

STUDENT HANDBOOK

COLLEGE PROGRAMS & SERVICES

**ADMISSIONS AND RECORDS OFFICE
STUDENT SERVICES CENTER
BUILDING 2, 2ND FLOOR
(650) 738-4251**

www.SkylineCollege.edu/admwel.html

The Admissions Office coordinates the application and registration process for students. Please contact for the following:

- General admission and registration questions
- Residency requirements
- Information regarding petition to challenge prerequisites for enrollment
- Class Schedules
- Late registration petitions
- Special admissions programs
- Pass / No Pass options and process
- Matriculation tickets and registration times
- Graduation application process
- Transcript Requests
- Veteran's Benefits
- International admissions
- Concurrent enrollment
- IGETC Certifications

**AFRICIAN AMERICAN SUCCESS THROUGH
EXCELLENCE & PERSISTENCE PROGRAM (ASTEP)
Building 2, Room 2200
(650) 738-4235, greenmurrell@smccd.edu
www.smccd.edu/accounts/skyastep/**

The ASTEP Program is designed to assist African-American and other students to increase their academic success. ASTEP encourages and supports students' goals of transferring to four-year institutions. ASTEP provides assistance, counseling and other support services. For more information, please contact Murrell Green, ASTEP Coordinator.

ASSOCIATED STUDENTS OF SKYLINE COLLEGE (STUDENT GOVERNMENT)

Building 6, Room 6214

(650) 738- 4327, SkylineASSC@smccd.edu

www.SkylineCollege.edu/sgov.html

The Associated Students of Skyline College (ASSC) is an essential part of the shared governance process at Skyline College and within the District. These students, who are elected by the student body, represent you and ensure that you have a voice in the campus decision making process.

2008-2009 Associated Students of Skyline College

Elected Officers / Voting Members

President: Mauricio Hernandez

Vice President: Brittany Piccolotti

Commissioner Activities: Danzel Cohen

Commissioner of Finance: Vacant*

Commissioner of Publicity: Geovanna Ferrera

Commissioner of Public Records: Vacant*

Senator: Clarissa Williams

Senator: Ray Kurtilla-Parenti

**Senator seats are available for the 2008-2009 academic year, as of July 14, 2008. Please call 650-738-4327 for additional information.*

ASSC SERVICES AND ACTIVITIES

What the ASSC does for students:

- Represents students on campus with district issues
- Provides leadership opportunities
- Offers scholarships
- Lobbies for students' rights at the state and federal level
- Provides partial funding for student clubs and departmental activities
- Supports student publications
- Funds leadership conferences
- Donates to campus-wide events and activities

ASSC Events

A large part of the ASSC budget supports programs and events that greatly benefit all Skyline College students, including but not limited too:

- Welcome Week
- Club Rush
- Latino Heritage Month
- Poetry Contest
- Worlds AIDS Day
- Black History Month
- Asian Heritage Month
- Latino Film Festival
- Campus outreach programs
- Spring Fling
- Cinco de Mayo
- Student Recognition and Awards Ceremony
- Commencement Ceremony
- *Talisman*, annual literary magazine
- Development of the College Website

For complete information regarding ASSC Event Calendar, contact the Associated Students of Skyline College at (650) 738-4327 or online at www.SkylineCollege.edu/sgov.html.

ASSC GOALS AND OBJECTIVES

- Advocate for and protect student rights
- Increase cultural awareness
- Develop and implement student activities
- Improve communication between all campus and district constituency groups
- Develop an inclusive and responsive campus climate that encourages open communication and dialogue between students, faculty and staff
- Increase and improve financial resources and services for students

ASSC MEMBERSHIP

As a student enrolled in Skyline College, you are also a member of the Associated Students of Skyline College (ASSC). However to become a full member of the ASSC you must pay the \$8.00 membership fee (Student Body Fee).

Membership Benefits include:

Student Body Card
 Eligibility to hold ASSC office
 Discounts at local businesses
 Discounts on campus services
 Discounted fax services
 Scholarships

How can I become a voting member?

Voting member positions in the ASSC are obtained through elections or by appointments. Any interested student with a minimum G.P.A. of 2.05, enrolled in at least six units and who has full ASSC membership is eligible to participate. Students can pick up an application from the Student Activities Office or download it from the ASSC website.

ATHLETICS**Athletics Office****Building 3, Room 3130****(650) 738- 4271****www.smccd.edu/accounts/skylineathletics**

Skyline College has a robust Athletic program that offers a wide variety of sports for men and women. Student interested in participating in intercollegiate activities should contact the appropriate coach or the Athletic Director for the eligibility rules.

NAME		EXTENSION	RM
Athletic Director	Joe Morello	4293	3130
Athletic Counselor	Dino Nomicos	4197	3134
Men's Wrestling	James Haddon	4395	3113
Men's Baseball	Dino Nomicos	4197	3134
Men's Soccer	Daniel Link	4272	3113
Men's Basketball	Justin Piergrossi		
		4367	3203
Women's Basketball	Trisha Hosley	4241	3111
Women's Soccer	Kevin Corsiligia	4214	3134
Women's Volleyball	Rayannah Salahuddin		
		4151	3111
Women's Badminton	Jan Fosberg	4215	3146
Sports Medicine	Jo Silken, ATC	4283	3B

AUTO TECHNOLOGY SERVICE

Building 8, Room 8100

(650) 738- 4126

The Auto Technology Department offers services to students and staff. The services offered reflect the current curriculum of the department and include, but are not limited to, transmission service, brake work, and alignment. All services are performed by students of the Auto Technology Department on a first-come, first-served basis. All student work is supervised by Auto Technology instructors. The cost of service includes parts and materials only. Students holding a current Skyline College Student Body Card receive a 10% discount on parts. Call Auto Technology Services to schedule an appointment or find out more information about this vocational program.

