed on WebSMART or SMART (San Mateo Automated Registration by Telephone). Dates of final grade availability for specific semesters are published in the current Schedule of Classes. Final grades are available on the World Wide Web at:

<http://skylinecollege.edu>

Click on "Web Services for Students."

CHANGE OF FINAL GRADES

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

An earned grade of A, B, C, D, F, W, CR, or NC may be changed by the professor **within one year** if an error has occurred. Grades cannot be changed on the basis of a student completing class work subsequent to the assignment of the final grade.

ACADEMIC STANDARDS POLICY

The Academic Standards Policy of Skyline College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 (C), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient.

Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units.

Academic standing, including determination of probation or dismissal status, is based upon all coursework completed at Cañada College, College of San Mateo, and Skyline College.

In addition to the following academic standards, special program eligibility requirements for financial aid, athletics, Veteran's Educational Benefits (see "Veterans and Veterans Dependents" section in this Catalog), may differ. Students should consult with their specific program coordinator for applicable program eligibility requirements.

PROBATION

A student will be placed on academic probation under the following criteria:

- 1. Academic Probation based on grade point average:** A student who has attempted at least 12 semester units, as recorded on their official college transcript, is placed on academic probation if the student has earned below a cumulative 2.0 (C) grade point average.
- 2. Academic probation based on failure to maintain satisfactory progress:** A student who has enrolled in a total of at least 12 semester units, as recorded on their official college transcript, is placed on academic probation when the percentage of all units for which entries of W, I and NC are recorded reaches or exceeds 50 percent. (See Calendar for deadline dates for withdrawal.)

The two probation criteria described above are applied in such a manner that a student may be placed on probation under either or both systems.

A student on probation may petition the Academic Standards and Policies Review Committee, in accordance with College procedures, for removal from probation if that status has resulted from unusual circumstances beyond the student's control.

REMOVAL FROM PROBATION

A student on academic probation on the basis of grade point average is removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress is removed from probation when the percentage of units in this category is no longer 50 percent or above.

DISMISSAL

A student in probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled for which entries of W, I, and NC have been recorded reaches or exceeds 50 percent.

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards and Policies Review Committee for reinstatement.

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Normally, students in dismissal status are restricted to a certain number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard coursework (i.e., D, F and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

- The academic renewal policy may be applied when alleviation of prior work is necessary to qualify a student for financial aid, admission to a program, transfer to another institution, or for the completion of a certificate program.
- A period of at least three years must have elapsed since the course work to be alleviated was completed.
- A student seeking alleviation must have completed 9 units with a minimum cumulative grade point average since the course work to be alleviated was completed in accordance with the following scale:

Units	Grade Point Average
9	3.5
15	3.0
24	2.0

- The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo and/or Skyline College. The course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency.
- To request academic renewal, a student must file a formal petition with the Office of Admission and Records.

6. When academic course work is alleviated from the computation of a grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible providing a true and complete academic history. Although course work is being alleviated from the computation of grade point average, the courses and the actual grades will remain on the transcript.

WITHDRAWAL FROM CLASSES

To withdraw from a class students may obtain a Petition to Change Program (add/drop form) from the Office of Admissions and Records, Building 2, second floor, or access WebSMART or SMART registration. Official withdrawal is the responsibility of the student. A student who does not withdraw in accordance with established procedures may receive a penalty grade.

A student may withdraw from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's academic record.

After the fourth week of instruction, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be recorded on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be recorded on the student's academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade using an authorized symbol other than "W" (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship), may petition the Academic Standards and Policies Review Committee for an exception to this policy. Any extenuating circumstance must be verified in writing (i.e., letter from physician, official accident report, obituary notice, etc.).

MILITARY WITHDRAWAL

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

COURSE REPETITION

A. REPEAT FOR CREDIT

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses that are not so designated may not be repeated under this policy.

A student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students who wish to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

Further information on this policy is available from the Office of Admissions and Records.

B. GRADE ALLEVIATION

A student who has received a substandard grade of D, F, or NC in a credit course taken at Cañada College, College of San Mateo, and/or Skyline College may repeat the course for purposes of grade alleviation. Normally, a student may repeat a credit course only once. Under unusual circumstances, a student may petition the Dean of Admissions and Records for permission to repeat a course more than once.

Upon satisfactory completion of the repeated course, only the grade earned in the repeated course will be used in the computation of the grade point average. In no case will the unit value of the repeated course be counted more than once. The student's permanent academic record shall be annotated to ensure that all entries are legible and that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record.

