



Skyline
COLLEGE
ACHIEVE

2007–2008

CATALOG

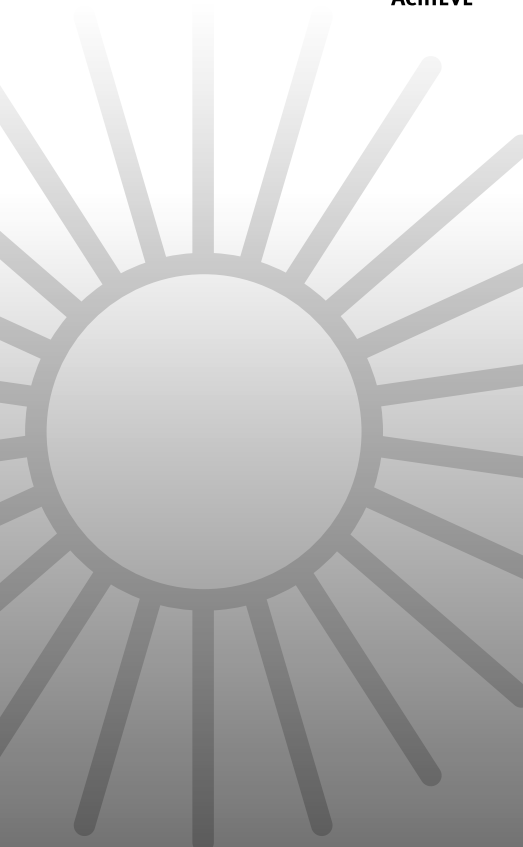




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BOARD OF TRUSTEES SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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.

Helen Hausman, *President*

Richard Holoher, *Vice President-Clerk*

Dave Mandelkern

Patricia Miljanich

Karen Schwarz

Richael Young, *Student Trustee, 2007-2008*

Ron Galatolo, *District Chancellor*

Victoria P. Morrow, Ph.D., *President, Skyline College*

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. 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.

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SKYLINE COLLEGE

3300 College Drive, San Bruno, California 94066

Telephone: (650) 738-4100 • Website: www.SkylineCollege.edu

The information in this Catalog is available in alternate format upon request.

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Other photographs by Shelly Hausman, Skyline College



Campus Directory

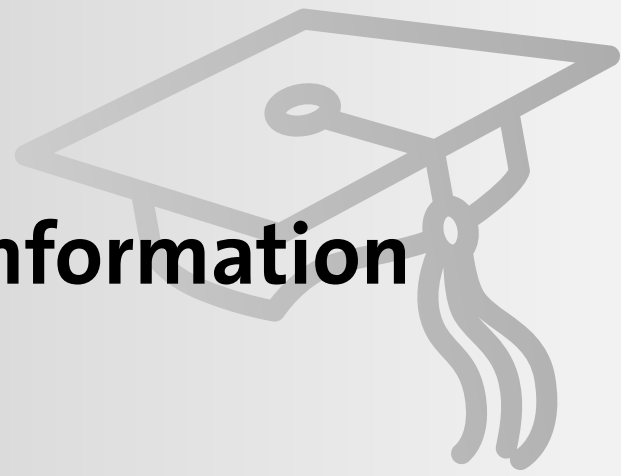
Main Line (650) 738-4100

For Information About	Ext.	Room
Admissions – Automated Menu	4252	2-2225
Admissions and Records	4251	2-2225
Fax (Admissions and Records)	4200	
ASSC (Student Government).	4327	6-6214
Assessment/Placement Testing	4164	2-2233
ASTEP Program.	4156	TBA
Automotive Technology	4126	8-8311
Bookstore	4211	6-6101
Business Division	4201	8-8305
CalWORKs	4480	2-2239
Career Center	4337	2-2227
Cashier's Office	4101	2-2225
Child Development Center	7070	Bldg. 16
Cosmetology	4165	PH-128
Counseling	4317	2-2200
Disabled Students	4280	2-2350
Emergency Medical Technology.	4284	PH-208
EOPS/CARE	4139	2-2212
Evening College Office.	4206	2-2225
Monday – Thursday, 5:00 to 10:00 pm		
Financial Aid	4236	2-2234
Fax (Financial Aid)	4425	
Gallery Theater	4282	1-1132
Health Center	4270	2-2207
Honors Transfer Program	4412	8-8210
International Students Program	4255	2-2225
Kababayan Program	4119	8-8214

For Information About	Ext.	Room
Language Arts Division	4202	8-8112
Learning Center, The	4144	5-5100
Library	4311	5-5200
MESA Program	4244	1-1222
Microcomputer Lab	4105	2-2108
Parking	4199	6-6106
Physical Education/Athletics/ Dance Division	4271	3-3126
Puente Program	4305	2-2230A
Respiratory Therapy	4457	PH-207
Scholarships	4236	2-2234
Science/Math/Technology Division	4221	7A-7130
Security	4199	6-6106
Skyline View, The (Student Newspaper)	4377	8-8110
Social Science/Creative Arts Division	4121	1-1108
STAARS	4144	5-5100
Student Activities	4275	6-6212
Student Services Information	4465	2-2225
Surgical Technology	4470	3E
Telecommunications Technology	4341	7A-7130
Theater	4121	1-1108
Transcript Information	4254	2-2225
Transfer Opportunity Center	4232	2-2227
Veterans' Affairs	4462	2-2225
Vice President of Instruction	4321	1-1313
Vice President of Student Services	4333	1-1315
Women in Transition Program	4157	2-2313
Workforce Development, Center for	7035	1-1221

Individual instructors may be contacted at their campus phone extensions.

General Information



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Calendar for 2007–2008

SUMMER SESSION, 2007

June 4	First Five-Week Summer Session Begins
June 18	Six, Seven & Eight-Week Summer Sessions Begin
July 4	Independence Day – Holiday
July 9	Second Five-Week Summer Session Begins
July 26	Six-Week Summer Session Ends
August 9	Eight-Week Summer Session Ends

FALL SEMESTER, 2007

August 22	Day and Evening Classes Begin
September 1 & 2	Declared Recess
September 3	Labor Day – Holiday
September 5	Last Day to Add Semester Length Classes
September 5	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
September 10	Census Day
September 14	Last Day to Drop Semester Length Classes without Appearing on Record
October 5	Last Day to Apply for AA/AS Degree or Certificate
November 9	Veterans' Day (Observed) – Holiday
November 10 & 11	Declared Recess
November 20	Last Day to Withdraw from Semester Length Classes
November 21	Declared Recess – Evening Classes Only
November 22	Thanksgiving - Holiday
November 23-25	Declared Recess
December 15-21	Final Examinations (Day, Evening & Weekend Classes)
December 21	Day, Evening & Weekend Classes End
December 24- January 20	Inter-Semester Recess

SPRING SEMESTER, 2008

January 21	Martin Luther King, Jr. Day – Holiday
January 22	Day and Evening Classes Begin
February 4	Last Day to Add Semester Length Classes
February 4	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
February 11	Census Day
February 15	Lincoln's Birthday – Holiday
February 16 & 17	Declared Recess
February 18	Presidents' Day – Holiday
February 19	Last Day to Drop Semester Length Classes without Appearing on Record
March 7	Last Day to Apply for AA/AS Degree or Certificate
March 15	Declared Recess (Skyline Only) – Expanding Your Horizons Conference
March 17-23	Spring Recess
May 1	Last Day to Withdraw from Semester Length Classes
May 24 & 25	Declared Recess
May 26	Memorial Day – Holiday
May 27-June 2	Final Examinations (Day, Evening & Weekend Classes)
June 2	Day, Evening & Weekend Classes End

TENTATIVE SUMMER SESSION, 2008

June 16	Six, Seven & Eight Week Summer Sessions Begin
July 4	Independence Day – Holiday
July 26	Six-Week Summer Session Ends
August 9	Eight-Week Summer Session Ends

President's Message



FROM THE PRESIDENT

Welcome to Skyline College!

Skyline College is proud of its commitment to excellence and innovation. The college's fine reputation has been earned by responding to the changing demands of our students and the world in which we live.

As a comprehensive California community college, Skyline provides an environment that is both friendly and supportive of all students. We offer programs and services that respond to your individual needs. Whether you are planning to transfer to a four-year university, prepare yourself for a career change, or upgrade your skills, Skyline College is the place to fulfill your goals.

We have a dynamic faculty and staff and we offer more than 80 Associate Degree and Certificate programs. Our One-Stop Student Services Center provides personal assistance to set goals, decide on careers, plan your educational program, and select the right classes to meet your objectives.

We are here to help you achieve your goals. Best wishes as you join the Skyline community.

Sincerely,

A handwritten signature in black ink that reads "Victoria P. Morrow". The signature is written in a cursive, flowing style.

Victoria P. Morrow, Ph.D.
President

Introduction

SKYLINE COLLEGE

Skyline College in San Bruno is part of the San Mateo County Community College District (SMCCCD) and offers an excellent education to students from all over the Bay Area. The 111-acre site, just west of Skyline Boulevard in San Bruno, is conveniently available to residents of South San Francisco, Daly City, Colma, Brisbane, San Bruno, and Pacifica. Although its chief service area is northern San Mateo County, Skyline enrolls students from the entire district.

Skyline College opened in 1969 and is one of three community colleges in the San Mateo County Community College District. The District also includes Cañada College in Redwood City, and the College of San Mateo. SMCCCD has served the educational needs of hundreds of thousands of county residents since 1922 when the San Mateo Junior College first opened its doors.

Students love Skyline because of its convenient location, low cost, comprehensive program offerings and availability of programs, flexible scheduling, and student-centered environment.

Skyline College offers opportunities for students of all ages. Through Skyline's Guaranteed Transfer Program, many Skyline graduates transfer to numerous four-year colleges and universities. Other Skyline college students earn Associate in Arts (A.A.) or Associate in Science (A.S.) degrees.

Students achieve employment and advancement in business and industry after earning certificates from Skyline's 44 Certificate programs. Some certificate programs offered include: Automotive Technology, Biotechnology, Cosmetology, many areas of Business, Early Childhood Education, Respiratory Therapy, Surgical Technology, and Telecommunications & Network Information Technology.