BOOKSTORE

Building 6, Room 6101

(650)738-4211, skylinebookstore@smccd.edu

www.Bookstore.SkylineCollege.edu

BOOKSTORE HOURS: The Bookstore is open during the fall and spring semesters Monday through Thursday, 7:45 a.m. to 7:15 p.m. and Friday, 7:45 a.m. to 3 p.m. The first two week of fall and spring semesters and the first week of the regular summer term, the hours are Monday through Thursday, 7:45 a.m. to 9 p.m., and Friday, 7:45 a.m. to 3 p.m. Summer hours vary. The bookstore is closed weekends and holidays. For more information, please call the bookstore.

- **TEXTBOOKS**
- **CHECKS**
- **REFUNDS- EXTENDED POLICY**
- **RETURNS- STANDARD POLICY**
- **USED BOOK BUY-BACK POLICY**

CALWORKS PROGRAM/POST-EMPLOYMENT SERVICES

Building 2, Room 2211

(650)738-4480

Skyline College provides assistance to people who are or were receiving TANF or AFDC benefits. Services for Eligibility students include:

- Financial assistance and other grants
- Child care, enrollment fees, books, parking permits, bus passes, and other college expenses.
- Additional services include career, academic and personal counseling.

Please visit the Cal Works office for additional information.

CAMPUS HOUSING

Skyline College does not have campus housing. For posting rental information or advice on apartment searching, please contact the Student Activities Office, (650) 738-4275.

CAREER CENTER

Building 2, Room 2227

(650)738-4337, padron@smccd.edu

www.smccd.edu/accounts/skycareer

The Career Center provides comprehensive career resources and activities for enrolled Skyline College students such as:

- Information about job descriptions, salary studies, future career trends, and emerging occupations.
- Web-based career assessment and interpretation services
- Computerized guidance systems, such as EUREKA, to become better informed concerning career options.
- Online employment services for available openings.
- Students may post their resume on-line by registering on Skyline College's interactive website: www.skylinejobs.com.
- Career Center's job binders assist students with job openings for full- and part-time employment.
- Career Action Orientation & Workshops on specific career issues are held throughout the year.
- CAREER AND LIFE PLANNING courses: 0.5 to 3.0 units
 - How to Succeed in College, Decision Making,
 - Skills and Self Assessment
 - Life and Career Planning, Job Search
 - 650 Career- on Track program is designed for first semester undecided Skyline College students.

For additional information regarding classes & career services and office hours call the Career Center or visit the Career Center website.

CASHIER'S OFFICE

BUILDING 2, 2ND FLOOR

STUDENT SERVICES CENTER

(650) 738-4101

www.SkylineCollege.edu/sts/cashier.html

The Cashier's Office coordinates the collection of fees and provides related services to students. Some of the services are listed below:

- Collection of registration and related fees
- Refunds for classes dropped in accordance with established deadlines
- Parking Permits
- Verification of fees paid
- Associated Students' trust accounts

CENTER FOR ADVANCED LEARNING & TECHNOLOGY (CALT)

Building 2, Room 2108

(650) 738-4207

The CALT provides use of networked PC-platform computers to any registered student doing specific course-related work in a drop-in area. For business hours and additional information, call the CALT.

CHILD DEVELOPMENT CENTER

Near Pacific Heights/Loma Chica

(650)738-7070, heldberg@smccd.edu

Hours are from 7:30 a.m. to 5:00 p.m. during the fall and spring semesters. The Child Development Center serves children ages 2 ½ to 5 years. The curriculum is developmentally appropriate and based on the model that children learn through play. Fees for childcare are based on a sliding scale. For information, call Judy Heldberg, Program Coordinator.

COMMUNITY SERVICE & LEADERSHIP CLASSES

Student government (1.0-2.0 units) classes are designed to assist students in developing leadership strategies, enhancing critical thinking skills, developing effective planning and coordination skills, and acquiring experience in the democratic process.

SGOV 111 AND SGOV 112: STUDENT GOVERNMENT

SGOV 115: COMMUNITY SERVICE & LEADERSHIP PRACTICUM.

Please check the Schedule of Classes for listings of class times or contact the Student Activities Office, Room 6212, (650) 738-4275.

COMPUTER APPLICATIONS/ OFFICE TECHNOLOGY LAB (CAOT)

**Building 8, Room 8119 and 8121 and
8119- A1 (Mac Lab)**

(650) 738- 4145, (650) 738- 4291

The CAOT Labs serve students enrolled in Computer Applications/Office Technology classes. Labs are open 8 AM to 9:30 PM Monday through Thursday and 8 AM to 4:00 PM on Friday. For more information and break or summer session hours, call CAOT Lab.