To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made to the Dean of Admissions and Records. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.

C. SPECIAL CIRCUMSTANCES

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Dean of Admissions and Records before such course repetition will be authorized.

Courses repeated under this provision shall be subject to the same terms and conditions outlined in “Grade Alleviation,” section B above. Grades awarded for courses repeated under this provision shall not be considered in calculating the student’s grade point average and in no case will the unit value of the repeated course be counted more than once.

CREDIT BY EXAMINATION

A currently enrolled student in good standing may be permitted to obtain credit for courses listed in the Catalog if he/she is especially qualified through previous training or instruction and can demonstrate such qualifications by successfully completing an examination approved by the faculty of the appropriate division. Credit will not be allowed for a course for which credit has been previously granted or for which credit has been earned in a more advanced course in the same sequence. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses for which credit has been earned by examination. College credit earned by examination may not be used for meeting unit load requirements for programs such as financial aid or Veteran’s Educational benefits. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion. The student’s academic record shall be clearly annotated to reflect that credit was earned by examination. Credit by examination may be earned through the Advanced Placement Test (APT), the College Level Entrance Placement (CLEP) examination, credit by challenge, and/or credit by certification and/or license.

A student may challenge a course for credit by examination only one time. A challenge examination may not be used in order to improve a grade already received for a course.

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in line with Title 5 regulations in the California Administrative Code.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. Prerequisites are so designated in course descriptions in this Catalog.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Advisories or recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as “recommended” in course descriptions in this

Catalog.

Students who wish to challenge a prerequisite or corequisite should contact the Matriculation Coordinator, Room 1215. (See Matriculation Policy for further information about prerequisites and corequisites.)

SEQUENTIAL COURSES

To enroll in and receive credit for sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must be completed before English 100. Also, a student may not enroll in or receive credit for a course taken after successful completion of an equivalent course – e.g., French 111 cannot be taken after successful completion of French 110.

ACADEMIC STANDARDS AND POLICIES REVIEW COMMITTEE

The Academic Standards and Policies Review Committee considers requests for waivers and/or exceptions to academic policies. Inquiries should be directed to the Office of Admissions and Records.

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page 27 insert
PART 3 DIVIDER

28 STUDENT RECORDS, RESPONSIBILITIES AND RIGHTS

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the Student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Admissions and Records, a written request that identifies the record(s) they wish to inspect. The Dean will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Admissions and Records for the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Admissions and Records that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Dean of Admissions and Records in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

"Directory Information" at the College includes: (1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, and (6) height and weight of members of athletic teams.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions & Records, Building 2, Student Services Center, during normal business hours or on the web.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 2, Room 2319, (650) 738-4301.

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Public Information Office, Building 1, Room 1318, (650) 738-4324, or view the information on the College web site at <http://skylinecollege.edu/smcccd/skyline/sts/research/srtk.html>. A paper copy of this information may be obtained at the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251.

More information about SRTK may be found on the California Community Colleges Chancellor's Office website at <http://srtk.cccco.edu/index.asp>.

HOLDS ON STUDENT RECORDS

A hold will be placed on a student's record by the Office of Admissions and Records for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Students will be notified when holds have been placed on their records. Students will not be allowed to register or have any educational records released, including transcripts, while an outstanding balance remains on their account.

ACADEMIC INTEGRITY

Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses and its degrees and certificates. The college community has the responsibility to make every reasonable effort to foster honest academic conduct.

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill that he or she does not possess. The two most common kinds of academic

dishonesty are “cheating” and “plagiarism.” Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive, or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

It is the student’s responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities which exemplify academic dishonesty:

Cheating:

- Copying, in part or in whole, from someone else’s test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts that defraud or misrepresent one’s own academic work.

Plagiarism:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person’s writing, without giving appropriate credit, and representing the product as your own work.
- Representing another’s artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

Other specific examples of academic dishonesty:

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or College official to improve your grade.
- Altering graded work after it has been returned, when submitting the work for re-grading without the instructor’s permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations
- Having a typist correct work for spelling or grammar (if contrary to the rules of the course).
- Forging signatures on drop/add slips or altering other College documents.

Consequences of Academic Dishonesty:

Academic sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

- Receive a failing grade on a test, paper, or examination.
- Have your course grade lowered, or possibly fail the course.

Under the standards of Academic Sanctions, you may be subject to:

- A warning
- Temporary exclusion from an activity or class
- Censure
- Disciplinary probation
- Suspension
- Expulsion

The Dean of Admissions and Records maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

Student Appeals:

In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor or administrator in accordance with established College due process procedures. Refer to Student Grievance and Appeals Policy in the **Student Handbook**.