Skyline College is committed to preparing a highly-skilled workforce for the new economy and has been recognized nationally for its efforts. Skyline and the Workforce Investment Board (WIB) have worked with Genentech and other biotechnology companies to place workers trained by the college in jobs formerly limited to those with four-year degrees.

Skyline College provides a convenient way to fulfill educational goals and offers short courses starting throughout the semester to the community for continuing education.

COLLEGE MISSION, VISION AND VALUES STATEMENTS

Vision Statement

Skyline College strives to inspire a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Mission Statement

Skyline College is a comprehensive, open access community college that provides student-centered education leading to transfer, career advancement, basic skills development, and personal enrichment.

The College is committed to preparing students to be culturally sensitive members of the community, critical thinkers, proficient users of technology, effective communicators, socially responsible lifelong learners and informed participants of a democracy in an increasingly global society.

Skyline offers innovative instruction and student support to a rich tapestry of diverse learners through the hallmarks of the college: academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development.

Values Statement

Education is the foundation of our civilized democratic society. Thus:

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and services that enable them to advance steadily toward their goals.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through vocational programs and certificates, Associate of Arts and Associate of Science degrees, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to providing education in a climate that values innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas for all.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for business, industry, labor, non-profits, government and the arts.

Shared Governance: We value just, fair, inclusive, and well-understood governance processes based upon open and honest communication.

COLLEGE GOALS

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services.
2. Enhance institutional effectiveness in the planning and decision-making processes through cooperative leadership, effective communication, and shared governance.
3. Fulfill the college's role as a leading academic and cultural center for the community through partnerships with business, the community, and non-profit organizations.
4. Provide adequate human, physical, technological and financial resources to successfully implement educational programs and student services in order to improve student learning outcomes.
5. Offer faculty and staff opportunities for professional growth and advancement.

ACCREDITATION

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The Office of Private Post-secondary 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.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

Preamble

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.

SMCCCD 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; and
2. Provide lower division programs to enable students to transfer to baccalaureate institutions; and
3. Provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
4. Provide developmental and remedial education in language and computational skills required for the successful completion of educational goals; and
5. Provide a range of student services to assist students in attaining their educational and career goals; and

6. Provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community; and
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.

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. Faculty have a responsibility to distinguish between personal conviction and professionally accepted views in the discipline. 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.



Admission, Registration & Academic Policies

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Grades & Scholarship	28–29
Academic Standards	30–32



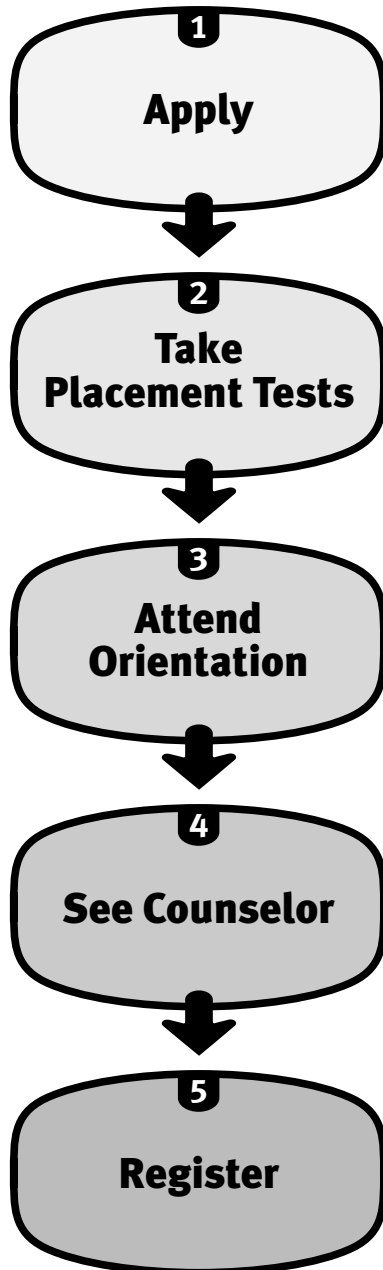
Matriculation: Five Steps to Successful Enrollment

FOR NEW STUDENTS

The following enrollment steps are required to complete the registration process.

These activities are in **high demand** during the registration period.

Complete these steps **as soon as possible to complete the registration process.**



Step 1

APPLY FOR ADMISSION

Admissions & Records (Building 2, 650-738-4251)

Complete the Application for Admission at <https://websmart.smccd.edu>.

After applying you will receive a Matriculation Ticket, which you will have stamped as you complete each registration step.

Mail or drop off your paper application to:

Skyline College, Admissions and Records

3300 College Drive, San Bruno, CA 94066 (650) 738-4252

Step 2

TAKE PLACEMENT TESTS

Assessment Center (Building 2, 650-738-4164)

Take the placement tests; refer to the current Class Schedule for information and dates of placement tests. Some students may be exempt from placement testing.

Step 3

COMPLETE ORIENTATION

One-Stop Information Center (Building 2, 650-738-4465)

Make an appointment to attend a New Student Orientation. Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to accomplish your educational goals. Refer to the current Class Schedule for information regarding in-person and online orientation options.

Step 4

MAKE APPOINTMENT WITH A COUNSELOR

Counseling Division (Building 2, 650-738-4317)

Make an appointment to meet with a Counselor. A Counselor will discuss your placement test results and help you select courses to meet your educational and career goals.

Step 5

REGISTER FOR CLASSES

WebSMART at www.SkylineCollege.edu

Submit your completed Matriculation Ticket to Admissions & Records.

You will receive your registration date. Select WebSMART from the Skyline College menu at www.SkylineCollege.edu to register for classes, pay fees, view grades, and much more! If you have questions, call the Admissions & Records Office at (650) 738-4251.

Admission

ADMISSION REQUIREMENTS

Admission to Skyline College is governed by the laws of the State and such supplementary regulations as have been prescribed by the Board of Trustees.

The following persons are eligible to enroll in Skyline College:

- Any high school graduate, OR
- Any person possessing a California high school proficiency certificate, OR
- Any person 18 years of age or older who may benefit from instruction.

New Student: Never enrolled in classes at Skyline College, College of San Mateo (CSM) or Cañada

Continuing Student: Enrolled for any of the past three terms at Skyline, CSM or Cañada

Former (Returning) Student: Previously enrolled at Skyline, CSM or Cañada, but not during the last three terms

Concurrent Student: K-12 grade level student concurrently enrolled at Skyline, CSM or Cañada

ADMISSION PROCEDURES

New Students: See the Five Steps to Successful Enrollment chart on the opposite page.

Former (Returning) Students: Complete only Step 1 of the Five Steps to Successful Enrollment chart on the opposite page, unless you are notified otherwise.

In addition to the Admissions Application, the following information must be provided as shown below:

Concurrent Students: Provide parent and principal signatures certifying approval of college courses.

Disabled Students: Contact the Disabled Students Office at (650) 738-4280 for information about accommodations available on campus. Submit an application for services. See “Disabled Students Program” under the Programs and Services section of this Catalog for more information.

International Students: Submit an International Student Admission Application, an I-20, and other documents requested. See “International Students” in the Admission section of this Catalog for more information.

Non-Resident Students: Students who have not been California residents for a full year before the opening day of a term, should see “Residence Requirements for Admission” in the Admission section of this Catalog for more information about residency criteria and/or a change in status.

Transfer Students: Submit transcripts from other colleges you have attended when you meet with a counselor to determine completion of pre-requisites and/or graduation requirements.

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

ADMISSIONS – SPECIAL PROGRAMS

Special programs require a special application in addition to the College Admissions Application. To ensure timely submission of an application to a special program by the deadline date, contact the Office of Admissions or the department for current information. All applications and program information are available online at www.SkylineCollege.edu or from the Office of Admissions.

Automotive Technology: The **DAY** Automotive Technology Program is by special application only. No application is required for the evening or Saturday program.

Cosmetology: See “Cosmetology” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Honors Transfer Program: Students are encouraged to apply for the program at www.smccd.edu/accounts/skyhon. See “Honors Transfer Program” in the Programs & Services section of this Catalog for more information.

Respiratory Therapy: One class of students begins each year. Applications are due in spring for the Fall Semester. See “Respiratory Therapy” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Surgical Technology: This is a ten-month program that includes hospital rotations. Applications are due in spring for the Fall Semester. See “Surgical Technology” in the Associate Degree & Certificate Program section of this Catalog for more information.

Varsity Athletics: A student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Contact the Physical Education/Athletics & Dance Division to complete an eligibility form. See “Athletics” in the Programs & Services section of this Catalog for more information.

CHOICE OF COLLEGE

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

CONCURRENT HIGH SCHOOL STUDENTS

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

Students attending high school may register concurrently for Skyline College classes. Interested students must submit an Application for Admission, a Concurrent Enrollment Request Form available at www.SkylineCollege.edu/highschool, and a 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:

1. Enrolled in high school.
2. High school academic grade point average of 2.0, a C, is recommended.
3. Parent's permission to enroll.
4. Principal or designee's permission to enroll.

Cost for concurrent enrollment:

1. No enrollment or Student Representation fees are charged for less than 12 units. The Student Union fee (Fall and Spring Semesters only) of \$1 per unit (\$5 maximum per semester) and the Health fee are charged. All fees are charged for full-time enrollment (12 or more units).
2. Students classified as non-residents must pay non-resident tuition.
3. 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 programs.

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.

EXAMINATION CREDIT

Advanced Placement Test (APT): Please see the Advanced Placement Exam Credit Policy chart on pages 19 and 20.

College Level Examination Program (CLEP): Skyline participates in the College Level Examination Program (CLEP). Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned – 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student's Skyline transcript by the Office of Admissions and Records. CLEP credit units are not applicable for meeting unit load requirements for enrollment status, or for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. Should students transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit.

Credit by Examination (CBE): A currently enrolled student in good standing may be permitted to obtain credit for courses if they are 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 previously been granted or for which credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12 units toward an Associate Degree or 6 units toward a certificate may be granted for credit earned by Credit by Examination. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. A student may complete a course through Credit by Examination procedures only once.

