



FREQUENTLY ASKED QUESTIONS FOR FIRST-TIME COLLEGE STUDENTS

Welcome to Skyline College! In order to make your transition to college as smooth as possible, the Counseling Division has prepared this list of frequently asked questions and answers for you. We wish that we could meet with you personally to answer all of your questions, but we hope that some of the information here will help you as you get started here at Skyline.

TESTING/ORIENTATION/COUNSELING

1. Do I need to take a placement test and attend an orientation?

See pages 5-7 of the Spring 2010 Class Schedule for information about placement test and orientation requirements and exemptions.

2. Am I assigned a counselor?

You are not assigned a counselor unless you are part of a special program that requires counseling, such as EOPS, DSPS, TRIO or Veterans.

3. How do I make a counseling appointment?

All new, matriculating students will be given a counseling appointment after they complete placement testing and orientation. After that, counseling appointments can be made by logging into Websmart at <https://websmart.smccd.edu/> with your student ID (your G#). Due to high demand for services, students who do not show up for appointments may be blocked from making future appointments.

4. What is walk-in counseling for?

Walk-ins are quick, 20 minute sessions, offered only on a limited basis. Walk-in is not appropriate for students who need student educational plans (SEP), AA/AS or certificate evaluations, transfer evaluations or who are on academic probation/dismissal standing. Students needing those services must make a regular counseling appointment through Websmart.

REGISTRATION

1. I tried to register, but all of the classes are full. What do I do?

If classes have not yet started, sign up on the waitlist for courses that are full by logging into Websmart. If space in the class becomes available, you may be moved to the list of registered students for that class. Whether you are on the waitlist or not, you should go to the class you wish to add on the first day of instruction. Students frequently drop classes in the first week, and space may become available. Instructors usually give priority to students on the waitlist, but are able to add students who were not on the waitlist if there is room. If you are allowed to add the class, you will be given a four digit authorization code that you will need to register using Websmart. The last day to add a semester-length class is February 1.

2. I signed up for a class, but I need to drop it. How do I do that?

Log into Websmart to drop the class. You do not need your instructor's signature in order to drop a class. The last day to drop a semester-length course without it appearing on your transcript is February 16. Classes dropped after this date will be noted on the student's permanent record as a "W" or withdrawal. Students who need to drop due to extenuating circumstances may petition for an exception to this policy. The form is available at the Office of Admissions and Records in Building 2.

3. What is the maximum number of units I can take?

You may take no more than 19 units in the Fall and Spring semesters without the approval of a counselor or dean. Students are considered to be full time if they have 12 units or more in the Fall or Spring.

4. What does it mean to take a course Pass/No Pass?

Some courses allow you to receive either a letter grade or be graded on a Pass/No Pass basis. Students who elect the P/NP option will receive a grade of “P” on their official transcript if they earn a C or higher in the course, and “NP” if they earn a D or F in the course. P/NP courses will not be calculated into the student’s grade point average. This may be a good option for students who are taking courses not related to their major fields. The use of P/NP to satisfy Skyline major or certificate requirements must be approved by the Division Dean. Four year colleges vary widely in the number of P/NP courses they accept, and usually will not allow P/NP courses to fulfill major requirements. Consult with a counselor regarding transfer limitations.

FINANCIAL AID

1. I can’t afford to attend college. Is financial aid available?

Yes! Fill out a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to be considered for financial aid programs. Assistance with the form is available at the Financial Aid Office in Building 2. You can contact the Financial Aid Office at (650) 738-4236 or skyfaoffice@smccd.edu. Additional information is available at www.icanaffordcollege.com.

2. The Financial Aid Office says that I need to get a Student Educational Plan or SEP. How do I do that?

You must make a counseling appointment to develop a SEP.

PREREQUISITES

1. What is the difference between a recommendation and a prerequisite?

A recommendation is a course that faculty recommend be completed in advance to improve your ability to succeed in the course. However, students will not be blocked from taking the course if they do not have the recommended preparation. A prerequisite must be completed before you can enroll in a course, and you may be prevented from taking the course if you do not have the required preparation.

2. The class I want has a prerequisite. I completed the course and/or placement testing at another college. What do I do?

Go to <http://www.skylinecollege.edu/pdf/counseling/Prereq.pdf> to download the Prerequisite Equivalency Form or pick it up at the Information Center in Building 2. Attach an unofficial copy of your transcript to your form and submit both to the Information Center. If you are using test scores from other colleges, you must submit the scores with your form. Counselors will review your form within 24-48 hours. If your request is approved, you will be allowed to register for the course. You will be informed if your request is denied. You do NOT need an appointment.

3. The class I want has a prerequisite. I have not completed the prerequisite with a college course or through placement testing, but I have other related coursework or experience that I believe can satisfy the prerequisite. What do I do?

Go to <http://www.skylinecollege.edu/pdf/counseling/prereqchll.pdf> to download the Prerequisite Challenge Form or pick it up at the Information Center in Building 2. You can meet with a counselor on walk-in if you have questions about filing your request. You must turn in the form, along with a brief letter explaining your preparation for the course and documentation of your preparation to the appropriate Division Office. The registration block will be removed within 24 hours of submitting your petition. You may then access Websmart to provisionally enroll in any open sections of the class you want. You will be notified within 5 business days if your request has been approved. If disapproved, you will be dropped from the course.