ATTENDANCE REGULATIONS

The more class sessions students miss, the greater the chances that grades may suffer. Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor’s plan for the presentation of the subject matter in the course.

WHEN REPEATED ABSENCES PLACE THE PROBABILITY OF THE STUDENT’S SUCCESS IN DOUBT, THE PROFESSOR MAY DROP SUCH A STUDENT FROM THE COURSE.

Absence means non-attendance for whatever reason. It is the prerogative of the professor to determine when absences are excessive. A guideline used by many professors to determine when absences are considered excessive is when the student has been absent twice the number of clock hours that the class meets during a week, or a pro-rata value designed to relate to shorter than semester length courses or practicum intensive programs. This is strictly a guideline and will vary with each professor depending on the subject matter of the course or laboratory. The professor will only drop a student from a course if absences, in the opinion of the professor, have placed the student’s success in jeopardy.

If the student believes that there were extenuating circumstances related to the absences which resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. The petition must contain an explanation of the absences, progress in the course to date, and justification for reinstatement. If the absences were due to illness, the petition must include a physician's written confirmation or a confirmation from the College Health Center. A student submitting a petition may, with the permission of the professor, remain in class until the decision of the Academic Standards and Policies Committee is reached. After considering the petition, the Committee will make a recommendation to the professor. In all cases, the decision of the professor is final.

CONDUCT

Students enrolled in Skyline College are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. Each student has the obligation to know and uphold College Rules and Regulations as detailed in the **Student Handbook**.

Social or other functions which have been approved by the appropriate administrative office may use the name of the College and are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not College functions. No off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

AUTHORITY OF PROFESSORS

Students are expected to be prepared for the course(s) in which they enroll and to be able to demonstrate to the professor their levels of preparation, if requested to do so. Students are also expected to perform the work of the course in a timely and systematic manner. The professor of a course has the authority to determine the level of preparation and level of performance of any student enrolled in that course. Any professor, with the approval of the Vice President, may seek to exclude from a course any student whose conduct is disruptive. Any student who refuses to leave a classroom when requested to do so

by the professor or by an administrator of the College is subject to disciplinary action.

TEMPORARY LEAVE OF ABSENCE

Students who will be absent for more than one week should notify their professors. If the cause of the absence is due to health reasons, the College Nurse should also be notified.

EXTENDED LEAVE OF ABSENCE/ WITHDRAWAL FROM COLLEGE

College Policy permits the granting of a leave of absence to students who find it necessary to withdraw from all of their courses for reasons involving extenuating circumstances. For the purpose of this policy, only cases of verified accident, illness or other extraordinary circumstances, beyond the control of the student, will be considered.

1. A petition for an Official Leave of Absence may be filed at any time during the semester. Circumstances warranting the leave must be verified and/or documented, where applicable.
2. After 75% of the semester has passed, all petitions for an Official Leave of Absence, along with all supporting documentation, must be reviewed by the Academic Standards and Policies Committee to determine eligibility. Students will be notified within seven calendar days of the Committee's decision.
3. Students who have completed a short course or completed units in a variable unit course prior to the effective date of the Leave of Absence will be issued those units and will be liable for any applicable fees.
4. Courses for which a student receives a "W" as a result of receiving an Official Leave of Absence will not be included in the computation of academic progress.

Petitions for an Official Leave of Absence are not granted automatically and must be filed, along with all supporting documentation, to avoid the possibility of receiving penalty grades.

STUDENT GRIEVANCES AND APPEALS

Students are encouraged to pursue their academic studies and become involved in other sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, the student should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he/she has been subject to unjust actions, or denied his/her rights, redress can be sought through the filing of an appeal or grievance. Detailed information is provided in the Student Handbook, which is available in the Student Activities Office. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Student Activities Office in Building 2, Room 2350b, or call (650) 738-4275.

FINES

Fines are assessed for failure to comply promptly with library regulations, and students are also required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities. Future admission/registration may be denied until these delinquencies are removed.

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 the 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.

POLICY ON SEXUAL HARASSMENT

It is the Policy of the San Mateo County Community College District and Skyline College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students or other staff, is considered intolerable behavior that will be investigated and acted upon immediately.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services, Building 1, Room 1315, (650) 738-4333.

Additional redress: In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal Court.

POLICY ON DRUG-FREE CAMPUS

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

Students are expected to conduct themselves as responsible citizens and in a manner compatible with the Community College function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations. Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

The College Health Center will provide 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.