A student wishing to pursue the Credit by Examination option should obtain a Credit by Examination form from the Office of Admissions and Records. The Office of Admissions and Records approves eligibility. The student must then submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. Skyline credit earned through Credit by Examination may not be used for meeting unit load requirements for enrollment status, or for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. All grades issued upon completion of Credit by Examination will be used for the calculation of the student's grade point average and for determining scholarship awards.

INTERNATIONAL STUDENTS

The goal of the International Student Program is to provide educational opportunities for international students and to promote international understanding on campus and in the community. The following regulations govern the admission of F-1 Visa students to Skyline College:

1. Application deadlines are as follows: For Fall, completed applications are due April 30th. For Spring, completed applications are due November 8th. Deadline dates are subject to change.
2. F-1 students are required to pay international student tuition, enrollment and health fees. The Skyline Class Schedule provides the current list of required fees.
3. F-1 Visa students are required to complete a full course of study (a minimum of 12 units each Fall and Spring semester.) In accordance with SEVIS regulations, failure to do so will be reported as the student being out of status.
4. Enrollment of F-1 Visa students is limited to a maximum of six semesters.
5. Criteria for admission of F-1 Visa students:
 - a. Applicants must submit a completed International Student Application available on Skyline's website: www.SkylineCollege.edu/international, or obtain an application from the Admissions and Records Office.
 - b. Applicants must demonstrate English proficiency as indicated by a minimum TOEFL score of 480 paper based, 157 computer based, and 54 internet based. Skyline College does not issue an I-20 for English as a Second Language study.
 - c. Applicants must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
 - d. Applicants must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English and represent American currency.
 - e. Applicants must submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by a certified English translation.
 - f. F-1 Visa applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Skyline College admission requirements and is in status with U.S. Immigration and Citizenship Services.

6. F-1 Visa students shall be held to the same scholastic requirements and to the same College rules and regulations as other students.
7. F-1 Visa students must provide proof of having valid medical and hospitalization insurance coverage or 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 \$740.00 per year. **Insurance rates are subject to change.**
8. F-1 Visa students are required to comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 Visa students.

F-1 Visa Concurrent Enrollment

Students enrolled full time at another institution from which they have a valid I-20 are permitted to enroll at Skyline College on a part-time basis. These students are limited to enrollment that will not exceed two classes and, when combined, total no more than six units. F-1 Visa students must pay all appropriate fees, and a permission letter from the home school is required for every semester of attendance.

MILITARY SERVICE CREDIT

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. With appropriate separation or discharge papers, veterans may have the Physical Education requirement waived and be granted six units of elective credit toward the Associate Degree.

Veterans may receive credit for military service schools toward the Associate in Arts/Science degree requirements 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) 738-4242.

RESIDENCY REQUIREMENTS

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. Verification of physical presence in California one year prior to the day before the start of the semester. Residence is determined by actions and intent. The one-year period begins when a person is **not only present** in California but **also** has demonstrated clear intent to become a permanent resident of California.
2. Intent to make California a permanent place of residence can be verified by:
 - 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 non-residency 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 (are) 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 res-

ident 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-1, B-2, C-1, C-1D, C-2, C-3, C-4, D-1, F-1, F-2, F-3, H-2A, H-2B, H-4, J-1, J-2, M-1, M-2, M-3, O-2, O-3, P-1, P-2, P-3, P-4, Q-1, Q-2, Q-3, S-5, S-6, TWOV, TN and TD visas and their dependents. Any student not holding a valid visa is precluded from establishing California residence. 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 fees. 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 may not provide a complete explanation of their meaning. For further information, contact the Office of Admissions and Records. Students 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

Tuition exemption forms are available in the Admissions and Records Office for students who wish to be considered for this exemption under State Law AB540.

1. 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 all of 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.
2. Any student seeking an exemption under subdivision (A) shall complete a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption. The student may be required to provide documentation for the information provided on the questionnaire to verify eligibility for an exemption. All nonpublic student information so provided shall be confidential and shall not be disclosed unless required by law.
3. 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.
4. A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.
5. Nothing in this statute modifies eligibility standards for any form of student financial aid.
6. Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

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 academic transcript.

Upper-division credits completed at a four-year college or university cannot be 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.

VETERANS AND VETERANS' DEPENDENTS

Skyline College offers 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 (see the Academic Standards section of this Catalog) applies to all students. 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 to 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 Programs & Services section of this Catalog.

Advanced Placement Exam Credit Policy

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 9/25/97	IGETC+	GENERAL UC POLICY RE: AP
Art Art History	3 semester units in the Humanities area	3 sem units C1	Area 3A	*UC 8 quarter units
Studio Art: Drawing	None	None	None	*UC 8 quarter units
Studio Art: General	None	None	None	*UC 8 quarter units
Biology	3 semester units in the Natural Sciences	3 sem units B2	Area 5B	*UC 8 quarter units
Chemistry	6 semester units in Natural Sciences area	6 sem units B1&B3	Area 5B with lab	*UC 8 quarter units
Computer Science Comp Science A	None	None	None	*UC 2 quarter units
Comp Science AB	None	None	None	*UC 4 quarter units (4 qt. Unit maximum for both tests)
Economics Macroeconomics	Each test generates 3 semester units in Social Sciences Area	3 semester units D3	Area 4	*UC 4 quarter units
Microeconomics		3 semester units D3	Area 4	*UC 4 quarter units
English Language & Comp	Meets ENGL & READ competency 3 sem units in English (E2) and 3 sem units in Language & Rationality (F4A)	3 semester units A2	Area 1A	*UC 8 quarter units
Literature & Comp: Meets English & Read Competency	3 sem units in E2 and 3 sem units in F4 and 3 sem units in F2 (Humanities)	6 semester units in A2 and C2	Area 1A or 3B	*UC 8 quarter units
Environmental Science	None	None	None	*UC 4 quarter units
History European	3 sem units Social Sciences area	3 sem units in D3	Area 3B or 4	*UC 8 quarter units
United States	3 sem units Social Sciences also fulfills US HIST/GOV req.	3 sem units in D1 (clears US Hist only for CSU)	Area 3B or 4	*UC 8 quarter units
World	3 sem units Social Sciences area	*new test in review	*new test in review	*UC new test in review
French French Language	Each test generates 6 semester units in the Humanities area	6 sem units in C2	Each course meets foreign language proficiency requirement One course in 3B	*UC 8 quarter units
French Literature		6 sem units in C2	One course in 3B	*UC 8 quarter units
German German Language	Each test generates 6 semester units in the Humanities area	6 sem units in C2	One course in 3B and meets Foreign Lang proficiency	*UC 8 quarter units
Government & Politics Comparative	Each test generates 3 semester units in the Social Science area and also meets CA/ US GOVT only	3 sem units in D3 3 sem units in D1 (Clears US Govt for CSU only)	Area 4	*UC 4 quarter units
United States			Area 4	*UC 4 quarter units

Continued →

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 9/25/97	IGETC+	GENERAL UC POLICY RE: AP
Latin Literature Vergil	Each test generates 3 semester units in the Humanities area	3 sem units in C2 3 sem units in C2	Each test meets foreign language proficiency req. Area 3B Area 3B	*UC 4 quarter units *UC 4 quarter units
Mathematics Calculus AB Calculus BC	Each test generates 3 semester units in the Analytical Thinking (4B) area and meets math competency requirement	3 sem units in B4 3 sem units in B4	Area 2 Area 2	*UC 4 quarter units *UC 8 quarter units
Music Theory	3 semester units in the Humanities area	3 sem units in C1	Area 3A	*UC 8 quarter units
Physics Physics B Physics C: Elec Physics C: Mech	6 semester units in Nat Science 3 units in Nat Sci 3 units in Nat Sci	6 sem units in B1&B3 3 sem units in B1&B3 3 sem units in B1&B3	Area 5A with lab Area 5A Area 5A	*UC 8 quarter units *UC 4 quarter units *UC 4 quarter units (8 qt. max for 3 tests)
Psychology	3 semester units in Social Sciences	3 sem units in D3	Area 4	*UC 4 quarter units
Spanish Language Literature	Each test generates 6 semester units in the Humanities area	6 sem units in C2 6 sem units in C2	Each test meets foreign language proficiency req. One course 3B One course 3B	*UC 8 quarter units *UC 8 quarter units
Statistics	Meets math competency and 3 sem units in Analytical Thinking (4B)	3 sem units in B4	Area 2	*UC 4 quarter units

***ADVANCED PLACEMENT TESTS (AP)** – Skyline College accepts the Advanced Placement Test. Skyline College applies AP credit toward the Associate degree general education requirements in the same manner as the California State University system applies AP credit to CSU General Education/Breadth requirements or for certificates. The chart above outlines general education application for Advanced Placement credit. Applying Advanced Placement credit to meet specific major or degree requirements is more complicated. Each instructional division at Skyline determines how AP credit can be applied to majors for Associate degrees. How credit is applied to university majors and degree requirements is determined by evaluators at each college or university. Students should be aware that college courses taken after the AP test may duplicate the content of the AP test and, in these cases, the university (transfer destination) may not award credit for both the course and the AP test. Space does not permit discussion of how AP credit is granted for every university and program so students are advised to thoroughly investigate this area.

Please Note: Advanced placement tests are not applicable for meeting unit load requirements for enrollment status, or for such programs as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements.

It is possible that if a student attempts to enroll in a course for which they have received content area credit based on their AP exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should students transfer to a university, AP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding AP credit.

+IGETC – Advanced Placement Tests can be used to satisfy all areas of IGETC except for Areas 1B and 1C. This work may be applied toward completion of IGETC but applicability of such coursework toward a major or degree requirement rests with each CSU and UC campus.

****CSU** – A student may earn up to 6 semester units of baccalaureate credit for each Advanced Placement test of the college Entrance Examination Board on which the student receives a score of 3, 4, or 5. The list above indicates how AP credit is applied to CSU GE/Breadth requirements.

