

# 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.

A handwritten signature in cursive script that reads "Victoria P. Morrow".

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 (SMCCCD)**

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, 5 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.

Patricia Miljanich, President, SMCCCD, Board of Trustees  
Dave Mandelkern, Vice President-Clerk, SMCCCD, Board of Trustees  
Helen Hausman, Trustee, SMCCCD, Board of Trustees  
Richard Holober, Trustee, SMCCCD, Board of Trustees  
Karen Schwarz, Trustee, SMCCCD, Board of Trustees  
Indar (Father Jay) Maharaj, Student Trustee, 2010-2011  
Ron Galatolo, District Chancellor, SMCCCD  
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.

Skyline College  
3300 College Drive  
San Bruno, CA 94066  
(650) 738-4100  
[www.SkylineCollege.edu](http://www.SkylineCollege.edu)

# **INTRODUCTION**

## **USE AND ORGANIZATION OF THE STUDENT HANDBOOK**

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 *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 *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. Class Schedules are distributed throughout 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.

# **CAMPUS VOCABULARY**

**ADMISSION** - Submission of an online Admissions Application is required (<http://www.skylinecollege.edu>). Upon receipt of the application, the student will receive procedures for registration via email.

**ADD/DROP CLASSES** – Students may add or drop classes from their program using WebSMART (<https://websmart.smccd.edu/>), Skyline's web-based registration system.

## **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 Web SMART, Skyline's web-based registration system.

**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).

## **COLLEGE PROGRAMS & SERVICES**

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

<http://skylinecollege.edu/general/admissions/>

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 7, Room 7322**

**(650) 738-4235, [deamer@smccd.edu](mailto:deamer@smccd.edu)**

**[www.smccd.edu/accounts/skyastep/](http://www.smccd.edu/accounts/skyastep/)**

The ASTEP Program at Skyline 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](mailto:SkylineASSC@smccd.edu)**

**<http://skylinecollege.edu/future/whatstudentsdo/associatedstudents/>**

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.

**2010-2011 ASSOCIATED STUDENTS OF SKYLINE COLLEGE**

**Elected Officers / Voting Members**

President: Ray Parenti-Kurtilla

Vice President: Amanda Parker

Commissioner Activities: Vacant

Commissioner of Finance: Colleen Juliano

Commissioner of Publicity: Caroline Chen

Commissioner of Public Records: Ken Chan

Senator: Patiane Gladstone

Senator: Miguel Rodriguez

***\*Senator 13 seats are available for the 2010-2011 academic year, as of June 30, 2010.  
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 to:

- 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
- 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](http://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](http://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.

<b>TITLE</b>	<b>NAME</b>	<b>EXT.</b>	<b>RM</b>
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](mailto:skylinebookstore@smccd.edu)**

<http://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 or visit our website.

## **CALWORKS PROGRAM**

**Building 2, Room 2211**

**(650)738-4443**

<http://skylinecollege.edu/general/finaid/calworks.html>

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

- Financial assistance and other grants to cover educational expenses, supplemental child care and books
- Additional services include career, academic and personal counseling.

Please visit the CalWorks 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.

## **CAMPUS SAFETY (PUBLIC SAFETY OFFICE)**

**Building 6, Room 6106**

**(650) 738-4199, [tupper@smccd.edu](mailto:tupper@smccd.edu)**

<http://skylinecollege.edu/facstaff/HealthSafety/publicsafetysecurity/>

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 Campus Public Safety Office.

**ESCORT SERVICE TO YOUR VEHICLE** - The Public Safety Office 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.

## **CAREER CENTER**

**Building 2, Room 2227**

**(650)738-4337, [padron@smccd.edu](mailto:padron@smccd.edu)**

[www.smccd.edu/accounts/skycareer](http://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](http://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, 2<sup>ND</sup> FLOOR**  
**STUDENT SERVICES CENTER**  
**(650) 738-4101**

[http://skylinecollege.edu/general/admissions/cashier\\_fees.html](http://skylinecollege.edu/general/admissions/cashier_fees.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) 738-4105**

<http://www.smccd.edu/accounts/skycalt/>

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 or visit the CALT.

**CHILD DEVELOPMENT CENTER**  
**Near Pacific Heights/Loma Chica**

**(650)738-7070, [heldberg@smccd.edu](mailto:heldberg@smccd.edu)**

<http://skylinecollege.edu/current/takingcareyou/childdevctr.html>

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, please visit our website or 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**  
**SGOV 690: SPECIAL PROJECTS IN STUDENT GOVERNMENT**

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**

<http://skylinecollege.edu/current/jobscareersupport/cooped/>

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**

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**

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, access Websmart and select making an appointment.