POLICY ON SMOKING

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations and within a distance of fifteen (15) feet from any District doorway, entrance to an interior area, or air intake vent. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, contact the Student Activities Office, (650) 738-4275.

REVISIONS OF REGULATIONS OR POLICIES

Any changes in regulations or policies adopted by the San Mateo County Community College District Board of Trustees or the administration of Skyline College will be considered an official ruling and will supercede any regulation or policy on the same subject which appears in this Catalog and/or other official publications, provided that the new regulation or policy has been officially announced and posted.

POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

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

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

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

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

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

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

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

POLÍTICA DE NO DISCRIMINACIÓN

Skyline College no discrimina por razones de raza, color, nacionalidad, sexo, orientación sexual, edad, incapacidad física, religión, u otros factores en sus leyes, procedimientos o prácticas conforme a los reglamentos establecidos por el Título VI del Acta de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de 1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504.104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.-6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado "Política sobre Discriminación y Acoso

Sexual y Procedimiento para la Presentación de Quejas". Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su numero de teléfono es: (650) 358-6767.

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ATHLETICS

Skyline College sponsors men's and women's intercollegiate athletic competition within the Coast Conference for the benefit of those students interested in team competition.

Skyline adheres to the California Community College Athletic Code and to the Coast Conference eligibility rules and regulations. Final decisions rest with the Coast Conference Commissioner or the California Community College Commission on Athletics.

For further clarification contact the Athletic Director, Building 3, Room 3102, (650) 738-4271.

CHILD CARE

The Skyline College Children's Center is located at the Loma Chica School across the street from campus and provides a comprehensive child development program as a service to assist low income students who have young children. The center is open from 7:30 a.m. to 5 p.m. during Fall and Spring semesters and during the six-week summer session. The Toddler Program serves children ages 18-30 months and the Preschool Program serves children ages 2½-5 years. One parent must be enrolled at Skyline College. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For more information, call (650) 359-8637.

COUNSELING CENTER

The Counseling Division at Skyline College is designed to assist students in all aspects of their development as students. The division's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide 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 is their guide to achieving their 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, second floor, or by calling (650) 738-4317. Drop-in counseling is also available for brief informational questions. Check the Class Schedule for drop-in times.

TRANSFER OPPORTUNITY AND CAREER CENTER

The Transfer Opportunity and Career Center (TOCC) is located in Building 2, Room 2227. The Center provides comprehensive transfer and career services, resources and activities.

Transfer support services include transfer counseling, transfer, financial aid and application workshops, university tours, visits with university representatives, a yearly Transfer Day, and extensive transfer information and articulation resources. The Transfer Center also coordinates guaranteed transfer programs with selected universities such as UC Davis, UC Santa Cruz, UC Riverside and Notre Dame de Namur University. Extensive trans-

fer information and a full calendar of activities is also available online through the Transfer Center web page, which can be accessed at <http://skylinecollege.edu>. The Center also works in cooperation with multicultural campus support services in activities that promote transfer for underrepresented students.

Comprehensive career services, which include resources that provide job descriptions, salary studies, future career trends and emerging occupations, are also provided by the TOCC. Traditional career assessment and interpretation services are provided, along with individualized career counseling to enhance students' career search in planning their educational and vocational goals. Students may also explore numerous computerized guidance systems such as EUREKA and Career Path.

Job placement opportunities are made available through postings in a job binder in the TOCC.

The Center has both day and evening hours. Students are invited to visit the TOCC and pick up calendars of transfer and career events, or call (650) 738-4337 (Career Center) or 738-4232 (Transfer Center) for further information.

DISABLED STUDENTS PROGRAM

Skyline College's Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of physically and learning disabled students. Skyline offers services to students with learning disabilities, psychological disabilities, and long or short-term physical disabilities. Services include, but are not limited to, ASL interpreting, registration assistance, extended time placement testing, lockers, adaptive physical education classes, access to and classes in using computers with adaptive software and hardware, alternate formats of textbooks and printed materials upon request, as well as tutoring services.

Skyline College and this program are committed to providing services that will enhance the educational experience of its disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, Room 2208. Office hours are Monday through Friday, 8 am to 4 pm. Office hours are extended until 7 pm on Tuesday evenings. The telephone number is (650) 738-4280; TDD (650) 738-4329.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals by students who are both low income and educationally disadvantaged. EOPS students have the potential to succeed in college but have not been able to realize their potential because of economic and/or educational barriers.