***UC** – The University of California system grants credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward general education or breadth requirements as determined by evaluators at each campus.

Matriculation

MATRICULATION POLICY

Matriculation is the process designed to assist students in planning, selecting, and achieving their educational goals. This process brings the college and the student into an agreement for the purpose of realizing the student's educational goal through established programs, policies and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. The primary purpose of matriculation is enhancing student success.

Students who have obtained an Associate Degree or higher, are taking courses for personal enrichment or related to job skills, or are attending a college other than Skyline College as their primary institution are exempted from some or all of the matriculation process. All other students are expected to complete the following components of matriculation:

1. **Admission:** Information is collected on each applicant to help direct students to the appropriate services and to assist students with enrollment. To complete an application, go online to <https://websmart.smccd.edu>.
2. **Skills Assessment and Placement Testing:** This process measures a student's abilities in English, English for Speakers of Other Languages (ESOL), reading, mathematics, learning and study skills. Assessment results are one of the criteria used to guide students and their counselor with course selection and specialized support services. Go online to see the hours of the Assessment Center at www.SkylineCollege.edu/testing.
3. **Orientation:** An overview of college services, programs, academic expectations and procedures, and college life. Orientation is offered at in-person workshops as well as online at www.SkylineCollege.edu/orientation. For in-person workshops, please call (650) 738-4317.
4. **Counseling and Educational Planning:** Professional counselors are available to assist new students in deciding upon an educational goal, determining the required courses, and recommending specialized support services. The counselor and the student develop a Student Educational Plan (SEP) which serves as an outline for the program of study for each student. Bring your high school and/or college transcripts for your counselor to review. Counseling appointments are available by calling (650) 738-4317, and E-counseling services are available online at www.SkylineCollege.edu/counseling.
5. **Student Follow-up:** The academic progress of each student is evaluated throughout each semester. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal.

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 assessment results and other measures.

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 Dean of Counseling, Building 2, Student Services Center.
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; the Dean of Counseling, Building 2, Student Services Center; or on the website, www.SkylineCollege.edu.
5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the office of the Dean of Counseling, Building 2, Student Services Center.
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 Dean of Counseling, Building 2, Student Services Center.

Registration

Registration is conducted through WebSMART at <https://websmart.smccd.edu> to enroll in classes, add and/or drop classes, access final grades, and pay any college-related fees. When admissions requirements have been completed along with placement testing, orientation and counseling, if applicable, complete instructions are provided, including a District issued User ID and a Personal Identification Number (PIN) which allows access to WebSMART. 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.

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 by email or mail. Registration can be done on or after the registration appointment date.

New students who intend to earn an Associate degree, transfer to a four-year college or university, earn a certificate from a vocational program, discover career interests/prepare for a new career, improve basic skills in English, reading or math, 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.

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 assumes that the average student will devote approximately 45 hours per week to class attendance and preparation.

UNIT LOAD LIMITATIONS

The combination of work hours and class hours should be carefully considered when completing a Student Educational Plan. No student may take more than 19 units in each of the fall and spring semesters or 12 units (more than 9 upon request) in summer session without the special approval of a counselor or 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.

REGISTRATION CHANGES/ WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, program changes are completed using WebSMART. 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 review the class schedule summary on WebSMART or 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. Refer to "Refund Policy" in this Catalog for information on refunds.

REMEDIAL COURSEWORK LIMIT

No student shall receive more than 30 semester units of credit for remedial/basic skills coursework. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may obtain a waiver of this limitation. Students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

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.

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 (subject to change), the Health Services Fee, the Student Representation Fee, the Student Body Fee, and the Student Union 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 each term.

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. Enrollment may be limited in some courses due to space and equipment constraints.

TRANSFER OF CREDIT

Students expecting to transfer to an accredited four-year college or university can complete the first two years of their coursework 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 accessing www.assist.org, or by calling 738-4232.

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.

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.

ENROLLMENT FEE

A state-mandated enrollment fee of \$20 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/or 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."

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 \$15 Health Services Fee each semester for day or evening classes, or \$12 for 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.

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. A petition to waive the fee may be obtained at the Cashier's Office. The fee is not covered by the California Community Colleges Board of Governors Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

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 current Class Schedule or the Fees link on the Skyline College website for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to "Determination of Residency" in the Admission section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

INTERNATIONAL STUDENT (F-1 VISA) HEALTH INSURANCE

Required of international students without the requisite level of private health insurance.

STUDENT BODY FEE (OPTIONAL)

The optional Student Body Fee of \$8.00 per semester (Fall and Spring only) is automatically assessed and is payable at the time of registration. Students who pay the fee receive an Associated Student Body card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for some on-campus products and services. Funds collected also help support student activities, services and scholarships. Students who choose to waive the fee must contact the Cashier's Office by the deadline listed in the class schedule printed each semester.

STUDENT UNION FEE

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 operation, maintenance and refurbishment of the Student Union. The assessment of this fee was authorized by a vote of the Skyline Student Body in February 2001.

PARKING PERMIT FEE

The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are non-refundable except by action of the college. Parking permits are not required for motorcycles if parked in designated motorcycle parking. Parking permits are not required for students enrolled exclusively in weekend or off-campus classes. Students may purchase only one parking permit per semester. Parking permits may be transferred from one vehicle to another. One replacement parking permit may be purchased 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 Parking Lots 4, 5 and 8. Refer to the campus map for dispenser locations.

Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Building 2, Student Services Center. The permit, once purchased, must be picked up either at the Cashier's Office or the Security Office, Building 6, first floor, Room 6106. Contact the Cashier's Office (650) 738-4101 or the Security Office (650) 738-4199 for office hours.

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard in addition to purchasing a student parking permit in order to park in designated disabled parking spaces on campus.

See "Parking" in the Programs and Services section of this Catalog for more information on parking policies and procedures.

AUDIT FEE

A fee of \$15 per unit is charged for designated courses only. This fee is subject to change. See "Auditing of Courses" section in this Catalog for further information.

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 request by the student. Transcripts may be requested in person or at WebSMART (<https://websmart.smccd.edu>). Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Express Service, usually within twenty-four hours, is available at an additional \$10 per transcript. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4254.

RETURNED CHECK FEE

A fee of \$20 is charged for each returned check.

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. For the approximate cost of books, contact the Bookstore at (650) 738-4211 or check the website at <http://bookstore.SkylineCollege.edu>.

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

1. ACCOUNTING, ART, BUSINESS, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, COMPUTER SCIENCE, DEVELOPMENTAL SKILLS, MATH - \$3 to \$25 materials fee is required for certain courses.
2. AUTOMOTIVE TECHNOLOGY – Approximately \$1,300 tool costs for the first semester with an additional \$900 over the remaining semesters.
3. COSMETOLOGY – Approximately \$1,800 over the length of the program for uniforms and equipment.

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 (using Visa, MasterCard, American Express, Diners Club or Discover) via WebSMART at <https://websmart.smccd.edu>.
- By mailing a check or money order to the Cashier's Office; please write your Student ID number on the check/money order for proper crediting.
- 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

Please refer to the current Class Schedule for fee payment deadlines. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Bills are not routinely sent to collect past due balances. Students are expected to review their account on WebSMART regularly.

REFUND POLICY FOR REGISTRATION FEES

1. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. Students should check their WebSMART Class Schedule Summary for specific refund dates.
2. It is the student's responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
3. A student may either maintain a credit balance on account or request a refund.
4. Refunds are not issued automatically. Students must contact the Cashier's Office to request a refund.
5. Credit balances remain on student accounts for a maximum of five (5) years.
6. Fees paid by personal check(s) require 30 days for bank clearance before refunds can be processed.
7. A \$10 non-refundable processing fee (plus an additional \$50.00 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session. For students who owe less than \$10 and withdraw from all classes before the deadline, the processing fee shall equal the amount owed.
8. Students who receive Financial Aid and withdraw from classes are advised to contact the Financial Aid Office regarding possible repayment owed to federal funds if funds are received prior to withdrawal – (650) 738-4236.
9. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.
10. If a parking permit has been issued, it must be returned to the Cashier's Office by the deadline stated in the Class Schedule printed each semester for a credit or refund of the parking fee to be processed.
11. The Student Body fee is fully refundable on or before Friday of the fourth week of instruction for semester length courses (for exact dates refer to the Class Schedule printed each semester). For late-start courses, the deadline to waive the fee is 30% of the period of instruction.
12. Variable Unit Courses: No enrollment fee or nonresident/international student tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
13. Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique and extraordinary circumstances beyond the control of the student.

Grades and Scholarship

GRADES AND GRADE POINTS

There are two systems of grading at Skyline College:

1. **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 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

2. **Credit/No Credit:** Each division of the College may designate courses in which a student is evaluated on a "Credit/No Credit basis" only. Courses with this grade option will be 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

3. **Credit/No Credit Options:** Students 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 select this grade option via WebSMART registration within the first 30% of the term. Changes will not be accepted after this time.

The use 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 before selecting this option.

Nonevaluative Symbols

1. **I – Incomplete:** 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 Enrollment Services. A final grade will be assigned by the professor when the stipulated work has been completed and evaluated. If 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 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" cannot 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.

2. **IP – In Progress:** 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.

3. **RD – Report Delayed:** Used only by 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.

4. **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").

A student's grade point average for a degree will not include grades earned in non-degree applicable credit courses.

SCHOLASTIC HONORS

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

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	Acknowledgment
3.3	Honors
3.5	High Honors
4.0	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 on WebSMART. **All fees must be paid to be able to access grades.** Dates of final grade availability for specific semesters are published in the current Class Schedule. Final grades are available at:

www.skylinecollege.edu
Click on "WebSMART."

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. See "Student Grievance and Appeals Policy" in the Student Records, Responsibilities and Rights section of this Catalog for information on the grade grievance process.

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.