## **DISABLED STUDENTS PROGRAM & SERVICES (DSPS)**

**Building 2, Room 2350**

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

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, 3<sup>rd</sup> floor Building 2, or call.

### **WORKABILITY III PROGRAM**

The Workability III (WAll) 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 WAll 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](mailto:skyeops@smccd.edu)**

**<http://skylinecollege.edu/general/finaid/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 CalWORKs 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](mailto:skyfaoffice@smccd.edu)**

**<http://skylinecollege.edu/general/finaid/>**

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](mailto:skyhealth@smccd.edu)**

**<http://skylinecollege.edu/current/takingcareyou/healthservices>**

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](mailto:harer@smccd.edu)**

**[www.smccd.edu/accounts/skyhon](http://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 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](mailto:campillo@smccd.edu)**

**<http://www.smccd.edu/accounts/skyinternational>**

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](mailto:erpelol@smccd.edu)**

**<http://www.smccd.edu/accounts/skykab/>**

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**

**<http://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, 2<sup>nd</sup> Floor**

**(650) 738-4311 (circulation)**

**(650) 738-4312 (reference)**

**[www.smccd.edu/accounts/skylib](http://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 7309**

**(650) 738-4244, [fredrickss@smccd.edu](mailto:fredrickss@smccd.edu)**

**[www.smccd.edu/accounts/skymesa/index.html](http://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 Stephen Fredricks, MESA Coordinator, or visit the MESA website.

### **MICROCOMPUTER LAB**

**Building 2, Room 2108**

**(650) 738-4105**

**<http://www.smccd.edu/accounts/skycalt/>**

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. Please contact or visit the lab for hours of operation.

### **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 which 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.

## **PUENTE PROGRAM**

### **Counseling Office**

**Building 2, Room 2200**

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

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**

<http://skylinecollege.edu/future/whatstudentsdo/activities>

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)
- 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 of payment of all fees including the \$8 Student Body Fee at the Student Activities Office, Building 6 Room 6212.

### **STUDENT SUCCESS PROGRAM**

**Building 2, 2<sup>nd</sup> 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/](http://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") gpa.
- 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**

<http://skylinecollege.edu/general/transfercenter>

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](http://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**

<http://skylinecollege.edu/future/findyourplace/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](mailto:slicton@smccd.edu)**

<http://skylinecollege.edu/programsofstudy/degreescerts/socsciencecreativearts/wit.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](http://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/skytlc/wrl\\_home.asp](http://www.smccd.edu/accounts/skytlc/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**

**Building 1, Room 1121**

**(650) 738-4294, [bridenbaugh@smccd.edu](mailto: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 student 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](http://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 \$100 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

### **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, [skystudentactivites@smccd.edu](mailto:skystudentactivites@smccd.edu)**

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](mailto: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](mailto: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](mailto: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.

**Badmiton Club**

**Advisor: Jan Fosberg**

**(650) 738-4215, [fosberg@smccd.edu](mailto:fosberg@smccd.edu)**

The mission and purpose of the Skyline Badminton Club is to provide Skyline students more opportunities to play badminton and socialize with other students interested in badminton.

**Black Student Union (BSU)**

**Advisor: Pat Deamer**

**(650) 738-4217, [deamer@smccd.edu](mailto:deamer@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.

### **Ceramics Club**

**Advisor: Tiffany Schmierer**

**(650) 738-4153, [schmierert@smccd.edu](mailto:schmierert@smccd.edu)**

**<http://www.smccd.edu/accounts/schmierert/Club.html>**

The ceramics club has been organized to promote the knowledge and practice of ceramic arts. The ceramics club wants to create a community of clay art enthusiasts who can share ideas and bring art out of the classroom and into the Skyline and local communities through organizing workshops, fundraisers, and student shows.

### **Cheer & Dance Team**

**Advisor: Amber Steele**

**(650) 378-7301 x19365, [steelea@smccd.edu](mailto:steelea@smccd.edu)**

Skyline's Cheer and Dance Team's main goals are to promote more school spirit, participation in supporting the various clubs and sports teams on campus, and to be seen as responsible ambassadors to the school.

### **Cosmetology Club**

**Advisor: Lori Biagi**

**(650)738-4420, [biagi@smccd.edu](mailto:biagi@smccd.edu)**

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.

### **Democrats Club**

**Advisor: Mike Messner**

**(650)378-7301x19560, [messnerm@smccd.edu](mailto:messnerm@smccd.edu)**

The Democrats Club presents an opportunity to meet fellow Democrats, elected officials, and other community leaders, learn about political issues, make a difference in your community and have fun in the process.