EOPS offers a range of services such as counseling, one-on-one tutorial assistance, bilingual counseling in Spanish, transfer assistance, UC and CSU application fee waivers, a book service program, vocational grants, and a calculator loan program. In addition, EOPS students who are single heads of households receiving AFDC/TANF or CalWORKs with a child under the age

of 14 are eligible for the Cooperative Agencies Resources for Education (CARE) program. CARE provides additional services and support to students by way of childcare, transportation assistance, automotive grants, and special workshops specifically tailored to the needs of CARE students.

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 provide cultural enrichment and which promote personal growth. The EOPS office is located in Building 2, Room 2212. Hours of operation are 8 a.m. to 4:30 p.m. For additional information call (650) 738-4139, email skyeops@smccd.net, or visit the EOPS web page at <http://skylinecollege.edu>.

FINANCIAL AID

Skyline College is dedicated to the concept that no individual should be denied an education solely for financial reasons. The purpose of financial aid is to provide access and resources to those students who need financial assistance to meet the basic costs of attending college. All students who apply for admission to the college are encouraged to apply for financial aid.

There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Employment, and 4) Loans. There are two primary sources of financial aid - the Federal government and the State of California. To be eligible for all federal and most state grants and loans, students must meet the following criteria:

- Be an U.S. citizen or an eligible non-citizen (permanent resident, resident alien, refugee, asylee). NOTE: The Board of Governor's Waiver may have less restrictive residency requirements for non-U.S. citizens.
- Be enrolled or eligible for enrollment at Skyline College.
- Have completed the Skyline College matriculation process.
- Be enrolled in a degree, certificate program or an eligible transfer program. Short certificate programs may not qualify for federal aid.
- Meet Financial Aid academic progress requirements; these requirements are not the same as the college academic progress requirements.
- Have financial need.
- Not be in default on a Federal student loan or owe a repayment of a federal grant.
- Have a high school diploma, a GED (General Equivalency Diploma), or state certificate of completion, or pass an assessment test to determine an ability to benefit.
- Male students must be registered with Selective Service unless not required to register.
- Must not have been convicted of the possession or sale of drugs.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook and/or on the College website under Financial Aid.

To Apply for Financial Aid:

Most of the resources mentioned require a student to complete and submit the Free Application for Federal Student Aid (FAFSA), either by completing a paper application or an electronic application available at <http://www.fafsa.ed.gov>. Some additional College forms must be completed to provide information required before financial aid can be awarded. Applications may be submitted at any time during an academic year. The deadline to apply for the California Grant programs only is March 2 or September 2 (for community college students only) prior to the next academic year. Scholarship applications do not require completion of the FAFSA. Skyline College Scholarship applications are distributed in the spring of each year. The deadline for applications is generally the end of February. Students should check the Scholarship bulletin board outside the Financial Aid Office on a regular basis for announcements about scholarships.

Awards and Disbursement of Financial Aid:

When a financial aid file is completed, the file will be reviewed within three weeks of receipt of all documents required. Students will be notified of eligibility for financial aid and amounts of funding that will be available in an award letter sent by the Financial Aid Office. First time students must attend a Financial Aid Orientation before receiving funding. Continuing students' checks will be mailed approximately two weeks after notification of an award. Students who seek and attain employment on campus must work to earn the funds provided and are paid on a monthly payroll. Students who desire a loan must complete additional paperwork to apply for the loan.

Return of Federal Funds When a Student Withdraws:

Students who receive federal financial aid and do not attend any classes or who withdraw from all classes prior to completing more than 60% of the semester will be required to repay all or part of any unearned funding that was paid to them. A student's withdrawal date, for purposes of federal financial aid, will be determined as follows:

1. The date the student officially notified the Admissions Office of his or her intent to withdraw, or
2. The midpoint of the semester for a student who leaves without notifying the college, or
3. The student's last date of attendance at a documented, academically-related activity.

Students will be billed for any funds that are required to be repaid. Funds must be repaid immediately or the student may be reported to the U.S. Department of Education for a grant overpayment.

For more detailed information about Financial Aid, students should visit the Financial Aid Office in Building 2, Student Services Center, visit the Skyline College website, or call (650) 738-4236.

HEALTH SERVICES

The following services are available from the Skyline College Health Center:

- Emergency care and first aid
- Health screening for blood pressure, hearing, vision, Tuberculosis, and pregnancy
- Consultation and evaluation of present health condition
- Nutrition and stress counseling
- Counseling and referrals for problems related to alcohol and drugs, eating disorders, acquaintance/date rape, and other related matters
- Anonymous HIV counseling and referral

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. An application for low cost medical and dental insurance is available through the College Health Center.