ENROLLMENT/ DEGREE VERIFICATION

Skyline College subscribes to the National Student Clearinghouse (NSC) for enrollment and degree verifications. Requests for enrollment and/or degree verifications 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 a company or business for this service. Students may obtain an official Enrollment or Degree Verification Certificate at any time by accessing the NSC website at **www.studentclearinghouse.org**. No fee is charged for this service. To process a request: 1) click on the Students icon, 2) click on the link for Performing Enrollment Verifications and follow instructions, 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.

Academic Standards

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.

Special program eligibility requirements for financial aid, athletics, and Veteran's Educational Benefits (see "Veterans and Veterans Dependents" in the Admission section of this Catalog), may differ. Students should consult with the specific office for applicable program eligibility requirements.

ACADEMIC PROBATION

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

1. **Based on low 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. **Based on lack of 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 recorded as W, I and NC reaches or exceeds 50 percent. (See Calendar for deadline dates for withdrawal.)

A student may be placed on probation under either or both criteria.

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 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 completed is 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:

1. The student's cumulative grade point average is less than 1.75 in all units attempted.
2. 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. Students in dismissal status are restricted to a limited 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:

1. A period of at least one year must have elapsed since the coursework to be alleviated was completed.
2. A student seeking alleviation must have completed:

Units	Grade Point Average
9	3.5
15	3.0
21	2.5
24	2.0

since the course work to be alleviated was completed.

3. 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. 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.

To request academic renewal, a student must submit an Academic Renewal petition to the Office of Admissions and Records. The form is available at the Admissions and Records counter.

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 should access WebSMART registration or obtain an Add/Drop form from the Office of Admissions and Records, Building 2, second floor. Official withdrawal is the responsibility of the student. A withdrawal with a refund is subject to refund deadlines. 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 record of the class will appear 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 record of the class will appear 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 (or 75 percent of a term, whichever is less). A "W" grade shall be recorded on the student's academic record. In courses 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 a refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

COURSE REPETITION

A petition for Course Repetition is NOT required if a student has one substandard grade (D, F, N/C). The student can register on WebSMART unless they are on academic dismissal.

A Standards and Policies Petition is required for the reasons below and must be submitted to the Dean of Enrollment Services in the Office of Admissions and Records. If approved, the student must bring the signed petition to Admissions and Records and register in person. If the petition is not approved before the first day of classes, students must follow late registration procedures (i.e., obtain an authorization code from the instructor or an Incomplete Registration form) in order to be permitted to register.

Reasons to Repeat

Whether or not the petition will be approved is indicated in italics below each reason for repeat.

1. Student received an A, B, C or CR and wants to improve grade.
No, unless reasons #3, 4 or 5 apply.
2. Student received a D, F or NC after repeating a class one time.
No, unless reason #6 applies.
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment.
Yes; student can repeat an unlimited number of times. Student must provide statement from employer mandating the course for training.
4. Class content has changed substantially.
Yes, for students with standard (A, B, C, CR) and substandard (D, F, N/C) grades.
5. Most recent course was completed more than five years ago.
Yes, for students with standard (A, B, C, CR) and substandard (D, F, N/C) grades.

6. Extenuating Circumstances – accident, illness, evidence of caretaking responsibilities, job change, death in immediate family, or a documented disability.

Yes, for students with substandard (D, F, N/C) grades. Documentation is required to support circumstances that specifically relate to the date of the course.

Before attempting to file a petition, it is highly recommended that the student see a counselor (650-738-4317) and/or contact the Learning Center (650-738-4144) for tutorial assistance that may help them be successful in class.

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 accordance 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 must complete a Petition to Challenge a Prerequisite form. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Dean of Counseling, Building 2, Student Services Center; or the Skyline College website at www.SkylineCollege.edu.

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., Spanish 111 cannot be taken after successful completion of Spanish 110.

POLICY AND PROCEDURES FOR PROVIDING ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Federal and state legislation requires that community colleges establish programmatic as well as physical access to their academic offerings. Students with verified disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction. The San Mateo County Community College District is responsible to make modifications to academic requirements and practices as necessary – without any fundamental alteration of academic standards, courses, educational programs or degrees – to ensure that it does not discriminate against qualified students with disabilities. Skyline College has developed a procedure for responding, in a timely manner, to accommodation requests involving academic adjustments. This procedure shall provide for an individualized review of each request. The procedure shall also permit the Section 504 Coordinator, or other designated District official with knowledge of accommodation requirements, to make an interim decision pending a final resolution. Further information about this policy may be obtained from the Disabled Students Program and Services Office, Building 2, Room 2350.

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.

Support Services & Special Programs



Student Records,
Responsibilities & Rights

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Photo by Nikki de Rivera



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 Enrollment Services, a written request that identifies the record(s) they wish to inspect. The College Official 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 Enrollment Services 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 Enrollment Services 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 Enrollment Services in writing each term or semester.

Only the following "Directory Information" at the College is available to external entities: (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. Appropriate College personnel as noted in #3 will have access to full address information.

The Solomon Act requires colleges to release full directory information to the U.S. Armed Forces.

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 6, Room 6106, (650) 738-4301, or view the information on the web at <http://www.smccd.edu/accounts/skypro/research4/security.html>.

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 web at <http://www.smccd.edu/accounts/skypro/research4/srtkrate.html>. Contact the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251, for additional information.

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

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 your work corrected 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 Enrollment Services 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.

It is the student’s responsibility to withdraw when absences have been excessive. 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 may 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.

STUDENT CODE OF CONDUCT

Students enrolled in the colleges of the District 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. The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority of, or persistent abuse of, college personnel.
2. Assault, battery or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct, which threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e. obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities on College premises).
6. Unauthorized entry into, or use of, College facilities.
7. Forgery, alteration or misuse of College documents, records or identification.
8. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.
10. Extortion or breach of the peace on College property or at any College sponsored or supervised.
11. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs as defined in California statues on College property or at any function sponsored by the College.
12. Possession or use of alcoholic beverages on College property or at any function sponsored or supervised by the College.
13. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on College property or at College-sponsored activities.
14. Use of personal amplified a sound device that disturbs the privacy of an individual or an instructional program.
15. Failure to satisfy College financial obligations.
16. Failure to comply with directions of College officials, faculty, staff or campus security officers who are acting in performance of their duties.
17. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon request of a College official acting in the performance of his/her duties.
18. Gambling.
19. Violation of other applicable federal and state statues and District and College Rules and Regulations.
20. Sexual harassment or unlawful discrimination.
21. Smoking in classrooms or other unauthorized campus areas.
22. Violation of Skyline College Pet Policy.
23. Use of skateboards, scooters and/or inline skates on campus.

Types of Disciplinary Action

Decisions regarding the following types of disciplinary action are the responsibility of the Dean of Enrollment Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the established appeal procedures found in Rules and Regulations, Section 7.73, have been completed.

WARNING – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.

TEMPORARY EXCLUSION – A faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if deemed necessary, for the day following. The professor shall immediately report such removal to the College President or his/her designee for appropriate action.

CENSURE – The Vice President of Student Services or designee may verbally reprimand a student or may place on record a written statement that details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

CANCELLATION OF REGISTRATION – The Vice President of Student Services or a designee may cancel a student's registration if education records, financial records or other related documents are falsified, or for failure to meet financial obligations to the District.

DISCIPLINARY PROBATION – The Vice President of Student Services or designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:

1. Removal from any or all College organizations or offices;
2. Denial of privileges of participating in any or all College or student sponsored activities.

RESTITUTION – The Vice President of Student Services or designee may require a student to reimburse the District for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages. Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic file. A student subject to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

Suspension and Expulsion of Students

SUSPENSION – The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student or College granted privileges.

SUMMARY SUSPENSION – Limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.

DISCIPLINARY SUSPENSION – A temporary termination of student status and includes exclusion from classes, privileges or activities for a specified period of time as stipulated in the written notice of suspension.

The President of the College or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:

1. From one or more classes for a period of up to ten days.
2. From one or more classes for the remainder of the school semester or session.
3. From all classes and activities of the College, for one or more semesters or sessions.

In cases involving disciplinary suspension:

The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.

1. The student shall have the opportunity to examine any materials upon which the charges are based.
2. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
3. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record. The student's instructors and counselor shall be informed in writing of the suspension.

At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.

A student under suspension at any District College may not enroll in any other District College during the period of suspension.

The President of the College shall report all suspensions of students to the Chancellor. If the suspended student is a minor, the parent or guardian shall be notified in writing by the President of the College or his/her designee.

EXPULSION – Expulsion of a student is a permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the President of the College.

1. The President of the College shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion, which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
2. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold an executive session to consider his/her expulsion. Unless the student requests a public hearing in writing within at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The students or his/her representative may cross examine and witness. The District bears the burden of proof.
5. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

STUDENT GRIEVANCE AND APPEALS

Skyline College is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the college community. If a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance within the framework of policy and procedures.

Skyline College complies with Federal regulations (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992) designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability. Complaints of sexual harassment, or discrimination should be directed to the Human Resources Department of the San Mateo County Community College District. For more information about procedures for filing these complaints, please visit the San Mateo County Community College District website at <http://www.smccd.edu/accounts/smccd/departments/humanresources/policies.shtml>.

Students filing grade grievances must be able to demonstrate mistake, fraud, bad faith or incompetence in the academic evaluation of their performance. In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade dispute grievances must be filed within one year of issuance of the grade in dispute.

College Procedure

The following procedures summarize the appropriate college channels to be utilized by students.

Informal Level:

Before initiating a formal grievance procedure, the student should attempt to resolve the dispute informally with the professor, administrator or staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedure set forth below.

Formal Level:

Level 1: The initial grievance must be filed with the administrator responsible for the area in which the dispute arose. In presenting a grievance, the student must submit a formal grievance form. Forms are available in the office of the Vice President of Student Services and in the office of the Dean of Enrollment Services. The written description of the grievance should include the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
2. A description of the general and specific grounds on which the appeal is based.
3. A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.
4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.

The administrator of the division shall review and investigate the grievance. If a faculty or staff member is involved, the administrator will apprise the individual of the alleged grievance. A written notice of the decision shall be provided to the student normally within ten (10) business days of receipt of the student's grievance. In the event that the grievance is not resolved to the student's satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

Level 2: In the event that the grievance has not been resolved at the first level, a student may follow one of the next options:

Grade Grievances

1. Appeals must be in writing and should go directly to the Vice President of Instruction. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President of Instruction will render a decision within ten (10) business days after meeting with the student.