### **Differently-Abled Club**

**Advisor: Lucia Lachmayr**

**(650)738-4146, [lachmayrl@smccd.edu](mailto:lachmayrl@smccd.edu)**

The Differently-Abled Club has been organized to provide a network of support for all students and a voice for advocacy and information about and for students with disabilities.

**Environmental Club****Advisor: David Hasson****(650)738-4297, [hassond@smccd.edu](mailto:hassond@smccd.edu)**

The Environmental Club was established to help build a campus community committed to “going green.” Club activities promote and demonstrate how to live more sustainably.

**Filipino Student Union (FSU)****Advisor: Liza Erpelo****(650)738-4119, [erpelo@smccd.edu](mailto: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](mailto: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.

**Hand to Hand****Advisor: Stephen Fredricks****(650)738-4244, [fredrickss@smccd.edu](mailto:fredrickss@smccd.edu)**

The mission of Skyline’s Hand to Hand club is to provide a safe and welcoming peer environment in which students can talk to other students about problems that are occurring within their lives. From drugs, eating disorders, family problems, abuse, peer pressure and any other concerns in which a counselor is not the right fit for them. Our main goal is to provide information, support and anything in our power to help deal with the issues at hand.

**Hermanos Club****Advisor: Darlene Cardenas****(650)738-7072, [cardenasd@smccd.edu](mailto:cardenasd@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](mailto: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](mailto: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](mailto: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, [lachmayrl@smccd.edu](mailto:lachmayrl@smccd.edu)**

LASO cultivates future Latino leaders by promoting social and cultural awareness among its members and the Skyline community by fostering self-determination for Latino-Americans to liberate themselves from economic/ academic barriers. LASO also focuses on introducing Latino-American students to the benefits of higher education, creating a supportive environment that promotes advancement, hard work, and determination and promoting social and cultural awareness amongst our members and the Skyline college community. LASO is open to the community at skyline. Everyone is welcome to join our club. Please help us grow to make a difference for our future.

### **Middle Eastern Club**

**Advisor: Johannes Masare**

**(650)738-4288, [masare@smccd.edu](mailto: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.

### **Palestinian Club**

**Advisor: Leigh-Anne Sippel**

**(650)738-4408, [sippel@smccd.edu](mailto:sippel@smccd.edu)**

The Palestinian Club is focused on showing support to Palestinian and Arabic students within the Skyline College community.

### **Phi Theta Kappa (Academic Honor Society)**

**Beta Theta Omicron Chapter**

**Advisor: Christine Case**

**(650)738-4376, [case@smccd.edu](mailto:case@smccd.edu)**

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

Phi Theta Kappa is an internationally acclaimed honor society serving two-year institutions that offer associate degree programs. It is the oldest and most prestigious honor society serving community 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 opportunities 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 is a Most Distinguished Chapter. Applications are available on the Skyline College Phi Theta Kappa website or in 7214. 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](mailto: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](mailto: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](mailto: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: Mike Fitzgerald**

**(650)738-4323, [fitzgerald@smccd.edu](mailto:fitzgerald@smccd.edu)**

The Skyline Running Club is organized to further understanding 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: Stephen Fredricks**

**(650)738-4244, [fredrickss@smccd.edu](mailto:fredrickss@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](mailto: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](mailto: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: Stephen Fredricks**

**(650)738-4244, [fredrickss@smccd.edu](mailto:fredrickss@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. 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](mailto:heldberg@smccd.edu)**

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

**Theater Club**

**Advisor: Alan Ceccarelli**  
**(650)738-4154, [ceccarellia@smccd.edu](mailto:ceccarellia@smccd.edu)**

The Theater Club has been organized to provide Skyline students with an outlet to perform theater based acts in music, drama and/or dance.

**TRIO/STAARS Club**

**Advisor: Nohel Corral**  
**(650)738-4140, [corraln@smccd.edu](mailto:corraln@smccd.edu)**

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.

**Veterans Club**

**Advisor: Dr. Tony Jackson**  
**(650)738-4156, [jacksont@smccd.edu](mailto:jacksont@smccd.edu)**

The purpose of this club is to provide support for fellow veterans, by helping each other to succeed in life and in school. This is achieved by encouraging each other to take advantage of tools and resources that are available for veterans to use. We strive to help veterans and their dependants adapt to civilian life to the best of our abilities by providing information of veteran friendly organizations, groups and clubs.

