

174 INDEX

A			
AA/AS Degree.....	48		
Academic Freedom Statement.....	7		
Academic Integrity.....	28		
– Cheating.....	29		
– Consequences of Academic Dishonesty.....	29		
– Other Examples of Academic Dishonesty.....	29		
– Plagiarism.....	29		
– Student Appeals.....	29		
Academic Renewal Policy.....	23		
Academic Standards Policy.....	23		
Academic Standards & Policies Review Committee.....	25		
Accounting			
– Courses.....	85		
– Degree & Certificate.....	53		
Accreditation.....	6		
Additional Expenses.....	19		
Administration.....	166		
Administration of Justice			
– Courses.....	86		
– Degree & Certificate.....	54		
Administrative Assistant Degree & Certificate.....	57		
Admission Procedures.....	10		
Advanced Placement (APT).....	13		
Advanced Placement (CLEP).....	13		
Advisement/Counseling and Course Selection.....	12		
Allied Health Degree.....	54		
American History/Institutions Requirement.....	49		
American Sign Language Courses.....	86		
Anatomy Courses (Biology).....	97		
Announcement of Courses			
– Course Description Information.....	84		
– Course Numbering & Transferable Credit.....	84		
– Course Repetition.....	24, 84		
Anthropology Courses.....	87		
Arabic Courses.....	87		
Art			
– Courses.....	87		
– Degree.....	55		
Associate Degree Requirements.....	48		
Associate Degree & Certificate Programs.....	52		
ASTEP Program.....	38		
Athletics.....	13, 33		
Attendance at First Class Meeting.....	17		
Attendance Regulations.....	29		
Auditing of Courses.....	17		
Authority of Professors.....	30		
Automotive Technology			
– Admission.....	10, 55		
– Courses.....	91		
– Degree & Certificate.....	56		
– Domestic Program.....	92		
– Toyota Technical Education Network.....	91		
– Japanese Automotive Technology Courses.....	92		
– Automotive Apprenticeship Program & Advanced Courses.....	93		
B			
Basic Competency Requirements for Associate Degrees.....	48		
Biology Courses.....	96		
Biotechnology Degree.....	57		
Bookstore.....	8		
Business Courses.....	98		
Business Degrees & Certificates.....	57		
– Administrative Assistant.....	57		
– Business Administration.....	58		
– Business Information Systems.....	59		
– Computer Information Specialist.....	60		
– General Supervision.....	61		
– International Trade.....	61		
– Legal Secretary.....	63		
– Marketing.....	64		
– Medical Transcriptionist.....	65		
– Office Assistant.....	65		
– Office Information Systems.....	66		
– Public Transit Management.....	67		
– Retail Management.....	67		
– Web Developer.....	68		
C			
Calendar.....	4		
California Articulation Number System (CAN).....	85, 163		
California Residency.....	10		
CalWORKs.....	38		
Campus Map.....	173		
Campus Security Act.....	28		
Career & Personal Development Courses.....	102		
Career Programs.....	52		
Certificate of Completion.....	53		
Change of Final Grades.....	22		
Changes in State Regulations			
– Courses Non-applicable to Associate Degree.....	51		
Chemistry Courses.....	103		
Child Care.....	33		
Chinese Courses.....	104		
Choice of College.....	10		
Classes, Selecting.....	16		
CLEP, Advanced Placement.....	13		
College, Choice of.....	10		
College, Description.....	6		
Combatives Courses.....	136		
Community Education Programs.....	7		
Computer Applications & Office Technology Courses.....	104		
Computer Information Specialist Degree & Certificate.....	60		
Computer Science Courses.....	109		
Concurrent Enrollment Program.....	10		
Conduct.....	30		
Continuing Education Hours for Health Professionals.....	35		
Cooperative Education Courses.....	110		
Corporate Education Programs.....	7		
Cosmetology			
– Admission Procedures & Requirements.....	10, 69		
– Courses.....	110		
Cosmetology Degrees & Certificates			
– Cosmetology.....	69		
– Manicuring.....	69		
– Cosmetician/Esthetician.....	69		
Counseling Center.....	33		
Course Descriptions Information.....	84		
Course Numbering & Transferable Credit.....	84		
Course Repetition.....	24, 84		
– For Credit.....	24		
– Grade Alleviation.....	24		
– Special Circumstances.....	25		
Credit by Examination.....	25		
CSU General Education Requirements.....	161		
D			
Dance			
– Courses.....	136		
– Degree.....	69		
Data Processing.....	111		
Degree & Certificate Programs.....	52		
Determination of Residency.....	15		
– Nonresident Student.....	15		
– Incorrect Classification.....	15		
– Reclassification.....	15		
– Limitation of Residency Rules.....	15		
Developmental Skills Courses.....	111		
Disabled Students Program.....	33		
– Parking.....	19		
Dismissal.....	23		