The Skyline College Health Center is located in Building 2, Room 2205 and is open from 8 a.m. to 4:30 p.m. and 6:00 p.m. to 8:30 p.m. Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Fridays, while classes are in session. The College Health Center is closed on weekends. College Health Center personnel are happy to assist students with any health issues. Please feel free to drop in or call the Center at (650) 738-4270.

CONTINUING EDUCATION HOURS FOR HEALTH PROFESSIONALS

The following courses comply with the requirements of the Board of Registered Nursing for continuing education hours taken by registered nurses and vocational nurses for their relicensures. The general public is welcome unless course description states otherwise.

Skyline College will issue a certificate to each licensee as verification that the established criteria for successful completion of these courses have been met. One unit of credit equals 15 CEU hours. Skyline College provider number is 00227.

Courses approved for CEU hours include, but are not limited to, the following:

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123, 264
- Career 665
- Computer Science 155
- Family & Consumer Sciences 212, 313, 392
- French 110, 111, 112, 120, 121, 122
- Health Science 130, 150
- History 235
- Italian 111, 112, 121, 122
- Japanese 111, 112
- Management 120, 235
- Mathematics 200
- Philosophy 103, 240
- Psychology 105, 110, 171, 201, 268, 301, 390

- Respiratory Therapy 430, 445, 450, 475, 485, 490
- Social Science 115
- Sociology 105, 141, 665
- Spanish 110, 111, 112, 120, 121, 122, 130, 140
- Speech 120

See the College Nurse for a complete list of approved courses.

HOUSING

The Coordinator of Student Activities will assist students in finding housing in the community. All arrangements are made between the owner and the student. Dormitories or college sponsored housing facilities are not available. Questions regarding housing should be directed to the Student Activities Office, Room 2350b.

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 (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college. **Parking permits may be transferred from one vehicle to another.** One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in the visitors Parking Lot 3, Parking Lot 5 or Parking Lot 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of **SMART** or **WebSMART** registration, or in person at the Cashier's Office, Bldg. 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Bldg. 2, third floor, Room 2319. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Day students must park in student lots only. Evening students may park in student lots and staff lot 8. All other staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations. **Backing into parking spaces is prohibited, and violators will be cited.**

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in **student parking lots only**. The grace period does not apply to staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk.

However, any such incidents should be reported to the Campus Security Office, Bldg. 2, Room 2319, (650) 738-4199.

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Skyline College. Disabled parking is available in student or staff lots.

Transportation from student lots to campus may be arranged through the Disabled Students Program & Services Office at (650) 738-4280.

STUDENT ACTIVITIES

Experience and involvement in student government are provided for the students of Skyline College under the regulations of the governing board of the San Mateo County Community College District.

Students have an opportunity to develop skills in group leadership, to learn techniques of democratic government and citizenship, as well as to develop responsibility and desirable life habits and attitudes.

The purposes of the Associated Students of Skyline College (ASSC) are:

1. To promote the general welfare of the students.
2. To assure equality of opportunity among the students.
3. To offer an experience in practice of American democratic government.
4. To encourage student participation in the planning and direction of student activities as permitted under the California Education Code and the policies of the Board of Trustees.

The governing body of the Associated Students will coordinate the activities of all student clubs and organizations of the College.

The student activities program is an important part of the educational experience at Skyline College. All registered students are encouraged to participate in the various offerings of the activity program.

With the advice and assistance of the Coordinator of Student Activities, the Student Council directs and supervises all student activities in which the College is represented. Because the direct financial support for many of the activities comes from the purchase of Student Body Cards, students wishing to support these activities will have the opportunity to purchase cards at registration or in Bldg. 2, Room 2350b.

Members of the ASSC who purchase Student Body cards receive the following benefits:

1. Free admission to all regular home athletic games.
2. Admission to social and other activities at rates to be determined by the Student Council.
3. Discount rates for selected services on campus and in the community.
4. Opportunity to hold office.

STUDENT CLUBS

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found in the current Class Schedule.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities, Room 2350b, or call (650) 738-4275.

Sororities, fraternities and other secret organizations are banned under the Education Code of the State of California.

STUDENT PUBLICATIONS

The following publications are published for the student body:

The **Student Handbook**, which contains information for incoming students about campus rules and student conduct, college staff, student organizations and services of the college.

The Skyline View, a biweekly, student-run newspaper that covers the campus community and is produced by Skyline College journalism students. Publication opportunities for non-journalism students include guest opinion columns, letters to the editor, and more.