**Volunteer Society**

**Advisor: Rosemary Bell**  
**(650)738-4213, [bellro@smccd.edu](mailto:bellro@smccd.edu)**

The Volunteer Society focuses on giving Skyline students the opportunity and resources to enrich their personal and academic lives through volunteerism. We also strive to enrich the communities surrounding us by staying active in them with volunteer opportunities.

## **Women in Transition (WIT)**

**Advisor: Lori Slicton**

**(650) 738-4157, [slicton@smccd.edu](mailto: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 right 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: <http://skylinecollege.edu/future/whatstudentsdo/associatedstudents>. 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 Jacqueline Solorzano, ASSC Vice President at (650) 738-4327.

## **STUDENT PUBLICATIONS**

### **THE SKYLINE VIEW (Student Newspaper)**

[www.theskylineview.com](http://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](mailto: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](mailto:harer@smccd.edu) or call (650) 738-4412.

# **COLLEGE POLICIES & PROCEDURES**

## **ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

Federal and state legislation require community colleges to 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 have equal access to instruction. The San Mateo County Community College District is responsible for making reasonable 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 procedures for responding to accommodation requests involving academic adjustments in a timely manner. For additional information about this policy contact the Disabled Student Services Program Office, Building 2 or call (650) 738-4280.

## **ACADEMIC INTEGRITY**

The college community has the responsibility to make every reasonable effort to foster academic honesty and conduct. Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses, degrees and certificates. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. 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 that 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, which 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, then 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 upon the seriousness of the infraction, you may:

- Receive a failing grade on the 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.

### **ACADEMIC RENEWAL POLICY**

Up to 36 semester units of substandard course work may be alleviated and disregarded in the grade point average computation. The following conditions will apply:

- Standard work is a grade of D, F, NC or NP.
- No more than two semesters and one summer session may be alleviated. The terms needed not be consecutive.
- A period of at least one year must have elapsed since the course work to be alleviated was completed.

- The student seeking alleviation must have completed:

<u>Units</u>	<u>Grade Point Average</u>
9	3.5
15	3.0
21	2.5
24	2.0

- The course work to be alleviated must have been taken at Skyline College, Cañada College, and College of San Mateo. 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. Academic renewal may be requested when alleviation 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, submit an Academic Renewal Petition form to the Office of Admissions and Records. Forms are available at the Admissions and Records Counter in the Student Services Center. When academic course work is alleviated from the computation of a grade point average, the permanent record shall be annotated to ensure that a true and complete record of academic history is maintained. Although course work is being alleviated from the computation of the grade point average, the courses and the actual grades will remain on the transcript.

### **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 course work completed at Skyline College, Cañada College, and College of San Mateo. Special program academic eligibility requirements for financial aid, athletics, Veteran's Educational Benefits, etc., may differ. Students should consult with their specific program coordinators for program eligibility requirements.

**ACADEMIC PROBATION** - A student will be on academic probation for either or both of the following reasons:

- a. Grade point average: A student enrolled in at least 12 semester units, and earned less than a 2.0 (“C”) grade point average.
- b. Failure to maintain satisfactory progress: A student enrolled in at least 12 semester units, but the percentage of all units with a “W”, “I” and/or “NP” exceeds 50%. (See Semester Calendar in the Class Schedule for deadline dates for withdrawal.)

Students on probation status are strongly encouraged to participate in the Student Success Program or contact a counselor. (650) 738-4317.

**REMOVAL FROM PROBATION** - A student on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation for failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category is no longer 50 percent or above.

**DISMISSAL** - A student shall be subject to dismissal if either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled, for which entries of "W," "I," and "NC" has been recorded, reaches or exceeds 50 percent.

A dismissed student may not enroll in day and evening classes for one semester before petitioning for reinstatement. In order to be approved for reinstatement, students will be required to meet with a counselor and participate in the Student Success Program.

For further information concerning student grievances or rights of appeal regarding the Student Success Program and reinstatement, students should please contact the Counseling Department in Building 2, Room 2230, or call (650) 738-4317.

## **ATTENDANCE REGULATIONS**

After registering for a class, regular attendance in class and laboratory sessions is expected of every student. Regular attendance enables the student to learn the content/subject matter of the course. It is the student's responsibility to withdraw when several absences have occurred. (Absence means nonattendance for whatever reason.) Absences cause grades to decline. A professor can drop a student from a course if excessive absences have placed the student's success in jeopardy. If the student believes that there were extenuating circumstances related to the absences that resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. For additional information about filing a petition, contact the Admissions and Records Office (650)738-4251.