COOPERATIVE EDUCATION

Building 1, Room 1210

(650) 738- 4261

www.smccd.edu/accounts/skyline/coop/index.html

Cooperative Education is a work experience program that offers students a unique opportunity to earn vocational units of credit for practical work experience.

- Students can earn a maximum of 16 units
 - Can be earned over a two-year period
 - Can apply toward the Associate Degree.
 - Sixteen (16) units are transferable to the CSU system
 - Several private universities accept up to 12 units of
- All interested students who would like to earn units of credit for their job should contact the Cooperative Education Office.

COSMETOLOGY SERVICES

Pacific Heights

(650) 738-4165

www.smccd.net/accounts/skyline/bus/cosm

The Cosmetology Department offers salon services to students, staff and members of the public.

Services include, but are not limited to the following:

- Haircut
- permanent waving
- relaxing
- hair coloring
- makeup
- facials
- spa therapies
- manicures

The services are provided by students of the Cosmetology Department and are available at "below salon" prices. Licensed cosmetology instructors supervise all student work. Students holding a current Skyline College Student Body Card receive an additional 20% discount and clients who are 60 years of age or older. For more information about this vocational program or to schedule an appointment, contact the Cosmetology Department.

COUNSELING

Building 2, Room 2200

(650)738-4317

<http://www.SkylineCollege.edu/sts/couns.html>

Skyline College counselors seek to create a caring atmosphere where students become confident in their own decision-making skills. A counselor is an integral part of a student's educational process, recognizing the needs of each student they meet with.

Counselors provide:

- Academic, career and personal counseling
- Career and personal development courses
- Assistance with goal setting
- A student Ed plan (SEP) to help students achieve their goal

To request a counseling appointment, please call the Counseling Office.

DISABLED STUDENTS PROGRAM & SERVICES (DSPS)

Building 2, Room 2350

(650)738-4280, TTY (650)738-4239

www.SkylineCollege.edu/sts/able.html

Skyline College offers services to students with learning disabilities, (See Differential Learning Skills Program below) psychological disabilities, and long- or short-term physical disabilities. Services include, but are not limited to:

- Counseling and registration assistance
- Note taking and ASL interpreting
- Extended time placement testing
- Assistive technology classes
- Adaptive physical education classes and lockers
- Alternate Media

For more information, please visit the Disabled Student Services Office or contact the department by phone, for office hours, to schedule an appointment or see a complete list of services.

PROGRAM DIFFERENTIAL LEARNING SKILLS (DSKL) –

The Differential Learning Skills Program 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, please call **(650) 738-4125** or visit the Learning Skills Office Room located in DSPS, 3rd floor Building 2, or call.

WORKABILITY III PROGRAM

The Workability III (WAIll) Program mission is to assist persons with disabilities in obtaining and retaining competitive employment.

- A cooperative program between Skyline College and the California Department of Rehabilitation (DOR).
- Serves people with disabilities who are clients of DOR.

For more information and program eligibility, please contact the WAIll program office in Building 2, or call (650) 738-4467.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS/CARE)

Building 2, 2212

(650)738-4139, skyeops@smccd.edu

www.SkylineCollege.edu/sts/eops.html

(EOPS) is designed to improve access, retention and completion of educational goals for students who are both low income and educationally disadvantaged. The EOPS program offers counseling, one-on-one tutorial assistance, bilingual counseling in Spanish, transfer assistance, UC and CSU application fee waivers, a book service program, vocational grants, a calculator loan program.

EOPS students who are single heads of households receiving AFDC/TANF or Cal WORKS and have children under the age of 14 are eligible for Cooperative Agencies Resources for Education program (CARE). CARE provides additional services and support to students through special programs specifically tailored to their needs. For additional information regarding eligibility requirements, please call, e-mail, or visit the website.

FINANCIAL AID

Building 2, Room 2234

(650)738-4236, skyfaoffice@smccd.edu

The Financial Aid Office offers a number of federal, state and local student aid programs. The awards from these programs may be in the form of grants, fee waiver, employment, scholarships, loans or any combination of these resources. Awards for some programs are subject to availability of funds. Because some of these programs have limited funding, students are awarded on a first-come, first-

served basis each school year. For detailed information about specific programs deadlines and to link to financial aid applications, students should stop by the Financial Aid Office in Building 2, Room 2234 of the Student Services Center. Students may also visit the website at www.SkylineCollege.edu, select Financial Aid option under Quick Links or call (650) 738-4236.

HEALTH SERVICES

Building 2, Room 2209

(650)738-4270, skyhealth@smccd.edu

The Health Center provides the following services for students, faculty, and staff:

- Health care services, referral services, and educational information related to health care
- Information about low cost group health and dental insurance.
- Advise students regarding minor illness
- Evaluate symptoms, and refer, if necessary, to local community clinics or doctors, and
- Provide first aid for injuries or accidents.

The nurse can provide information regarding

- general health, nutrition and diet,
- sexually transmitted diseases,
- pregnancy prevention,
- problems with smoking, alcohol/drugs and other health concerns.
- Blood pressure checks, vision and hearing testing, TB testing and pregnancy testing are also available.

Health information and listings of Health Center Office hours and activities can be found in the Health center on bulletin boards located in the stairwells and the Health Center website.

