

# WELCOME TO SKYLINE COLLEGE

## FROM THE COLLEGE PRESIDENT

Dear Student,

Welcome to Skyline College. We are happy to have you here!

This handbook is intended to help you become familiar with the many programs and services designed to enrich your experience as a student at Skyline College. It also includes information about many of the college policies and procedures that are important for students to know.



As you already know, Skyline offers a great education, and we are committed to helping you achieve your educational goals. As you pursue your academic studies in the classroom, you will also have many other opportunities to learn from people of various cultural backgrounds, to examine new philosophies, and to develop new interests and skills.

Be sure to visit our Student and Community Center at the heart of the campus- just look for the fireplace! It houses the cafeteria, coffee bar, couches and on the second floor, your Student Activities Office. The Center is a great place for students to gather informally and for all members of the college community to socialize and exchange ideas.

I and all of the Skyline faculty and staff members are ready to assist you in any way that we can.

Best wishes for your career at Skyline.

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

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## **SKYLINE COLLEGE**

Skyline College is part of the San Mateo County Community College District (SMCCCD) and offers a great 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.

**COLORS:** Scarlet, Gold and White

**MASCOT:** Trojan

## **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES (SMCCD)**

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 in 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 the student body of the three colleges. The Student Trustee serves for a one-year term.

Richard Holober, *President, SMCCD, Board of Trustees*  
Karen Schwarz, *Vice President-Clerk, SMCCD, Board of Trustees*  
Helen Hausman, *Trustee, SMCCD, Board of Trustees*  
Dave Mandelkern, *Trustee, SMCCD, Board of Trustees*  
Patricia Miljanich, *Trustee, SMCCD, Board of Trustees*  
Virginia Medrano Rosales, *Student Trustee, 2008-09*  
Ron Galatolo, *Chancellor, SMCCD*  
Victoria P. Morrow, Ph.D., *President, Skyline College*

## ACCREDITATION

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The accreditation reports and approval are available for review in the Office of the President.

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[www.SkylineCollege.edu](http://www.SkylineCollege.edu)

## INTRODUCTION

### USE AND ORGANIZATION OF THE ACADEMIC PLANNER AND STUDENT HANDBOOK

*The Academic Planner and Student Handbook* is a two-part informational resource for new and continuing students. The Academic Planner provides vital information, including “tips for success,” that are beneficial to students’ educational planning and decision making. The Student Handbook directs students to a wide variety of programs that support success and outlines key college policies, procedures, student rights and responsibilities. Fundamentally, the *Academic Planner and Student Handbook* is designed as a navigational tool for guiding students as they map out paths to success in a new and sometimes complex college environment.

The *Academic Planner and Student Handbook* complements the College’s two other college publications: the *College Catalog* and *Class Schedule*. More detailed information regarding Skyline College’s academic programs and student support services may be found in the *College Catalog*. The *College Catalog* is available online as well as at the Campus Bookstore. Class Schedules are distributed throughout the campus prior to registration in the fall, spring and summer. It is also available via the web at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

This publication has been developed by the Student Activities Office and the Associated Students, in collaboration with the Office of the Vice President of Student Services, the Counseling Department, and the Office of College Development, Marketing and Public Relations.

# CAMPUS VOCABULARY

**ADMISSION** - Submission of an Admissions application to Skyline College is required. Upon receipt of the application, a student is sent procedures for registration.

**ADD/DROP CLASSES** – Students may add or drop classes from their program using WebSMART (<https://websmart.smccd.edu/>) Skyline's web-based registration system, or in-person at the Admissions and Records Office, Building 2, Room 2225.

**ASSOCIATE IN ARTS (A.A.) DEGREE OR ASSOCIATE IN SCIENCE (A.S.) DEGREE** - Degrees awarded by Skyline College after satisfactory completion of an organized program of study covering a broad spectrum of courses (called General Education) and a major. The associate degree requires at least 60 units of credit.

**BACHELOR'S DEGREES (B.A., B.S., A.B., B.B.A., B.F.A.)** - Degrees awarded by four-year colleges and universities after satisfactory completion of a program of study, usually requiring at least four years.

**CERTIFICATE PROGRAMS** - Vocational occupational programs, requiring approximately two years or more to complete, that concentrate on those courses essential to prepare a student for employment in a selected field.