## **AUTHORITY OF PROFESSORS**

- Students are expected to be prepared for the course(s) in which they enroll and to be able to demonstrate to the professor their levels of preparation, if requested to do so.
- Students are also expected to perform the work of the course in a timely and systematic manner.
- The professor of a course has the authority to determine the level of preparation and level of performance of any student enrolled in that course.
- The professor may seek to exclude from a course any student whose conduct is disruptive. The instructor has the authority to remove the student from his/her class from the time of an incident and the next class meeting.
- The student must make an appointment with the Disciplinary Officer before returning to class. Any student who refuses to leave a classroom when requested to do so by the professor or by an administrator of the College, is subject to disciplinary action. See Disciplinary Codes & Student Grievances and Appeals in the catalog for further information.

REGISTRATION: Students may not attend a class unless officially registered for the class prior to the last day to enroll. A student seeking permission for late registration must go to the Admissions Office for permit to enroll.

**TEMPORARY ABSENCE** - Students who will be absent for more than one week should notify their professors.

## **WITHDRAWAL FROM COLLEGE**

1. After the “Last day to withdraw from a semester length class” Or the deadline for withdrawal from a short term class has passed, all petitions for Withdrawal, along with all supporting documentation, must be submitted for review by the Academic Standards and Policies Committee to determine eligibility for a late withdrawal. Students will be notified within seven calendar days of the committee's decision.
2. Students, who have completed a short course or completed units in a variable unit course prior to the effective date of a withdrawal, will be issued those units and will be liable for any applicable fees. Petitions for a late withdrawal are not granted automatically and must be filed with all supporting documentation, to avoid the possibility of receiving penalty grades.
3. Exceptions to the policy will be granted for military activation or circumstances caused by an act of nature.

## **CAMPUS SECURITY ACT**

In order to make Skyline College a safe and pleasant environment, the College has established procedures in compliance with Federal Public Law 101-542. Skyline College publicly reports campus crime statistics to students and staff. The campus crime

statistical report is updated yearly. To view a current copy of Skyline College campus crime statistics, please visit the website at <http://www.SkylineCollege.edu/sts/security.html> or stop by the Campus Public Safety, Building 6, Room 6106 or (650) 738-4301 for a printed copy of the report.

### **CREDIT BY EXAMINATION**

A student may be permitted to obtain credit for a course if he/she is 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 by examination is not allowed if a student has earned credit in an equal or more advanced course of the same sequence. Credit by examination is not allowed 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 applied for credit earned by examination. Credit by examination does not satisfy unit load requirements for programs such as financial aid, Veteran's, or graduation residency requirements. The student's academic record will be annotated to reflect that credit was earned by examination. A student may complete a course by credit by examination only once.

### **COURSE REPETITION**

A. Repeat for Credit- A student may repeat certain courses for credit a maximum of three times (total four class enrollments). These courses require increasing levels of student performance or must provide significantly different course content each subsequent semester. "May be repeated for credit" will be noted in the course description. Courses not so designated may not be repeated under this policy. Further information on this policy is available from the Office of Admissions and Records or in the catalog.

B. Grade Alleviation - A student ***who has received a substandard grade of "D", "F", or "NC"*** in a credit course taken at Skyline College, Cañada College, and/or College of San Mateo may repeat the course two times to improve a grade. Upon satisfactory completion of the repeated course, the grade earned in the repeated course will be used in the computation of the grade point average. The unit value of the repeated course will be counted once. The student's permanent academic record shall ensure that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record.

C. Special Circumstances - Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Dean of Enrollment Services before such course repetition will be authorized. Courses repeated under this provision shall be subject to the same terms and conditions outlined in "Grade Alleviation" in Section B above. Additional information and petitions for course repetition based on unusual circumstances may be picked up, in the Admissions and Records Office (Bldg 2).

## **DRUG-FREE CAMPUS POLICY**

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 found to be in violation of the Drug-Free Campus policy by manufacturing, distributing, dispensing, possessing or using a controlled substance, as defined in California statutes, on any College 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.

## **EVENT PLANNING**

All student clubs and organizations, off-campus groups or vendors who want to host a special event, hold a fundraising event, sell products, or hand out information must make a space reservation at the Student Activities Office by calling (650) 738-4275. Information on college policies, costs, facilities reservations, security, insurance requirements and other considerations for special events is available at the Student Activities Office. **Please note: Facilities reservations must be booked a minimum of three weeks prior to any event.**

## **FREE SPEECH**

Free speech areas have been designated on the campus to allow for freedom of expression without disruption of the instructional mission of the College. Details regarding free speech are listed in the Time, Place and Manner Policy. For additional information regarding free speech areas, contact the Student Activities Office at (650) 738-4275.

## **FINES**

Fines are assessed for failure to comply promptly with library regulations, and students are 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. Future admission/registration maybe denied until these delinquencies are removed.