HONORS TRANSFER PROGRAM (HTP)

Building 8, Room 8206

(650) 738-4412, harer@smccd.edu

www.smccd.edu/accounts/skyhon

The Honors Transfer Program (HTP) at Skyline College, an affiliate of the Transfer Alliance Program at UCLA, invites all interested students to participate in this exciting and rewarding learning community. The challenging academic program is designed to prepare students for transfer to selective universities.

With the completion of a minimum of four honors courses totaling at least 15 units, and 16 hours of community service, students will receive Honors Program recognition on their degrees, transcripts, and at graduation. Special transfer counseling is available to all enrolled in the program. For more information, contact Katharine Harer, HTP Director or Joyce Lee, Counselor.

INTERNATIONAL STUDENTS

Building 2, 2216

(650)738-4315, campillo@smccd.edu

<http://www.SkylineCollege.edu/international>

Skyline College is authorized under federal law to enroll non-immigrant students. This program is intended for students possessing or seeking F-1 student visas. Complete information regarding the International Student Program is available on the International Student Services website or by contacting Carla Campillo, International Student Program Counselor or Kenya Zepeda, Office Assistant.

KABABAYAN PROGRAM

Building 8, Room 8214, 8210

(650) 738- 4119, erpelol@smccd.edu

www.smccd.net/accounts/erpelol/kababayan.html

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. Students in the Kababayan Program receive:

- Counseling assistance, tutoring and supplemental instruction.
- Assistance from professional and peer mentors who assist them in achieving academic success and transferring to other colleges and universities.
- 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. Courses include reading, literature, history and music.

For more information, please contact Liza Erpelo, Program Coordinator and English instructor, or visit the Kababayan Program web page.

LEARNING CENTER
Building 5, Room 5100
(650) 738-4144

www.smccd.edu/accounts/skytlc/index.asp

The Learning Center offers study skills assistance, individualized and small group tutoring in a variety of subject areas, and supplemental courses in English, Reading, ESOL or Math. Macintosh and PCs are available to students so that they can learn computer applications, type papers and have access to the Internet for academic research. Please call the Learning Center for further information or drop by for assistance.

LIBRARY
Building 5, 2nd Floor
(650) 738-4311 (circulation)
(650) 738-4312 (reference)

www.smccd.edu/accounts/skylib

The Library hours during the fall and spring semester are Monday through Thursday, 8 a.m. to 10 p.m., Friday, 8 a.m. to 4 p.m., and Saturday, 10 a.m. to 2 p.m. Summer hours are Monday through Thursday, 9 a.m. to 9 p.m., and Friday, 9 a.m. to 1 p.m. The Library is focused on computerized research and services include:

- Access to the internet
- The Peninsula Library System (PLS) catalog, and periodical data bases via on-line and CD-Rom workstations
- Traditional library offerings with a comprehensive periodical collection.
- Borrowing privileges are extended to all students presenting a library card
- As a member of PLS, Skyline College currently contributes its book holdings to the on-line catalog, Planet.
- Skyline students have access to the book and non-print collection of all San Mateo County public libraries.

For further information, please call the library or visit the web site.

MATH, ENGINEERING AND SCIENCE ACHIEVEMENT PROGRAM (MESA)

Building 7, Room 7207 (Bldg 1 in Fall 2008)

(650) 738-4244, reardon@smccd.edu

www.smccd.edu/accounts/skymesa/index.html

The MESA program at Skyline provides students with support, encouragement, and assistance with math and science-based majors. The MESA program offers individual and group tutoring, academic and transfer counseling, field trips to universities and industries, academic excellence workshops, and leadership development opportunities. Majors include biology, chemistry, computer science, engineering, math, physics, and pre-med. For more information, please contact Tiffany Reardon, MESA Coordinator, or visit the MESA website.

MICROCOMPUTER LAB

Building 2, Room 2108

(650) 738-4105

The Microcomputer Lab has IBM-compatible microcomputers available for any registered student doing specific course related work. To use the lab, students must either be in a class that requires the use of the Microcomputer Lab or have knowledge of one of the programs available in the lab. The lab is generally open from 8 a.m. to 10 p.m., Monday through Thursday, 8 a.m. to 4 p.m., Fridays and 9 a.m. to 1 p.m. Saturdays.

PSYCHOLOGICAL COUNSELING SERVICES

Building 2, Room 2209,

Contact Health Services for appt., (650)738-4270

Short-term confidential counseling services are available to students who are experiencing personal concerns that may interfere with academic success. These services are provided through the payment of student's health fee. The staff is available to help students:

- Discover how to address and manage challenging issues and make positive decisions.
- Develop stress and time management techniques,
- Depression and anxiety, grief and loss, and relationship conflicts.
- Counselors provide assessment, consultation and community referral services.

To make an appointment, please call or drop by the Student Services Center.

PUBLIC SAFETY OFFICE

Building 6, Room 6106

(650) 738-4199, celestem@smccd.edu

www.SkylineCollege.edu/sts/securityChief.html

Skyline College makes every effort to provide a safe and comfortable environment for students, employees, and visitors. Individuals are encouraged to report all criminal acts, suspicious activity, and physical hazards on Skyline property to the Public Safety Office.

ESCORT SERVICE TO YOUR VEHICLE - The Public Safety

Department offers a service escorting students, faculty and staff to their cars or the Skyline bus stops upon request. Request for an officer escort can be made any time the college is open and a Public Safety Officer is available.