District Board, San Mateo County Community College.....	1		
Drug-Free Campus Policy.....	31		
E			
Early Childhood Education			
– Courses.....	112		
– Degree & Certificate.....	70		
Earth & Space Sciences.....	113		
Economics Courses.....	113		
Education Course.....	113		
Educational Planning.....	17		
Electronics Technology Course.....	113		
Eligibility Requirements.....	10		
Emergency Medical Care Courses.....	113		
Emergency Medical Technology Certificate.....	70		
Emeriti.....	172		
English			
– Courses.....	114		
– Degree.....	71		
English for Speakers of Other Languages Courses.....	116		
Enrollment Fee.....	18		
Enrollment Verification.....	19		
Extended Leave of Absence/Withdrawal from College.....	30		
Extended Opportunity Program & Services (EOPS).....	33		
F			
Faculty and Academic Personnel.....	167		
Family & Consumer Sciences			
– Courses.....	118		
– Degree & Certificate.....	71		
Fashion Merchandising Courses.....	119		
Fashion Merchandising Degrees & Certificates			
– Fashion Merchandising.....	72		
– General Merchandising.....	73		
– Image Consulting.....	73		

Fees.....	18	I		N	
– Enrollment Fee.....	18	If You Don't Find it Here.....	82	Natural Science Degree.....	76
– Health Services Fee.....	18	Image Consulting Degree & Certificate.....	73	Non-District Sponsored	
– Nonresident Tuition Fee.....	19	Individual Sports Courses.....	138	Transportation.....	31
– Parking Fee.....	18	Information, General.....	6	Nonresident Student.....	15, 19
– Payment of Fees.....	19	Información Para Personas		Nonresident Tuition Fee.....	19
– Processing Fee.....	20	de Habla Hispana.....	42	– Refund Policy.....	20
– Student Body Fee.....	19	Interior Design Courses.....	125	Nutrition.....	133
– Student Representation Fee.....	19	International Students.....	11		
– Student Union Fee.....	19	International Trade Degree &		O	
– Transcript Fee.....	18	Certificates.....	61	Oceanography Courses.....	133
Field Trip/Excursion Guidelines.....	31	Intersegmental General Education		Office Administration.....	133
Film Courses.....	120	Transfer Curriculum (IGETC).....	162	Office Assistant Degree & Certificate.....	65
Final Grade Reports.....	22	Introduction.....	6	Office Information Systems	
Final Grades, Change of.....	22	Italian Courses.....	125	Degree & Certificate.....	66
Financial Aid.....	34			Open Classes.....	17
Fines.....	31	J		Orientation.....	12, 16
Fitness Courses.....	137	Japanese Automotive Technology		Other Educational Opportunities.....	82
Foreign Study Program.....	11	– Courses.....	92	Other Fees.....	19
		– Degree & Certificate.....	56		
G		Japanese Courses.....	125	P	
General Education Requirements,		Journalism Courses.....	126	Painters Apprenticeship Courses.....	134
Associate Degree.....	48			Paralegal Studies	
General Education		L		– Courses.....	134
Requirements, CSU.....	161	Law Related Occupations Degree		– Degree & Certificate.....	76
General Information.....	6	& Certificate.....	76	Parking.....	35
General Supervision Certificate.....	61	Leave of Absence		Parking Fee.....	18
Geography Courses.....	120	– Extended, Withdrawal from College.....	30	Payment of Fees.....	19
Geology Courses.....	121	– Temporary.....	30	Philosophy Courses.....	135
Gerontology Courses.....	121	Learning Center, The.....	7	Phi Theta Kappa.....	38
Grade Alleviation.....	24	Learning Skills Courses.....	126	Photography Courses.....	90
Grades and Grade Points.....	21	Legal Secretary Degree & Certificate.....	63	Physical Education	
Grade Point Average.....	21	Liberal Arts Degree.....	75	– Courses.....	136
Grade Reports.....	22	Library.....	8	– Degree.....	77
– Letter Grades.....	21	Library Science Courses.....	126	Physics Courses.....	141
– Credit/No Credit.....	21	Life Science Major Section (Biology).....	96	Placement Tests.....	16
– Credit/No Credit Option.....	21	Lifespan Degree and Certificate.....	75	Political Science Courses.....	142
– Non-evaluative Symbols		Limitations on Programs and Services.....	37	Policy of Nondiscrimination.....	32
I - Incomplete.....	21	Limitations on Scheduling Courses.....	84	Policy on Drug Free Campus.....	31
IP - In Progress.....	21	Literature Courses.....	127	Policy on Sexual Harassment.....	31
RD - Report Delayed.....	21			Policy on Smoking.....	31
W - Withdrawal.....	21	M		Prerequisites, Corequisites &	
Grades and Scholarship.....	21	Major Requirement for Associate		Recommended Preparation.....	25
Graduation Requirements, Student		Degrees.....	48	President's Message.....	5
Catalog Rights.....	48	Management Courses.....	128	Privacy Rights of Students.....	28