## **GRADING SYSTEM**

There are three systems of grading at Skyline College:

**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 zero points, using only the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINT</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	less than satisfactory	1
F	Failing	0

**PASS/NO PASS** - Each division of the College may determine certain courses in which all students are evaluated on a "Pass/No Pass" basis only. These courses will be identified in the College catalog and use the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINT</u>
P	Pass (at least satisfactory – C or Better)	0
NP	No Pass (less than satisfactory or failing)	0

Grade option courses allow students to explore various fields of study and broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average.

Students electing a "Pass/No Pass" option must make this choice on WebSMART within the first 30% of the period of instruction. Changes will not be permitted after this time.

The utilization of courses graded on a "Pass/No Pass" basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with the 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 "Pass/No Pass" 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 in this regard. Grades are also available at [www.SkylineCollege.edu](http://www.SkylineCollege.edu), click on Web SMART.

### **NON-EVALUATIVE SYMBOLS**

**I - Incomplete** - This symbol is used cases of incomplete academic work and for unforeseeable emergencies, and justifiable reasons. The professor shall set forth conditions for the removal of the "Incomplete" in a written record that also indicates the grade to be assigned in lieu of the removal. The student will receive a copy of this record and a copy shall be filed with the Dean of Enrollment Services. The professor will assign a final grade when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time, the Office of Admissions and Records will enter the grade previously determined by the professor in the permanent record.

An "Incomplete" may 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" will not be able to register in the same course while the "Incomplete" is in effect. The "I" symbol shall not be used in the computation of grade point average.

**IP - In Progress** - This symbol confirms enrollment and indicates that work is "in progress" and that the assignment of unit credit or grade will be given when the course is completed. The "IP" symbol shall not be used in the computation of grade point average.

**RD - Report Delayed** - This symbol indicates there has been a delay in recording the grades reported by an instructor. It is replaced by a permanent symbol as soon as possible. The "RD" symbol shall not be used in the computation of grade point average.

**W - Withdrawal** - See "Withdrawal from class (es)".

**GRADE POINT AVERAGE** - Grade Point Average (GPA) 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).

**SCHOLASTIC HONORS** - A Dean's List of students who have achieved academic honors is published at the end of each semester. The list contains all the names of students who have completed 12 units or more of letter-graded course work at Skyline College, Cañada College and College of San Mateo with a 3.3 grade point average or above. Recognition of a student's academic excellence will be given at graduation based on their grade point average according to the following scale:

<u>GRADE POINT AVERAGE</u>	<u>ACKNOWLEDGMENT</u>
3.3	Honors
3.5	High Honors
4.0	Highest Honors

**FINAL GRADE REPORTS** - Each student is held responsible for his/her own academic progress. Final grades are available online at [www.SkylineCollege.edu](http://www.SkylineCollege.edu). Please click on Web SMART. Dates of final grade availability for specific semesters are published in the current Schedule of Classes. All fees must be paid and kept current in order to access grades.

**CHANGE OF GRADES** - 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 course work subsequent to the assignment of the final grade.

**TRANSCRIPTS** - An official "District" 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 written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. Each additional transcript costs \$5.00.

### **ENROLLENT (MATRICULATION) POLICY**

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objectives and goals. The agreement acknowledges the responsibilities of both parties; this enables students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those who are exempted, based on locally established criteria, are expected to complete the components of matriculation. Please refer to the current Class Schedule for specific exemptions.

The College provides matriculation services organized in several interrelated components.

- **ADMISSIONS** - Collects information from each applicant, and assists students when registering in a program of courses to attain their educational goals.
- **SKILLS ASSESSMENT AND PLACEMENT TESTING** - Measures a student's abilities in English, reading, mathematics, and learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.
- **ORIENTATION** - Acquaints students with College facilities, special programs and services, rules and regulations, and academic expectations and procedures.
- **ADVISEMENT/COUNSELING AND COURSE SELECTION** - Allows a student to meet with a counselor to develop an individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.
- **STUDENT FOLLOW-UP** - Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

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, but is not limited to, assessment results, previous coursework, and employment experience. However, each component of matriculation is subject to the student appeal process.

Each matriculated student is expected to:

1. Express at least a broad educational intent upon admission and be willing to declare a specific educational goal completing 15 semester units of degree applicable credit coursework.
2. Attend classes regularly and complete assigned course work.
3. Collaborate with counselor in the development of a student educational plan.