PUENTE PROGRAM

Counseling Office

Building 2, Room 2200

(650) 738- 4146, lachmayrl@smccd.edu

www.SkylineCollege.edu/sts/puente.html

The Puente Program is dedicated to increasing the numbers of Chicano/Latino students who successfully transfer from community colleges to four-year colleges, thus gaining access to a wider world of academic, professional and economic success. Through writing, using Chicano and Latino Literature, mentoring and counseling components, students receive the assistance they need to acquire the skills that are vital for academic success. Please contact Lucia Lachmayr, Puente Instructor, or visit the website for additional information.

SCHOLARSHIPS

Building 2, Room 2234

(650)738-4236, skyfaoffice@smccd.edu

Information about scholarships is available in the information stand located at the corner near the Financial Aid Office in Building 2. Paper applications for most advertised scholarships are available in the Financial Aid Office. For more information, contact the Financial Aid Office.

STUDENT ACTIVITIES OFFICE

Building 6, Room 6212

(650) 738-4275

www.SkylineCollege.edu/sgov.html

The Student Activities Office provides programs and services that promote the retention and success of students as well as the enrichment of campus life.

- Leadership development programs for all students
- Supports Student Government and Student Clubs
- Assistance in resolution of student complaints
- Coordination of student activities
- Distribution of Student Body Cards
- Student Recognition and Awards Ceremony
- Commencement Ceremony (Graduation)
- Fax Services & Liaison to off-campus vendors

For additional information and a complete list of services, please call the Student Activities Office.

STUDENT BODY CARD

The \$8.00 Student Body fee supports the student government (ASSC) and helps fund scholarships, educational and social programming, and many others worthy facets of campus life.

Students who pay the Student Body fee are entitled to a Student Body Card and full membership benefits in the ASSC (see ASSC Membership for details). To obtain your Student Body Card, please present a valid picture identification card or passport, proof of current registration and receipt for payment of the \$8 fee at the Student Activities Office, Building 6 Room 6212.

STUDENT SUCCESS PROGRAM

Building 2, 2nd Floor

STUDENT SERVICES CENTER

(650)738-4317

The Student Success Program assists Skyline Students on probation or dismissal status and promotes their academic success. All students on probation or dismissal status must attend a Student Success workshop and meet with a Student Success counselor for on-going academic counseling and follow-up. Students experiencing any academic difficulty or who have questions about the Student Success Program should contact the Counseling Office at (650) 738-4317.

STUDY ABROAD PROGRAM

College of San Mateo

Building 1, Room 101

(650) 574-6595

www.smccd.edu/accounts/studyabroad/

The San Mateo County Community Colleges District, 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 A.A. /A.S. degree and which are transferable to the CSU/UC and most private colleges and universities.

Current offerings include:

- Fall semester in London and a spring semester in Paris or Florence.
- Students applying to participate must have completed at least 12 college units with a minimum 2.0 ("C") G.P.A.
- Costs, including flights and living accommodations, are reasonable and financial aid is available.
- Early planning is advisable.

For further information, please contact The Study Abroad Program or go to the web site.

TRANSFER OPPORTUNITY CENTER (TOC)

Building 2, Room 2227

(650)738-4232

www.SkylineCollege.edu/sts/transferCenter/tc.html

The Transfer Opportunity Center (TOC) 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 Activities include:

- Four year university representative visits
- Campus tours, and transfer and application workshops.
- Offers guaranteed transfer programs with several universities, including UC Davis, UC Santa Cruz, UC Santa Barbara, UCLA, and UC Riverside.
- Extensive transfer and articulation (course-equivalency) information and
- A Calendar of Events are available at the TOC

Interested students may also visit the TOC website or call Transfer Opportunity Center Office.

TRIO / STAARS PROGRAM

Learning Center

Building 5, Room 5100

(650) 738-4144

www.smccd.edu/accounts/skytlc/index.asp

The TRIO/STAARS Program helps students achieve their educational goals by supporting academic success at Skyline and assisting with transfer. To participate, students must meet at least one of the TRIO criteria: low-income, first generation to attend college, and/or documented as physically disabled or learning disabled.

STAARS offers a variety of services, including counseling, tutoring, lab-based courses to promote academic success, workshops, visits to transfer colleges, cultural activities, and financial aid and scholarship assistance. To apply for the STAARS program, please call or stop by the Learning Center.

VETERANS AFFAIRS (VA) OFFICE

Building 2, 2225

(650)738-4462

www.SkylineCollege.edu/catalog/vets.html

The Office of Veterans Affairs (VA) services provides information and assistance to veterans, their beneficiaries, and others concerning applications on all VA administered programs including educational assistance payments and inquiries. For more information, please contact the VA liaison in the Office of Admissions and Records, Building 2, Room 2225 or call (650) 738-4462.

WOMEN IN TRANSITION (WIT)

Building 2, 2313

(650)738-4157, slicton@smccd.edu

www.SkylineCollege.edu/ss-ca/wit/witwel.html

Women in Transition is a program of classes and services designed for both men and women who have had a break in their education. This re-entry program is offered for both day and evening students and includes introductory classes, which may lead to a degree, academic advising, and assistance with career and life planning. You may visit the website at www.SkylineCollege.edu, click on Student Services and select Re-entry women under Special Programs. For more information, please contact Lori Slicton, Coordinator.