Talisman, the literary magazine produced by the English 161/162 Creative Writing class each May, contains original art and literature. The Victoria Alvarado Memorial Short Story Award, including a cash prize, is given for the best story submitted. The Dorothy Dutcher Award is given for the best submission in poetry or in journal-writing.

VETERANS AND VETERANS' DEPENDENTS

Skyline College is listed by the Veterans Administration as qualified to receive students under various programs. Students interested in attending Skyline College under the veterans' programs should contact the Veterans' Affairs Assistant in the Office of Admissions and Records to initiate their claims for education benefits. The amount of benefits received by each veteran will vary according to the following scale of units attempted:

- 12 units – full-time benefits
- 9 units – three-quarters benefits
- 6 units – one-half benefits

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Applications should be made to the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Veterans may also receive college credit upon presentation of discharge papers (DD214) showing honorable discharge and

active service of one year or more. Eligible veterans may receive a total of six units of credit and may qualify for up to 14 additional units for work satisfactorily completed under certain training programs in the armed forces. Proof of such work should be presented to the Office of Admissions and Records, where these records will be evaluated and any credit awarded will be posted to the student's record. These units cannot be counted toward the semester unit requirement for collecting benefits.

Students in the six-month Reserve Training Programs are not eligible for this credit. This is in accordance with the recommendation of the American Council on Education, issued September, 1968.

See "Veterans and Veterans' Dependents" under the Admission section of this Catalog for further information.

LIMITATIONS ON PROGRAMS AND SERVICES

In order to be able to adjust to the changing availability of resources, Skyline College reserves the right to modify the programs, services, and regulations detailed in this catalog. Regulations are also subject to change by actions of the State legislature and the Board of Governors of the California Community Colleges.

38 SPECIAL PROGRAMS

ASTEP

(AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program is designed to improve access, retention and completion of academic goals for African American students by providing them with greater opportunities to develop and enhance their scholastic achievement and academic excellence.

The ASTEP Program offers courses taught from an Africentric perspective. In addition, a variety of support services such as mentoring, academic counseling, group tutoring, priority registration, and academic skills workshops are provided, along with student leadership training seminars and community service learning opportunities. ASTEP also sponsors activities, colloquiums, and field trips that encourage cultural enrichment and promote personal growth. To support students in their goal of transferring to a four-year college or university, ASTEP conducts tours of local colleges and universities that allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by calling (650) 738-4161, or by visiting the ASTEP web page at <http://skylinecollege.edu>.

CALWORKS

Skyline College provides assistance to persons who are or were receiving TANF or AFDC benefits, or who have received them within the last two years. Financial assistance and other grants are available to help eligible students with costs related to child care, enrollment fees, books, parking permits, bus passes, and work study.

The CalWORKs office is located in Building 2, Room 2239. For more information about CalWORKs, call (650) 738-4480.

HONORS TRANSFER PROGRAM

The Skyline College Honors Transfer Program provides enhanced transfer and educational opportunities for highly motivated students who seek a challenging academic experience for intellectual and personal growth. The program provides special Honors sections of regular courses and seminars taught by outstanding instructors, as well as enriched cultural and leadership activities to help Honors students achieve their academic and personal goals.

The program is committed to making it possible for Honors students to maximize their potential by expanding their intellectual capabilities, developing creative and critical thinking skills, practicing leadership skills, and opening new pathways to educational and personal quests.

Some of the advantages of being in the Honors Transfer Program are enhanced transfer and educational opportunities in the form of scholarships, priority consideration to selective universities, honors recognition on transcript, leadership and community service activities, and cultural enrichment. In addition, students are taught by inspiring instructors in a stimulating

environment among other students who seek intellectual challenges to prepare them to succeed in a university setting. Honors students work with a designated Honors counselor who provides them with academic and personal counseling in planning both short- and long-term educational and career goals.

Eligibility criteria for the program are:

- Eligibility for English 100 and
- Eligibility for Intermediate Algebra (Math 120)

And at least one of the following:

- Minimum 3.5 high school GPA, or
- An SAT score of at least 1200, ACT score of 26, or
- Minimum cumulative college GPA of 3.25 in at least 9 units of college degree applicable courses.

Interested students who do not meet the eligibility criteria above may be admitted into the program on a provisional basis. In addition to the application form, these students must also:

1. Be referred by an instructor or counselor, and
2. Be interviewed by the Honors Coordinator and Honors Counselor.

To complete the program, students must graduate with a minimum 3.0 overall GPA and a 3.0 GPA in at least 15 units of Honors coursework. In addition, students must complete a community service requirement. Each Honors course completed will be noted "Honors" on the student's transcript, and students who complete the program will be recognized at graduation. In addition, many universities recognize academic excellence as reflected by completion of the program.