Grievances and Appeals, Student.....	30	Map of Campus.....	173	Probation.....	23
		Marketing Degree & Certificate.....	64	Processing Fee.....	20
H		Mathematics		Procedures for Admission.....	10
Health Science Courses.....	122	– Courses.....	129	Program Changes.....	17
Health Services.....	35	– Degree.....	76	Psychology	
Health Services Fee.....	18	Matriculation Policy.....	12	– Courses.....	142
High School Concurrent Enrollment		Meetings & Convention Management		– Degree.....	78
Program.....	10	Degree & Certificate.....	74	Public Transit Management Certificate.....	67
High School Students.....	10	Media Services.....	8	Puente Program.....	39
History Courses.....	122	Medical Transcriptionist Degree			
Holds on Student Records.....	28	& Certificate.....	65	R	
Home Economics.....	123	MESA Program.....	39	Reading Courses.....	143
Honors Transfer Program.....	10, 38	Microcomputer Lab.....	8	Real Estate Course.....	144
Honor Society – Phi Theta Kappa.....	38	Military Service Credit.....	12	Recreation Education	
Hospitality Administration		Military Withdrawal.....	24	– Courses.....	144
– Courses.....	123	Mission Statement.....	6	– Municipal Recreation Certificate.....	78
– Degrees & Certificates.....	74	Municipal Recreation Certificate.....	78	Refund Policies.....	20
– Hotel Operations.....	74	Music		– Enrollment Fee.....	20
– Meetings & Convention Management.....	74	– Courses.....	131	– Health & Parking Fees.....	20
Housing.....	35	– Degree.....	76	– Nonresident Tuition.....	20
Humanities Courses.....	124			– Student Body Fee.....	20
				– Student Representation Fee.....	20

Registration.....	16	Student Services.....	33
Removal from Probation.....	23	Student Union Fee.....	19
Residence Requirements		Surgical Technology	
– Admission.....	14	– Admission.....	10, 79
– Associate Degree.....	48	– Courses.....	149
– Career Programs.....	53	– Degree & Certificate.....	79
– Certificate Programs.....	53		
Residency Rules		T	
– Adults over 19 years of age.....	14	Tagalog Courses.....	149
– Married Minors.....	14	Talisman.....	36
– Unmarried Minors.....	14	Team Sports Courses.....	140
– Resident Classification.....	14	Tech Prep.....	39
– Exceptions.....	15	Tech Prep Associate Degree	
Respiratory Therapy		Programs.....	13
– Admission.....	10, 78	Telecommunications Technology	
– Courses.....	145	– Courses.....	149
– Degree.....	78	– Degree & Certificates	80
Retail Management Degree		Temporary Leave of Absence.....	30
& Certificate.....	67	Toyota Technical Education Network	
Revisions of Regulations or Policies.....	31	– Courses.....	91
		– Degree & Certificate Programs.....	57
S		Transcript Fee.....	18
Scholarship Requirement for		Transfer Opportunity & Career Center	33
Associate Degree.....	48	Transfer of Credit.....	17
Scholastic Honors.....	21	Transfer Students.....	14
Science/Mathematics/		Transferable Courses	
Technology AS Degrees		– California State Universities	
– Allied Health	54	and Colleges.....	156
– Biotechnology.....	57	– University of California.....	154
– Mathematics.....	76		
– Natural Science.....	76	U	
– Respiratory Therapy.....	78	Unit Load Limitations.....	17
– Telecommunications Technology	80	Units of Credit.....	16
Sequential Courses.....	25	University Studies Degree.....	81
Services for Students with Disabilities.....	33	Unlawful Discrimination Complaints.....	32
Sexual Harassment Policy.....	31		
Skyline View, The.....	36	V	
Smoking Policy.....	31	Variable Unit Courses.....	17
Social Science Courses.....	146	Varsity.....	13
Sociology Courses.....	146	Varsity Sports Courses.....	140
Spanish		Veterans and Veterans'	
– Courses.....	147	Dependents.....	11, 36
– Degree.....	79		
Spanish Section (for those who		W	
speak Spanish).....	42	Web Address.....	1
Special Programs.....	38	Web Developer Degree & Certificate.....	68
Special Programs, Admissions.....	10	Withdrawal from Classes	24
Specific Area Requirements for		Women in Transition (WIT) Program.....	39
Associate Degrees.....	48		
Speech		Z	
– Courses.....	148	Zoology Courses (Biology).....	97
– Degree.....	79		
Statement on Academic Freedom.....	7		
Student Activities.....	36		
Student Body Fee.....	19		
Student Clubs.....	36		
Student Follow-Up.....	12		
Student Government Courses.....	148		
Student Grievances & Appeals.....	30		
Student Publications.....	36		
– Skyline View, The.....	36		
– Student Handbook.....	36		
– Talisman.....	36		
Student Representation Fee.....	19		
Student Records, Responsibilities			
and Rights.....	28		
Student Right-To-Know.....	28		