**CERTIFICATION** - A process applicable to the University of California and California State University systems in which Skyline College verifies that the student transferring has completed the required general education courses.

**CLASS SCHEDULE** – Paper and on-line information issued several months before the beginning of each semester announcing specific course offerings for that semester, an application for admissions, general information, the current fee schedule, and the semester calendar with applicable deadlines.

**COLLEGE CATALOG** - An annual publication of the College, describing the degree, vocational, and transfer programs, courses that the College may offer admissions requirements, and College policies and regulations. Catalogs are available in the College Library, at the College Bookstore, or on the Skyline College website at [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

**COUNSELING/ADVISING** - Counselors and advisors assist students in establishing educational goals and selecting courses to achieve these goals. Appointments are available to all students and recommended for those seeking degrees, vocational certificates or transfer opportunities.

**CREDIT** - The official award given for the completion of a course. Credit is measured in units according to the amount of time spent in a course and the completion of outside assignments.

**CSU GE or IGETC CERTIFICATION** (Previously "Certification") - A process applicable to the University of California and the California State University systems by which Skyline College certifies that a transferring student has completed or partially completed the General Education Breadth requirements.

**DISMISSAL** - A situation caused by low academic or unsatisfactory progress performance in which the disqualified student may not continue at the College without approval for readmission.

**GENERAL EDUCATION REQUIREMENTS** (also called Breadth Requirement) - Courses selected from required general academic areas such as Humanities, Social Science, Science, Quantitative Reasoning, and Oral and Written Language that must be completed before a degree is awarded. "GE" requirements are intended to ensure a multidimensional education.

**GOOD STANDING** - Refers to students who are maintaining satisfactory academic progress in regard to their grade point average and course completion rate and who have conducted themselves within the College Code of Conduct.

**GRADE POINTS** - A numerical value assigned to units of college credit for each course for which a letter grade is received (A=4, B=3, C=2, D=1, F=0). Grade points are totaled in computing a Grade Point Average (G.P.A.), which is widely accepted as a measure of academic achievement.

**LOWER DIVISION** - Courses taken during the first year (freshman) or second year (sophomore) of college studies are generally the first 60 units of college work. Lower division courses are introductory or broader in content than more specialized courses in the Upper Division.

**MAJOR** - A series of courses, required and elective, in a main area of academic or vocational interest.

**MATRICULATION** - A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal. A primary part of matriculation is the assessment, orientation, and counseling of new, non-exempt students. For information on exemptions from matriculation, please refer to the current class schedule.

**PLACEMENT TESTING** - Placement tests are designed to assess student skills in math, reading, English, and/or English for Speakers of Other Languages (ESOL). The test results, along with other criteria, are used to determine an appropriate course placement. For retest policies and the current test schedule, or to review sample test questions, please see [www.SkylineCollege.edu](http://www.SkylineCollege.edu). Click on Placement testing under Quick Links.

**PREREQUISITE** - Previous background or course(s) required for entry into a course. Prerequisites are listed in both the College Catalog and the Class Schedule.

**PROBATION** - A warning status applied to students whose academic progress has fallen below 50% of the units they have attempted and/or whose grade point average has fallen below 2.0. Continued unsatisfactory progress can lead to dismissal from the College.

**REGISTRATION** - The official process for enrolling in one or more classes. During the registration period published in the Class Schedule, registration is completed using WebSMART, Skyline's web-based registration system. Registration may also be completed in person in the Office of Admissions and Records.

**SEMESTER** - Skyline College's academic year is divided into two terms referred to as the fall and spring semesters and are approximately 17 weeks each in duration.

**UNITS** - Credit awarded by completing a college course and measured according to the amount of time spent in the course and assignments completed. A minimum of 60 semester units is required for an Associate Degree from Skyline College.

**WebSMART** - A web-based registration system that can be accessed through the Skyline College website, [www.SkylineCollege.edu](http://www.SkylineCollege.edu), by clicking on WebSMART. For more information, please contact the Office of Admissions and Records.

**WITHDRAW** – A student may withdraw from a semester-length class through the 14th week of the semester and will receive a “W” on his or her academic transcript for the course. For courses other than semester-length, please refer to the Class Schedule under “Withdrawal Policy.” Students who drop more than 50% of their units attempted will be placed on probation (see Probation).