For more information and an application form, contact Connie Beringer, HTP Coordinator, at (650) 738-4343, or e-mail her at beringer@smccd.net, or visit the Honors Transfer Program web page at <http://skylinecollege.edu>, click on Honors at Skyline.

HONOR SOCIETY – PHI THETA KAPPA

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Beta Theta Omicron has earned five star status – the highest status awarded to a chapter. Members of Phi Theta Kappa are eligible for the National Dean's List, the All-America and All-California Academic teams, and a wealth of scholarships at four-year colleges and universities that are available only to Phi Theta Kappans.

Students who have completed 12 units at Skyline College with a GPA of 3.5 in degree-applicable courses and who are currently enrolled are eligible to join. All members of Beta Theta Omicron are lifetime members of Phi Theta Kappa.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Beta Theta Omicron. Additional information and applications are available at <http://skylinecollege.edu/boo>. Applications are also available in the Office of Admissions and Records.

MESA

(MATH, ENGINEERING & SCIENCE ACHIEVEMENT)

The MESA (Math, Engineering, & Science Achievement) Program at Skyline College provides support, encouragement and assistance to students with math and science based majors. MESA serves economically disadvantaged students who plan to transfer to a four-year university and major in such subjects as Biology, Chemistry, Computer Science, Earth Science, Engineering, Math, Nursing, Physical Therapy, Physics, and Pre-Med. The MESA Program offers academic and transfer counseling, field trips to universities and industries, Academic Excellence Workshops, and leadership development opportunities. Students also have access to the MESA Center, which gives them a chance to work on school projects, meet other students with similar majors, or access the internet using the program's computers.

The MESA Center is located in Building 7, Room 7207. For more information contact Rick Hough at (650) 738-4193 or Tiffany Reardon at (650) 738-4244.

PUENTE

The goal of the Puente Program is to increase the number of educationally under-served students who enroll in four-year colleges and universities. Through the reading of Chicano/Latino literature and writings, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities, such as college tours, UC representative visits, and family nights, which are designed to increase the retention of Puente Students. Originally, the goal of the Puente Program was to increase the number of Mexican American and Latino students who transfer to four-year colleges and universities. Today, the program is open to all students.

The Puente Program curriculum includes the following courses:

Fall Semester English 836 (Writing Development)
and CRER 650 (Puente Seminar)

Spring Semester English 100 (Composition)

For more information, contact Puente Program Counselor Imelda Hermosillo at (650) 738-4493, Building 2, Room 2215.

TECH PREP

Skyline College Tech Prep programs link the last two years of high school and two years of community college study. Tech Prep programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experiences.

Tech Prep articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications and Office Technology, Early Childhood Education, Fashion Merchandising, and Telecommunications Technology. These agreements enable students to earn college credit and/or advanced placement for high school/ROP course work. Other approved articulation agreements exist at Cañada College and the College of San Mateo.

Articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students who earn Tech Prep certificates for articulated high school/ROP courses receive the college credits after completing at least 6 units with a minimum 2.0 GPA at one of the three colleges within the District.

Tech Prep students master the skills necessary for success. They learn how to develop good work habits, how to work on teams, and how to be effective in real work settings. They visit and work at local companies. Some enter career employment after completing community college study; others transfer to four-year colleges and universities. Many work at good jobs while continuing their education.

For more information regarding Tech Prep, contact the Business Division Dean at (650) 738-4201.

WOMEN IN TRANSITION (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition back into the academic environment. Whether you are a re-entry student with a few college courses under your belt, a first-generation college student, or trying to become self-sufficient and learn new skills, the WIT Program can assist you. Our goal is to encourage women to expand their horizons and reach their intellectual, professional and personal goals. It is our philosophy that central to a student's success is a comprehensive academic and social support system that extends from pre-orientation through graduation. To that end, the WIT Program combines the rigors of an academic program with an integrated support network that helps women persist and succeed. This includes pre-registration counseling, career and life planning courses, the Women in Transition seminar, and core WIT courses in English and Math, in addition to information on transferable coursework and job placement. For further information please contact Rosemary Bell, WIT Coordinator, at (650) 738-4213 or via email at bellro@smccd.net. Visit our website at <http://www.smccd.net/accounts/skyline/ss-ca/wit/witwel.html>.

page 40 is blank