WRITING CENTER
Building 5, Room 5130
(650) 738-4349

www.smccd.edu/accounts/skytcl/wrl_home.asp

The Writing and Reading Assistance Lab (WRL) offers four open-entry, open-exit, variable unit courses: English Supplement for STAARS Students (ENGL 650), English as a Second Language Supplement (ENGL 655), Writing Assistance Lab (ENGL 853), and Reading Assistance (READ 812). These courses provide support and individual instruction in all aspects of reading and writing in college. The Reading Zone also provides individual tutoring in reading. The WRL also offers computer-assisted instruction in grammar, punctuation, and other writing-related skills; faculty-taught workshops; conversation and pronunciation practice groups; and phone-in/online tutoring, available by email at writetutorskyline@yahoo.com or call the Writing Center.

COLLEGE LIFE & ACTIVITIES

ART GALLERY

GALLERY THEATRE

Building 1, Room 1121

(650) 738-4294, bridenbaugh@smccd.edu

<http://www.smccd.net/accounts/skygallery>

Exhibitions of artwork, cultural, social, musical, and literary events take place at Skyline College's Gallery Theatre. For information about specific events and exhibits contact Paul Bridenbaugh.

COLLEGE WIDE EVENTS

Skyline College supports and sponsors a wide range of educational, social and recreational activities for students throughout the year. Some of our annual events are listed below. For an updated list of campus activities and events go to the Calendar of Events website at www.smccd.edu/accounts/skypio/calendar.html.

Career Expo and Holiday Job Fair

The Career Center sponsors career panels and career expos to provide students the opportunity to establish career networks with local employers. The Holiday Job Fair is held annually in November while the Career Expo is offered in mid-April. For additional information, contact the Career Center (650) 738-4337.

Commencement Ceremony (Graduation)

A celebration of success, this important annual event takes place at the end of the spring semester.

- The event, honors students who have completed Associate in Arts and Associate in Science.
- Faculty, staff, friends and family are encouraged to attend.
- Graduation applications are available from your Counselor and the Admissions and Records Office in the Student Services Center. Deadlines for each semester are published in the class schedule.
- Commencement Ceremony participation forms are available in the Student Activities Office, Bldg. 6 Rm. 6212, (650)-738-4275, for those students who have applied for and met graduation requirements.

Scholarship and Awards Ceremony

The Scholarship and Awards Ceremony recognizes both scholarship recipients and the donors who contribute to the scholarship fund.

- Scholarships are awarded range from \$250 to \$20,000
- Scholarship applications are available in the Financial Aid Office or on <http://www.smccd.edu/accounts/skyline/sts/finaid.html>
- Application period: January-March
- Recipients are selected in April

Student Services Fair

The Student Services Fair is an open-air, one-stop shop for students seeking information about support services and instructional programs available at Skyline College. It is usually held in September. For additional information or questions, contact the Student Activities Office (650)738-4275.

Transfer Day

The Transfer Opportunity Center (TOC) coordinates an on-campus Transfer Day in the Fall Semester. Representatives from a wide variety of universities, including the California State University, University of California and independent colleges are available to students to discuss admission and transfer policies of their universities and colleges. Event is usually held in October. Call the TOC at (650) 738-4232 for additional information.

STUDENT ACTIVITIES OFFICE

Building 6, Room 6212

(650) 738- 4275, SkylineASSC@smccd.edu

www.SkylineCollege.edu/sgov.html

The Student Activities Office is an excellent resource center for students interested in creating or participating in campus events, gaining leadership skills and enhancing their overall education experience through participation in extracurricular activities.

Programs and services include:

- Support of the ASSC (Student Government) and Student Clubs

- Leadership Development
- Student Handbook publication
- Event Planning Guidelines
- Posting Regulations
- Food Sales guidelines
- Room and Space Reservations
- Resolution of students complaints

For additional details, contact the Student Activities Office.

STUDENT CLUBS AND ORGANIZATIONS

A wide variety of leadership and volunteer opportunities are available within campus clubs and organizations. Becoming part of a campus organization is a great way to enhance your experience at Skyline College. These groups focus on a wide variety of student interests such as career options, academics, cultural support, social events and interest, political service and religion. Students are also encouraged to start new clubs and organizations to suit their interests.

The following is a list of chartered clubs and organizations at the time of the publication of the Student Handbook. For an updated list of student groups, contact the ASSC Office at (650) 738-4327.

American Medical Student Association (AMSA)

Advisor: Nick Kapp

(650) 738-4415, kapp@smccd.edu

AMSA, also known as the Pre-Med Club, provides assistance and support for medical field majors and sponsors forums discussing health issues.

Anthropology Club

Advisor: Lori Slicton

(650) 738-4152, slicton@smccd.edu

The Anthropology Club is for students who are interested in anthropology. All majors welcomed. Members can expect involvement in a wide array of activities from educational presentations to diverse cultural programming.

**Associated Students of Skyline College
(Student Government)**

Advisor: Amory Cariadus

(650)738-4327, cariadusa@smccd.edu

The Associated Students of Skyline College (ASSC) is Skyline College's student government organization. ASSC represents the interests of students to college and district administrators and campus committees, allocates funds to clubs, and works for the general welfare of students.