Appeals involving college policies

1. Appeals involving college policies should be in writing and submitted to the appropriate Vice President. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President will render a decision within ten (10) business days after meeting with the student.
2. Appeals involving college policies can also be brought before the Academic Policy Appeals Committee. The student can submit the request to the Hearing Officer, the Dean of Enrollment Services. The Hearing Officer will convene the Academic Policy Appeals Committee (comprised of faculty, staff and a student). The Hearing Officer will convene the Academic Policy Appeals Committee within five (5) business days of the request. A decision will be rendered within ten (10) business days after meeting with the Committee.
3. In disputes involving degree and certificate requirements, the Vice President of Student Services or Vice President of Instruction will consult with the Academic Senate President or designee.

Level 3: In the event the President of Skyline College is not involved in the second level, the student may appeal in writing to the President to review the appeal within five (5) business days after receipt of the decision or action. The President shall provide the student with a hearing if requested and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten (10) business days of the review of the student's written appeal. In the event that the President's response is not satisfactory to the student, he or she may appeal the President's decision or action to the Chancellor of the District. At each level of appeal, the student shall be advised of his/her further rights of appeal.

Timelines

1. If the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.
2. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.

3. The designated time periods of this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

TEMPORARY LEAVE OF ABSENCE

Students who will be absent for more than one week should notify their professors and make arrangements for work assignments.

HOLDS ON STUDENT RECORDS

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

FINES

Fines are assessed for failure to comply promptly with library regulations. 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.

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.

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.

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 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.

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 SMOKING

In order to provide a safe and healthy learning and working environment for students, employees, and the general public; and to comply with state law (AB846), smoking is prohibited in all indoor locations. Smoking outside of buildings and other outdoor locations is also prohibited, except in designated smoking areas only. Designated smoking areas are identified and clearly marked in various locations on campus.

Students, employees, and the general public are expected to adhere to the College's smoking policy. Violation of the policy could lead to disciplinary action. For a copy of Skyline College's Smoking Policy and Guidelines and a map of designated smoking areas, please contact the Health Center at (650) 738-4270.

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 número de teléfono es: (650) 358-6767.

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 supersede 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.

非歧視政策

聖馬刁縣社區學院教區的方針是提供一個無人因種族、出生國度、宗教、年齡、性別、膚色、世系、性愛傾向、或生理及智力殘障而受到非法歧視或遭到非法拒絕參與或受益於由加州教育署總長或加州社區學院總監董事會所掌管、撥款、或資助的任何項目或活動的教育及工作環境。

本教區規定在此學習和工作的環境中杜絕非禮示愛、性要求、以及其它由語言或肢體接觸或表白而導致的性騷擾。

任何教職工、學生、或代表學區的其他人士一旦觸犯本文規定或加州以及聯邦法律，即被視之為從事非法歧視，繼而受到懲戒，最高處分包括解雇、開除、或終結合同的處罰。

聖馬刁縣社區學院教區依法制定以上政策並履行以下法案：加利福尼亞政府法規第11135至11139.5部分的規定、教育法案中的男女平權法（教規，§ 66250 et seq.）、1964年頒布的民權法案第六項（42 U.S.C. § 2000d）、1972年通過的教育修正案中之第九條（20 U.S.C. § 1681）、1973年制定的復興法中的第504章（29 U.S.C. § 794）、1990年美國殘障人法案（42 U.S.C. § 12100），et seq.）、以及年齡歧視法案（42 U.S.C. § 6101）。

典據：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

如上述聯邦法規能更廣泛地保障民權，那麼此一更大範圍的保障即按其經典規定適用於、且在相互沖突時取代第五條規定的59300部分。

Programs and Services

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

VARSIITY

Varsity Baseball
Men's Varsity Basketball
Men's Varsity Soccer
Varsity Wrestling
Women's Varsity Badminton
Women's Varsity Basketball
Women's Varsity Soccer
Women's Varsity Volleyball

In order to be eligible a student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Final decisions rest with the Coast Conference Commissioner or the California Community College Athletic Association (CCCAA). 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 transfer to a four-year school for athletic competition and wish to seek financial assistance must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) or the National Association of Intercollegiate Athletics (NAIA).

Questions regarding eligibility should be addressed to the Dean of Physical Education/Dance/Athletics, Building 3, Room 3130, or call (650) 738-4271. Eligibility questions may also be researched by visiting www.coasports.org, www.ncaa.org/wps/portal, and, naia.cstv.com.

BOOKSTORE

HOURS: Skyline College Bookstore will be open during the regular Fall and Spring semesters Monday through Thursday from 7:45 am to 7:15 pm and Friday 7:45 am to 3:00 pm. 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 and on the Bookstore's website at <http://bookstore.SkylineCollege.edu>. Summer session hours vary.

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

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. TWO PARTY OR COMPANY CHECKS ARE NOT ACCEPTED.

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, electronics, software and diskettes are not returnable. If a book has become marked or soiled in any way, it is a used book, and the Bookstore may refund the used book price.

Refunds – Standard Policy: Most items 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, electronics, software and diskettes are not 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. A discontinued book may be worth more in your personal library.

CALWORKS

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

The CalWORKs office is located in Building 2, Room 2211. For more information about CalWORKs, call (650) 738-4480.

CAMPUS HOUSING

Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All rental information received is posted on the second floor of Building 6, Student and Community Center. To post rental information or advice on apartment searches, please contact the Student Activities Office at (650) 738-4275.

CAREER CENTER

The Career Center provides comprehensive career resources and activities for enrolled Skyline College students.

The Career Center Print and Video Resource Library provides information about job descriptions, salary studies, future career trends and emerging occupations. Web-based career assessment and interpretation services are provided along with individualized career counseling to enhance students' career search in planning their educational and occupational goals. The Career Center sponsors a variety of classes and career orientated workshops, as well as career panels and career expos to provide students the opportunity to establish career networks with local employers. A Holiday Job Fair is held annually in November and a Career Expo is offered in mid-April. Students may also explore computerized guidance systems such as EUREKA to become better informed about their career options. On-line job postings are available at www.skylinejobs.com, or students may search for jobs on the website at www.smccd.edu/accounts/skycareer. In addition to online postings, the Career Center's job binders assist students with job openings for full-time and part-time employment. These job postings are regularly updated providing current employment listings.

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 Career Center in Building 2, Room 2227, to pick up calendars of career events, or call (650) 738-4337 for further information.

CENTER FOR ADVANCED LEARNING AND TECHNOLOGY (CALT)

The Center for Advanced Learning and Technology (CALT) is located on the first floor of Building 2. The CALT houses general computer classrooms utilized by a number of departments for instruction. In addition, the CALT houses the Computer Science lab, a lab to support beginning computer networking coursework, and the PC Repair and Configuration lab. The CALT also provides use of networked PC-platform computers to any registered student doing specific course-related work in a drop-in area. The CALT is open when the College is in session. Adjacent to the CALT is the Center for Teaching and Learning (CTL), a technology resource center for faculty and staff.

CENTER FOR INTERNATIONAL TRADE DEVELOPMENT (CITD)

The Center for International Trade Development (CITD) at Skyline College is a California Community College economic development initiative. The CITD contributes to the economic growth of the Bay Area by promoting international trade and by providing one-on-one consulting to small and mid-sized companies located in San Mateo, San Francisco and Marin counties. In doing so, the CITD helps manufacturing and technology-based industries compete successfully in the rapidly changing economy and global markets.

Contact the CITD at (650) 738-7098, admin@bayareacitd.com, or www.bayareacitd.com.

THE CENTER FOR WORKFORCE DEVELOPMENT/CORPORATE EDUCATION

The Center for Workforce Development (CWD) facilitates the delivery of workforce development programs and services designed to meet local labor market needs and to support entry or advancement in the workplace. The CWD collaborates with Skyline College departments and programs, business and industry, community based organizations, and governmental agencies to connect individuals, agencies or organizations to effective career programs that provide college credit while preparing for upwardly mobile careers. The CWD is responsible for coordinating the delivery of contracted credit and not-for-credit courses, associated services, and programs requested by business, industry, governmental or community agencies. The CWD develops and administers grants and contracts for economic and workforce development projects and initiatives.

The CWD also works with business to provide customized training and education solutions for both credit and not-for-credit on-site workforce preparation and development needs. The CWD can help identify opportunities for performance improvement and deliver training and non-training solutions. The CWD provides services when and where they are needed and wanted, during the workday or after hours, at the worksite or on the campus.

The CWD is located in Building 1, Room 1221A. For more information, please contact the Center for Workforce Development at (650) 738-7035 or visit www.SkylineCollege.edu/workforce.

CHILD CARE

The Skyline College Child Development Center is located in a portable unit across the street from the campus next to the Loma Chica School. The Center provides a comprehensive child development program as a service to assist students, staff and faculty who have young children ages 2-1/2 to 5 years. It is open from 7:30 am to 5:00 pm during the fall and spring semesters. One parent must be enrolled at one of the SMCCCD colleges. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For more information, call (650) 738-7070.

COMMUNITY EDUCATION PROGRAMS

The Community Education department of the San Mateo County Community College District offers a wide variety of not-for-credit courses, workshops and fun activities designed for personal enrichment and professional development. Classes include: small business entrepreneurship, investing and personal finance, fitness and relaxation, arts and crafts, food and wine, languages, music, dance, test preparation, real estate, animal care, notary public workshop, and much more. New classes start each week. Classes are offered at the three campuses (Skyline College, College of San Mateo and Cañada College) as well as online. Call (650) 574-6149 to request a Community Education catalog, or visit <http://communityed.smccd.edu>.

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 re-licensures. 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 CEP 13325.