The 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 with the Coordinator of Matriculation, Room 2218, 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 subjected to unlawful discrimination may file a complainant with the Human Resource Department of the San Mateo County Community College District or with Skyline College's Vice President to Student Services.)
3. Challenge any prerequisite, co-requisite, or other limitation on enrollment by filing a petition with the appropriate instruction 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 co-prerequisite is discriminatory or is being applied in a discriminatory manner
  - c. the prerequisite or co-requisite has not been established in accordance with the district's process for establishing pre-requisites or co-requisites
  - d. the student will be subjected to undue delay in attaining the goal of his/her educational plan because the prerequisite or co-prerequisite has not been made reasonably available.)
4. Obtain a Petition to Challenge a Prerequisite or Co-Requisite from the Student Services Information Center, Matriculation Coordinator, appropriate instructional Division Dean, or on the web site, [www.SkylineCollege.edu](http://www.SkylineCollege.edu).
5. Request a waiver from any matriculation requirement based on extraordinary circumstances, by completing a petition available from the Student Services Information Counter, Student Services Center, Bldg. 2.
6. Review the matriculation regulations of the California Community College District and exemption criteria established by the San Mateo Community College District and file a complaint when he/she believes the College has engaged in any practices prohibited by these regulations. The regulations are available, and complaints may be filed by, contacting the Coordinator of Matriculation: (650)738-4317.

## **MILITARY WITHDRAWAL**

Military Withdrawal may be processed when a student who is a member of an active or reserve United States military service receives activation orders and must withdraw from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course. Military withdrawals are not counted in progress probation and dismissal calculations. All enrollment fees will be refunded unless academic credit has been awarded.

## **PARKING CITATION APPEAL PROCEDURE**

Request forms for an Administrative Review are available at the Public Safety Office, Building 6, Room 6106. Requests for Administrative Review must be postmarked within 21 days of the issuance of the citation or within 10 days of mailing of the Notice of Delinquent Parking Violation. For further information regarding the appeals process, time requirements and costs contact the Public Safety Office at (650) 738-4199.

## **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 from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt.

Day and evening students must park in student lots only. All other staff lots are reserved for staff at all times. 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.

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 Public Safety Office, Bldg. 6, Room 6-106, or (650) 738-4199.

## **PARKING PERMIT REQUIREMENTS**

All persons driving motor vehicles (except motorcycles) onto campus and utilizing the parking facilities during regular class hours (Monday-Friday, 7am - 10pm), including final examinations, are required to obtain a parking permit. Parking permits are not required in student lots on weekends or holidays. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking areas. A parking permit is not a guarantee of a parking space.

## **PURCHASING STUDENT PARKING PERMITS**

Student parking permits are available for \$40 each for Fall semester and Spring semester; \$20 for the Summer session; and \$70 for a two-term permit (Fall and

Spring). Semester parking permits are valid at all three campuses of the District (Cañada College, College of San Mateo, and Skyline College). Parking permits for students with California Board of Governors (BOG) waivers are \$20 per semester. Parking permit fees are nonrefundable unless an action of the College (i.e. cancellation of all of the student's classes) prevents the student from attending. Lost and stolen parking permits are nonrefundable.

Parking permits are available for purchase online (via WebSmart) during registration and throughout the term of the permit. Student parking permits that are ordered and paid for online are subject to a small shipping and handling fee (\$3.25 for one term and \$4.00 for two-term). All permits are mailed to the address specified on the order. Permits are transferable from vehicle to vehicle.

Students may purchase permits in person at each College. There is no shipping and handling fee if you purchase your permit in person.

### **DAILY & VISITOR PARKING**

Spaces painted blue and marked with the disabled logo are reserved for those persons with a California disabled placard or license plate in conjunction with a student parking permit. Students with temporary disabilities who do not have a placard may receive special parking consideration by contacting the College Disabled Students Programs & Services (DSPS) office. Special permits must be displayed as noted on the permit.

### **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 (refer to the Campus Parking Regulations). Disabled parking is available in student or staff lots. Transportation from student lots to campus may be arranged through the Disabled Students Program and Services Office at (650) 738-4280.

### **POSTING REGULATIONS**

Items posted on campus must be approved and date stamped by the Student Activities Office. Posting is allowed in designated areas only. For additional information, please refer to the Time, Place and Manner Policy in the College Policies and Procedures section of the Student Handbook or contact the Student Activities Office at (650) 738-4275. Faculty posting advertisements for Skyline College courses are not required to have flyers stamped, but posting must remain in designated areas.

### **PET POLICY**

Pets are required to be on a leash at all times while on campus. Only assisted-living companions are permitted campus buildings. San Mateo County leash laws apply.