Black Student Union (BSU)

Advisor: Murrell Green

(650)378-7301x19184, greenmurrell@smccd.edu

BSU's goal is to establish a supportive and positive community for African American students and to increase campus awareness of issues related to the African American community. Membership is open to all students. Members can expect involvement in a wide array of activities ranging from cultural presentations to conferences.

Cosmetology Club

Advisors: Lori Biagi

(650)738-4420, biagi@smccd.edu

To join you must be a student enrolled in the cosmetology program. The Cosmetology Club's main purpose is to assist students to be more responsible, educated, and dedicated to their profession; raise funds to help support students in competitions, field trips and seminars, and to generate money for scholarships.

Filipino Student Union (FSU)

Advisor: Liza Erpelo

(650)738-4119, erpelo@smccd.edu

FSU's mission is to promote Filipino-American community ties and instill the Filipino history and culture among students.

Gay Straight Alliance (GSA)

Advisor: Alec Bates

(650)738-4374, batesa@smccd.edu

GSA was established to increase the visibility of gays, lesbians, and bisexual students on campus and to dispel heterosexist myths. The club is a resource for gays on campus to meet in a safe, discreet environment and to discuss pertinent issues.

Hermanos Club

Advisor: Pablo Gonzalez

(650)738-4139, Gonzalez@smccd.edu

The Hermanos program is designed to promote education in the Latino community. The organization shall discuss, advocate, and educate students and members of the community about issues that affect

Latinos/Chicanos/Hispanics. The club provides services, creates unity, and promotes advocacy and education to the members of the campus.

Hoops Club

Advisor: Justin Piergrossi

(650)738-4367, piergrossi@smccd.edu

Skyline Hoops serves the members of the college and community by offering opportunities to participate in the game of basketball. These opportunities are presented through youth camps, clinics, and tournaments. In addition to teaching the fundamentals of the sport, the Skyline Hoops Club also promotes lifelong benefits of playing basketball.

Honors Transfer Club

Advisor: Katharine Harer

(650)738-4412, harer@smccd.edu

The Honors Club seeks to reflect the ideals and standards that the Honors Transfer Program emphasizes. The club's mission is to become the active link between the program and its students, to create a strong sense of community, to foster scholarship and academic excellence, and to communicate to the student body at large that the program is within their reach.

Journalism Club

Advisor: Nancy Kaplan-Biegel

(650)738-4297, kaplann@smccd.edu

The Journalism Club was established with the dual purpose of fostering interest in journalism as a career path and of educating the campus on media literacy issues as they pertain to journalistic practices. Activities focus on providing further training for campus journalists, giving students interested in journalism as a career path more exposure to the field, and offering a forum to discuss ethical and professional issues.

Latin American Student Organization (LASO)

Advisor: Lucia Lachmayr

(650)738-4146, lachmayr1@smccd.edu

LASO cultivates future Latino leaders by promoting social and cultural awareness among its members and the Skyline community. LASO utilizes the experience of mentors and the knowledge gained through conferences, workshops and personal development to create a supportive environment that promotes student advancement.

Middle Eastern Club

Advisor: Johannes Masare

(650)738-4288, masare@smccd.edu

The Middle Eastern Club brings students of Middle Eastern cultures and non-Middle Eastern cultures together to encourage understanding and celebrations of all communities.

Phi Theta Kappa (Academic Honor Society)

Beta Theta Omicron Chapter

Advisor: Christine Case

Pacific Heights 214

(650)738-4376, case@smccd.edu

www.SkylineCollege.edu/boo

Phi Theta Kappa is an internationally acclaimed honor society serving two-year institutions that offer associate degree programs. It is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of

leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Skyline College's Chapter has earned five-star status. Applications are available on the Skyline College Phi Theta Kappa website or in Pacific Heights 214. Please submit the application, along with an unofficial transcript, to the Phi Theta Kappa Office with a one-time membership fee of \$65.00.

Photography Club

Advisor: Arthur Takayama

(650)738-4208, takayama@smccd.edu

The Photo Club is committed to further the understanding and practice of photography as a significant visual art including color, black and white, digital and various other methods. The Photo Club strives to play a creative role in the Skyline College community through skill sharing workshops and weekly membership labs.

P.O.D.E.R.

(emPowering Ourselves to Demand Educational Rights)

Advisor: Jacquie Escobar

(650)738-4305, escobarj@smccd.edu

P.O.D.E.R.'s goal is to empower students to demand educational rights, and serve the community by promoting educational awareness specifically related to state laws and regulations.

Respiratory Therapy

Advisor: Ray Hernandez

(650)738-4457, hernandezr@smccd.edu

The purpose of the Respiratory Club is to discuss respiratory therapy related functions. You must be actively enrolled in the Respiratory Program to join.

Running Club

Advisor: Sunny Diaz

(650)378-7301x19069, diazs@smccd.edu

The Skyline Running Club is organized to further the understanding of the dynamics of running and walking as a significant part of health. Discussions and workshops on athletic attire, hydration and nutrition will assist all club members in obtaining their personal goals.

Science and Math Club**Advisor: Tiffany Reardon****(650)738-4244, reardon@smccd.edu**

The Science and Math Club meets to discuss subjects regarding Science and Mathematics. It provides an environment that helps students with science and math majors to follow the right academic path related to their major. This club organizes field trips and activities that benefit members both recreationally and academically.