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
- Career 665
- Computer Science 155
- Family & Consumer Sciences 212, 313
- Health Science 130, 150
- History 235
- Italian 111, 112, 121, 122

Japanese 111, 112
 Mathematics 200
 Philosophy 103, 240
 Psychology 105, 110, 171, 201, 268, 301, 390
 Respiratory Therapy 430, 445, 450, 475, 485, 490
 Sociology 105, 141, 665
 Spanish 110, 111, 112, 120, 121, 122, 130, 140
 Speech 120

COUNSELING CENTER

The Counseling Division 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 current Class Schedule for drop-in times.

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, note taking, ASL interpreting, registration assistance, extended time placement testing, lockers, assistive technology classes, adaptive physical education classes, alternate formats of textbooks and printed materials upon request, and tutoring services.

Assistive Technology Program

The Assistive Technology (AT) Program gives students with disabilities access to computers using adaptive software and hardware. When students enroll in DSKL 825 – Assistive Computer Technology, they receive individualized training in the adaptive software that is unique to their learning and/or computer access needs. Students learn to use these tools while completing coursework from other classes in which they are enrolled. Students with disabilities have access to the computers with adaptive hardware and software throughout the day and evenings at various locations on campus and in Building 2, Room 2309, during Assistive Technology Lab hours.

The software available for students includes, but is not limited to, scan and read programs (e.g., Kurzweil 3000/1000), voice recognition (e.g., Dragon NaturallySpeaking), word prediction (e.g., WordQ), screen magnification (e.g., ZoomText), and a screen reader (e.g., JAWS).

As part of the Assistive Technology Program, students with learning or physical disabilities may request and receive their textbooks, tests and classroom materials in alternate format (e.g., electronic text, Braille or large print) from the Alternate Media Specialist. For more information, contact the Assistive Technology Program Office, Building 2, Room 2311, or call (650) 738-4497

Differential Learning Skills Program

The Differential Learning Skills Program (DSKL) offers services to students with suspected and documented learning/learning-related disabilities. Services include, but are not limited to, evaluation and document review, assistance with accommodations, development of advocacy skills, review of learning styles and related study strategies. For further information, visit the Learning Skills Office, located on the third floor of the Student Services Center, Building 2, Room 2317, or call (650) 738-4125.

Workability III Program

The Workability III (WAIll) Program assists persons with disabilities to obtain and retain competitive employment. WAIll is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIll serves people with disabilities who are clients of DOR. For more information and program eligibility, contact the WAIll Program Office, located on the third floor of the Student Services Center, Building 2, Room 2321, or call (650) 738-4467.

Skyline College and these programs are committed to providing services that will enhance the educational experience of the 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 2350, or call (650) 738-4280.

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 calculator and Algebra book loan programs. 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 child care, transportation assistance, 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 promote personal growth.

The EOPS office is located in Building 2, Room 2212. Hours of operation are 7:30 am to 5:30 pm. For additional information call (650) 738-4139, email skyeops@smccd.edu, or visit the EOPS web page at www.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 a 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 or certificate program or an eligible transfer program. Certificate programs less than 16 units do 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.

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 email or mail from the Financial Aid Office. All awards are based on full-time enrollment. An adjustment in payment is made for less than full-time enrollment. Students' checks will be mailed approximately one week before classes begin or two weeks after notification of an award during a semester. 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.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook at www.SkylineCollege.edu under Financial Aid, or at the Financial Aid Office in Building 2, Student Services Center, or by calling (650) 738-4236

MAJOR FINANCIAL AID PROGRAMS

GRANTS – Need-based financial aid that does not have to be repaid				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Cal Grant B	Undergraduates	\$1,551	March 2 and Sept. 2	FAFSA, verified GPA
Cal Grant C	Technical and Career Education Students	\$576	March 2 and Sept. 2	FAFSA
Cal Grant A or B Transfer Entitlement	California Community College Students	Tuition at University on reserve until transfer	March 2 and Sept. 2	FAFSA, verified GPA
Federal Pell Grant	Undergraduates	\$4,050	End of term or by end of school year	FAFSA
Federal Supplemental Grant	Undergraduates	\$800	May 2 priority	FAFSA
Federal Academic Competitiveness Grant	1st and 2nd Year Students	\$1,300	Contact the Financial Aid Office	FAFSA
LOANS – Money borrowed for college costs that must be repaid, with interest				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Federal Stafford Loan (subsidized and unsubsidized)	Undergraduate/ Graduate Students	\$3,500 – \$5,000	Contact the Financial Aid Office	FAFSA and Master Promissory Note
Additional Unsubsidized Federal Stafford Loan	Undergraduate/ Graduate Students	\$5,000	Contact the Financial Aid Office	FAFSA
Federal PLUS Loan	Parents of Dependent Undergraduate Students	Variable	Contact the Financial Aid Office	FAFSA, plus Loan Application and Promissory Note
WORK STUDY – Money for college earned by student				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Federal Work-Study Student Assistant	Undergraduate and Graduate Students	Up to \$8,000	Contact the Financial Aid Office	FAFSA
College-funded Student Assistant	Undergraduate and Graduate Students	Variable	Contact the Financial Aid Office	
SPECIAL PROGRAMS – Funding that does not have to be repaid				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Child Development Grant	Undergraduates	\$1,000-\$2,000	June 1	FAFSA and Application Form
Law Enforcement Personnel Dependents Grant	Surviving Spouses and Dependents of Firefighters and Law Enforcement Personnel	Same as Cal Grant awards	Applications accepted throughout the year	FAFSA and Application Form

Continued →

SPECIAL PROGRAMS – Funding that does not have to be repaid				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Chaffee Grant	Current and Former Foster Youth	\$5,000	Go to www.csac.ca.gov	FAFSA and Application Form
California Community College Board of Governors' Fee Waiver	California Community College Students	Waives registration fee	Applications accepted throughout the year	FAFSA or Fee Waiver Application
Extended Opportunity Programs and Services (EOPS)	California Community College Students	\$900	Contact the EOPS Office	FAFSA or Fee Waiver Application
Cooperative Agencies Resources for Education (CARE)	California Community College Students	Variable	Contact the Financial Aid Office	Contact the Financial Aid Office
Special Fee Waivers	Surviving Dependents of Law Enforcement Personnel or Firefighters	Waives registration fees	Contact the Cashiers Office or the Financial Aid Office	Contact the Financial Aid Office
College Scholarships	Skyline College Students and Incoming High School Students	\$100-\$2,000	Contact the Financial Aid Office	Scholarship Application

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
- Psychological counseling services

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 2209. Check the Class Schedule for hours of operation. The College Health Center is closed on weekends. College Health Center personnel assist students with health issues. Please feel free to drop in or call the Center at (650) 738-4270.

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 is a Distinguished Chapter – the highest status awarded to a chapter. Members of Phi Theta Kappa are eligible for the National Dean's List, the All-USA 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 www.SkylineCollege.edu/boo. Applications are also available in the Office of Admissions and Records.

THE LEARNING CENTER (TLC)

The Learning Center (TLC) is a flexible learning environment providing academic support through individual or small group tutoring, short courses, workshops, computers and instructional media for students enrolled in Skyline courses. The goal of the Learning Center is to offer students opportunities to learn more effectively with greater confidence through individualized assistance and instructional approaches that engage diverse modes of learning and intelligence systems. The Center offers a comprehensive program of support for all levels of English, ESL, reading and math, and provides tutoring in a variety of academic subject areas. Students may fulfill a portion of their Hours by Arrangement requirements in reading, writing, speech, ESOL, or math by using The Learning Center services.

Located on the first floor of Building 5, the TLC houses the following laboratories:

Basic Skills Lab: Provides more hands-on, multi-intelligent approaches to gaining mastery of the basic building blocks underlying reading, writing and math through more intensive one-on-one tutoring and short courses. The lab offers four short courses on grammar, sentence structure, editing and understanding how to learn more effectively using one's unique blend of learning intelligences. Manipulatives and other innovative approaches are offered to teach math concepts in small groups and through workshops.

Computer Lab: PCs and Macs are available to students working on any academic assignments by enrolling in LSKL 820 – Computer-Based Independent Study. Computers can be used to conduct research, write papers, create presentations and reports, and access computer-assisted instruction in a variety of subjects through online support services such as Academic.com.

ESL Lab: Offers a quiet space for greater practice in pronunciation, speaking and listening through conversation groups, computer-based learning materials, and one-on-one tutoring to improve English language acquisition.

The Math Assistance Program (MAP) offers drop-in tutoring to help students improve their skills and confidence in math at any level from basic arithmetic to Calculus. The MAP also offers MATH 650 (Mathematics Supplement for TRIO Students) and MATH 650 AA (Mathematics Supplement). In addition, the MAP offers workshops taught by Skyline faculty on a variety of math-related topics.

TRIO/STAARS (Student Transfer, Academic Achievement, and Retention Services): provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the STAARS program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, please fill out an application in the Learning Center or online at <http://www.smccd.edu/accounts/skytlic/trio/index.htm>.

Tutorial Assistance Program (TAP): Provides one-on-one and small group tutoring in student success skills and in a variety of subject areas. The TAP also offers the tutor training course LSKL 110, Directed Experience in Tutoring, which is a variable credit, open-entry course for students who are acting as tutors either at Skyline College or in one of our partner schools. LSKL 801, Applied Study Skills Assistance, offers variable credit (0.5-3.0 units) in the skills necessary for academic success.

The Writing and Reading Lab (WRL) offers students drop-in assistance with reading and writing assignments from any Skyline course. For students who want assistance on more than an occasional basis, the WRL offers three courses: English 650 (English Supplement for STAARS Students), English 655 (English as a Second Language Supplement), and LSKL 853 (Writing Assistance Lab). Students can enroll in these courses at any time up until two weeks before the end of the semester for extra help with reading and writing assignments. These courses offer tutoring in an open-entry, self-paced, variable unit format (0.5-3.0 units). The WRL also offers online tutoring, an array of self-paced materials to allow students to build their skill in reading and writing, and a series of reading and writing-related workshops taught by Skyline faculty.

For general information about the Learning Center, call (650)-738-4144 or see our website: <http://www.smccd.edu/accounts/skytlic/index.htm>.

THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 47,000 volumes and subscriptions to 235 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. 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 three courses: LSCI 100 – Introduction to Information Research and LSCI 110 – Digital Oral Research Project.

LEARNING COMMUNITIES

What is a Learning Community?

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

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

Please see the current Class Schedule for specific Learning Community opportunities.

ASTEP

(AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program offers a variety of support services, such as academic counseling, group tutoring, priority registration and academic skills workshops. In addition, student leadership training seminars and community service learning opportunities are provided. ASTEP also sponsors activities, colloquiums and field trips that encourage cultural enrichment and promote personal growth.

Connected to the program is a first of its kind learning community called the **African-American Experience Learning Community**. Students in this learning community learn about African-American culture, tradition, identity, history, psychology and contemporary life through lectures, discussions, film, guest speakers and presentations. Each course prepares students to take that very important step towards transferring to a four-year college or university.

The program offers 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 contacting Dr. Tony Jackson at (650) 738-4156, or by visiting the ASTEP webpage at www.SkylineCollege.edu.

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 Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

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
- 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 3.25 overall GPA and a 3.25 GPA in at least 15 units/4 courses of Honors coursework. In addition, students must complete a 16-hour community service requirement. Each Honors course completed will be noted “Honors” on the student’s transcript. The designation of “Honors Transfer Program Graduate” will appear on the transcript and the degree, if applicable, of those students who complete the program. They will also 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 Katharine Harer, HTP Coordinator, at (650) 738-4412, or email her at harer@smccd.edu, or visit the Honors Transfer Program web page at www.SkylineCollege.edu, click on Honors at Skyline.

Kababayan Program

The Kababayan Program (Filipino for “countryman”) is a transfer and community support program with the goal of increasing proficiency in English skills for success in college, work and life. It is open to all students and focuses on the Filipino and Filipino American student experience. By using culturally appropriate texts – about the Filipino and Filipino American experience – the Kababayan Program instructors, tutors and mentors generate lively and timely discussions about the students themselves and the community around them, making the students’ coursework “come alive” and providing a solid foundation for their academic success.

Students in the Kababayan Program receive counseling assistance, tutoring and supplemental instruction. They are connected to professional and peer mentors who assist them in achieving academic success and transferring to other colleges and universities. Students also engage in extracurricular activities, including art, music and literary events, college tours, and community functions to foster a sense of community within the Kababayan Program.

The Kababayan Program consists of four core English courses which students need in order to earn their Associate Degrees or transfer to a four-year university: English 846, 100, 110, and 165. In addition, the Kababayan Program offers English 104 – Applied English Skills for Cultural Production, a unique year-long course for students to write, edit, produce, and perform an annual “Pilipino Cultural Night,” an evening of acting, singing and dancing that celebrates the Filipino and Filipino American experience. Other courses include reading, literature, history, music and sociology.

For more information, please contact Liza Erpelo, Kababayan Program Coordinator and English instructor, by telephone at (650) 738-4119 or by email at erpelol@smccd.edu, or visit the Kababayan Program web page at www.SkylineCollege.edu/kababayan.

Puente

Founded in 1981, the Puente Program (Spanish for “bridge”) is a national-award-winning program that has improved the college-going rate of thousands of California’s educationally underrepresented students. The original program mission was to increase the number of Chicano/Latino students transferring to four-year colleges and universities. Today the program is open to all students. Through the reading of texts highlighting the Chicano/Latino experience, 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, mentor networking socials, art and literary events, and family nights to foster a sense of community within the program. Initiating its program in 1992, Skyline is one of 54 community colleges participating throughout California.

Puente Program courses begin in Fall Semester and resume in Spring Semester. In the fall, Puente students are strongly advised to concurrently enroll in English 846 AP (Reading and Writing Connections) and Counseling 100 AP (College Success), since their curriculum is related. In the spring, students will continue on to English 100 AP (Composition).

For more information, please contact Puente Program Coordinator Jacqueline Escobar at (650) 738-4305, Building 2, Room 2230A.

Women In Transition (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition 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, contact Lori Slicton, WIT Coordinator, at (650) 738-4157 or via email at slicton@smccd.edu, or visit the program's website at www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html.

MEDIA SERVICES

Media Services houses audiovisual materials 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.

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 1, Room 1201. For more information contact Tiffany Reardon at (650) 738-4244.

PARKING

Skyline College is committed to keeping the campus as accessible as possible to the community; however, parking can be challenging during this time of construction. The Skyline College Security Office is committed to the strict and fair application of all parking regulations.

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 located in student parking lots 4, 5, 8, 9, 11 and Pacific Heights. Refer to the campus map for dispenser locations.

Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

Students may pay for their parking permits at the time of **WebSMART** registration, or in person at the Cashier's Office, Building 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Building 6, first floor, Room 6106. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Students may park in designated student parking lots only. 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. All parking rules and regulations are fully enforced on the first day of classes during all summer sessions. Student parking permits are required in order to park in any student lot. Staff parking areas are restricted to Board-approved staff employed by the San Mateo County Community College District and its colleges. Vendors and contractors at the college may also park in staff parking lots with proper authorization.

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, Building 6, first floor, (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 also purchase a student parking permit issued through Skyline College. Disabled parking is available in student and staff lots.

STUDENT ACTIVITIES

The Student Activities Office is an excellent resource center for students who have questions related to campus life at Skyline College or are interested in creating or participating in campus activities. Skyline student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student activities. The Student Activities Office also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Student Activities Office at (650) 738-4275.

Vending and Space Room Reservations: All student clubs and organizations, off-campus organizations, or vendors who want to facilitate a special event, hold a fundraising event on campus, sell their product, or hand out information about their group must make a space reservation at the Student Activities Office by calling (650) 738-4275. Additional information about event planning and space/room reservations is listed in the Time, Place and Manner Policy in the Student Handbook. Note: Facilities reservations must be made at least 15 business days in advance of the event.

Vending Complaints and Refunds: All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office. Refunds for loss of money in the vending machines are handled by Pacific Dining, Skyline College's food service provider. Refunds are processed in the cafeteria during regular business hours.

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 on the Student Government webpage at www.smccd.edu/accounts/skyline/sgov.html, in the current Class Schedule, and in the Student Handbook.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities at (650) 738-4275 or the Vice President of the Associated Students at Skyline College at (650) 738-4327.

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

STUDENT GOVERNMENT

(ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

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 democratic government.
4. To encourage student participation in the planning and direction of student activities and shared governance 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.

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. Once purchased, Student Body Cards may be picked up in the Student Activities Office.

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

1. Admission to social and other activities at rates to be determined by the Student Council.
2. Discount rates for selected services on campus and in the community.
3. Opportunity to hold Student Council office.

ASSC activities are 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.

How can I become a member?

The ASSC Governing Council is always looking for new members. If you are interested in political activism, increasing cultural awareness, and developing communication and leadership skills, please visit the Student Government webpage at www.smccd.edu/accounts/skyline/sgov.html, or the Student Activities Office, Building 6, Room 6212, for an application and additional information. Any interested student with a minimum GPA of 2.05 who is enrolled in at least six units is eligible to participate as a member of the ASSC Governing Council. Positions on the Governing Council are obtained through elections or by appointments.

Copies of the Associated Students of Skyline College Constitution and Constitutional Codes are available to students in the Student Activities Office or online at www.SkylineCollege.edu by clicking on Student Handbook. Students who would like additional information about Student Government may call (650) 738-4327 or stop by the Associated Students of Skyline College Office, Building 6, Room 6214.

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.

STUDENT SERVICES ONE STOP CENTER

Skyline's Student Services One Stop Center is located on the second floor of Building 2. The majority of student support services are located in the Center. Students wishing to obtain more information about available services should check in at the One Stop Information Desk or call (650) 738-4465. Campus Ambassadors are available day and evening hours and can arrange for campus tours.

STUDY ABROAD 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 China. 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.

TECH PREP

Skyline College Tech Prep programs link the last two years of high school and two years of community college study through a partnership with local high schools and the San Mateo County Regional Occupation Program (ROP). Tech Prep programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experience.

Tech Prep allows the granting of college credit for the 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 articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), Opportunities Industrialization Center West (OICW), and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications/Office Technology, Computer Science, Early Childhood Education, Electronics Technology, International Trade, and Telecommunications. Other approved articulation agreements exist at Cañada College and 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 or ROP courses receive the college credits after completing at least 6 units with a minimum of 2.0 GPA at one of the three colleges within the District. These units are posted to an individual's college transcript after the 6 units of course work has been successfully completed. The number of college units students may earn through these Tech Prep articulation agreements varies according to the specific career technical program.

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. For more information regarding Tech Prep, contact the Skyline College Tech Prep Coordinator at (650) 738-4248.

TRANSFER CENTER

The Transfer Center is located in Building 2, Room 2227. The Center provides comprehensive transfer services, resources and activities to help students select and prepare for transfer to a wide variety of universities, including the California State University, University of California, and Independent Colleges.

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, including UC Davis, UCLA, UC Santa Cruz, UC Riverside, UC Santa Barbara, and Notre Dame de Namur University. Extensive transfer information and a full calendar of activities is also available online through the Transfer Center web page, which can be accessed at www.SkylineCollege.edu. The Center also works in cooperation with multicultural campus support services in activities that promote transfer for underrepresented students.

The Center has both day and evening hours. Students are invited to visit the Transfer Center in Building 2 to pick up calendars of transfer events, or call (650) 738-4232 for further information.

TRIO/STAARS

TRIO/STAARS (Student Transfer, Academic Achievement, and Retention Services) provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the STAARS program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, fill out an application in the Learning Center or online at <http://www.skylinestaars.org/trio/index.cfm>.

For general information about the Learning Center, call (650)-738-4144 or see our website: <http://www.smccd.edu/accounts/skytlc/index.htm>.

VETERANS AND VETERANS' DEPENDENTS

Skyline College is approved by the Veterans Administration to receive students for degrees and certificates. 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 a claim for education benefits. 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 St., Suite 250, San Francisco, CA 94103, (415) 554-7100.

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.