Skyline Fellowship (Christian)**Advisor: Eloisa Briones****(650)738-4227, briones@smccd.edu**

The Skyline Fellowship provides an environment in which Christians of various denominations and affirmations may gather on campus to build friendships and encourage each other in their faith, and to provide opportunities for students not familiar with the Christian faith to learn more about Christianity.

Skyline Organization and Club Council**Advisor: Amory Cariadus****(650)738-4327, cariadusa@smccd.edu**

The S.O.C.C. provides student clubs and organizations and vital linkage between student groups, the A.S.S.C. and the campus community. The primary function of the S.O.C.C. is to aid the clubs of Skyline College in providing quality activities and services that meet the needs of their membership, the Student Body, and the campus community.

Society of Hispanic Professional Engineers (SHPE)**Advisor: Tiffany Reardon****(650)738-4244, reardon@smccd.edu**

SHPE's objective is to increase the success rate of Hispanic students who major in Engineering, Computer Science, and Math at Skyline College. It offers leadership opportunities for SHPE members. SHPE provides contacts and networking opportunities with local industries for employment and personal growth. Members are given the opportunity to create hands-on projects related to the field of engineering and to attend both regional and national conferences.

SPACE (Child Development Center's Club – Student Parent Association for Child Enrichment)

Advisor: Judy Heldberg

(650)738-7070; heldberg@smccd.edu

S.P.A.C.E. provides enriching and stimulating activities, as well as a positive environment, for children in the community.

United Nations

Advisor: Katharine Harer

(650)738-4412, harer@smccd.edu

This club fosters multicultural unity among our students, understanding of international issues and provides outreach to the community.

Women in Transition (WIT)

Advisor: Lori Slicton

(650) 738-4157, slicton@smccd.edu

The purpose of this organization is to educate community college students about the accomplishments of women and to integrate students into the current women's rights movement. It offers women opportunities to learn leadership skills through service to women's organizations on campus and in the community, and it provides a network for women and men to share life experiences and socialize.

Want to Start a New Club?

Any student can start a new student club or organization. Interested students can pick up a copy of the Student Organization and Club Manual from the Student Activities Office, Room 6212 or download the information from the Student Activities website www.SkylineCollege.edu/sgov.html. The manual contains policy and procedure information, club rosters, advisor contracts and sample constitutions - everything you will need to get your new student group started. For more information about starting a new club, contact Brittany Piccolotti, ASSC Vice President at (650) 738-4327.

STUDENT PUBLICATIONS

THE SKYLINE VIEW (Student Newspaper)

www.theskylineview.com

The Skyline View is an award-winning, student-run newspaper that covers the campus community and is produced bi-weekly by the journalism students of Skyline College. As a First Amendment protected publication, the paper functions as an open forum, providing the campus community several opportunities for expression, including guest opinion columns, letters to the editor, and advertising.

Students who would like to gain practical experience in creating and producing a newspaper and who would like to be a part of the editorial staff may sign up for Journalism 300-Newspaper Staff. Students are encouraged to explore Skyline College's journalism course offerings for additional opportunities. For more information, please contact *The Skyline View* advisor, Nancy Kaplan-Biegel, at (650) 738-4297 or at kaplann@smccd.edu.

TALISMAN (Student Literary Magazine)

Talisman is the literary magazine produced by the English 161/162 Creative Writing class each May. It 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. For additional information and questions regarding submissions and awards contact Katharine Harer via email harer@smccd.edu or call (650) 738-4412.

Academic Calendar 2008-2009

FALL SEMESTER 2008	
August 18	Day and Evening Classes Begin
August 29	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August 29	Last Day to Add Semester Length Classes
August 30, September 1	Declared Recess
September 1	Labor Day (Holiday)
September 5	Final Payment Due (Semester Length Class)
September 12	Last Day to Drop Semester Length Classes Without Appearing on Record
October 3	Last Day to Apply for Degree or Certificate
November 8, 10	Declared Recess
November 10	Veterans' Day Observed (Holiday)
November 17	Last Day to Withdraw from Semester Length Classes
November 26	Declared Recess – Evening Courses Only
November 27	Thanksgiving Day (Holiday)
November 28- 30	Declared Recess
December 12- 18	Final Examinations (Day and Evening Classes)
December 18	Day and Evening Classes End
December 24 – January 1, 2009	Winter Recess, Offices Closed

SPRING SEMESTER 2009	
January 19	Martin Luther King Jr Day (Holiday)
January 20	Day and Evening Classes Begin
February 2	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
February 2	Last Day to Add Semester Length Classes
February 13	Lincoln's Birthday (Holiday)
February 14- 15	Declared Recess
February 16	Presidents' Day (Holiday)
February 17	Last Day to Drop Semester Length Classes Without Appearing on Record
March 6	Last Day to Apply for Degree – Certificate
March 11	Flex Day- No Classes
April 6- 12	Spring Recess
April 30	Last Day to Withdraw From Semester Length Classes
May 22	Final Examinations (Day Classes)
May 23- 24	Declared Recess
May 25	Memorial Day (Holiday)
May 26 – 31	Final Examinations (Day and Evening Classes)
June 1	Day and Evening Classes Close