## **PRIVACY RIGHTS OF STUDENTS**

Students have certain rights outlined in the Family Rights and Privacy Act (FERPA) with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of submitting a written request to the Dean of Enrollment Services, Office of Admissions, Room 2225.
- The right to request an amendment to the student's education records that the student believes are inaccurate and misleading.
- The right to consent or not to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent (listed below).
- 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 College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Enrollment Services (Office of Admissions and Records, Building 2, Room 2225) that certain or all such information not be released without his/her consent. The non-disclosure form is available at the Admissions and Records counter. Such restrictions will remain in effect for one year. "Directory Information" in the San Mateo County Community College District includes: (1) student's name and address; (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.

A copy of the College Policy, the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) and other pertinent information and forms are available in the Office of Admissions and Records, during normal business hours. 650-738-4251.

## **SECRET ORGANIZATIONS**

Sororities, fraternities and secret organizations are banned on community college campuses under the Education Code of the State of California.

## **SEXUAL HARASSMENT POLICY**

The policy of San Mateo County Community College District is 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 sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The comprehensive District Policy for Sexual Harassment and Complaint Procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment

Policies and Complaint Procedures,” and the comprehensive policy is in District Rules and Regulations, Section 2.25 and section 7.67.

### **CONFIDENTIALITY**

In recognition of the sensitive nature of sexual harassment complaints, each step in the complaint procedures must be conducted with discretion in order to maintain confidentiality. Information related to sexual harassment complaints will be disseminated only to those individuals who are required (or who need) to have the information in order to facilitate these procedures.

The District is committed to ensuring that employees, students and applicants for employment are not adversely affected for having brought forward a complaint of sexual harassment. All participants in these procedures shall be protected from retaliatory acts by the District and Colleges employees or students. If retaliation or reprisal does occur, disciplinary action will be imposed.

The District provides both an informal and a formal process for the resolution of sexual harassment complaints. Individuals who believe that they have been sexually harassed may elect to proceed under one or both of the procedures within one (1) year of the date of the alleged harassment or the date on which the complainant knew or should have known of the facts underlying the complaint. The selection of complaint procedures is solely at the discretion of the complainant and may depend upon:

1. The comfort-level of the individual complainant.
2. The complainant’s feeling about the appropriateness of such conversation.
3. The complainant’s perception of the severity of the conduct.

The complainant need not participate in the Informal Procedure, may proceed directly to the Formal Procedure, and has the right to file a complaint with the Office of Civil Rights of the U.S. Department of Education.

The San Mateo County Community College District Human Resources Office investigates complaints of sexual harassment. Students wanting to file a complaint may pick up complaint forms and the San Mateo County Community College District Policy & Procedures for Unlawful Discrimination & Sexual Harassment Complaints pamphlet at Building 1, Room 1315, (650) 738-4333, at the Office of Vice President of Student Services or at the District Human Resources Office, 3401 CSM Drive, First Floor, Room 116, San Mateo, CA 94402. For additional information about the Sexual Harassment complaint process, please call (650) 574-6600.

### **SMOKE FREE POLICY**

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College implemented a new smoke free policy beginning the Fall Semester 2009. Smoking is now only permitted in designated areas, which are clearly marked and equipped with ashtrays.

The active participation and cooperation of all students, faculty, staff, and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the new smoke free policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Rm. 2209, telephone number (650) 738-4270 and on the Skyline College website. A printed Smoke Free Policy and Resource Guide is widely available in various locations on campus. For additional information regarding the new smoke free policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333 or the Chief of Public Safety at (650) 738-4455

**Designated Smoking Areas are in or near the following Parking Lots:**

- Lot E Near Bus Stop
- Lot E Near Loading Dock of Bldg. 1
- Lot F Near Bldg. 10
- Lot G Near Bldg. 8
- Lot H Near Bldg. 7
- Lot K Near Bldg. 6
- Lot K Near Loading Dock of Bldg. 5
- Lot L Pacific Heights Student Lot
- Lot L Pacific Heights Staff Lot
- Lot R Bottom of Stairway

**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 the due process procedures established by the college. Refer to Disciplinary Codes & Student Grievances and Appeals Policies, the Student Grievance and Appeals Policy in the catalog for further information.

**STUDENT COMPLAINTS**

Students who have concerns regarding the quality of the services they have received at Skyline College can file a student complaint with the Student Activities Office. Information from the complaint will be forwarded to the supervisor of the department, program or division. The student will also receive additional information regarding follow up and alternative courses of action as appropriate to the situation.

**STUDENT RIGHT-TO-KNOW POLICY (SRTK)**

**TRANSFER AND COMPLETION RATES**

“Student Right-To-Know,”(SRTK) refers to a federally mandated public disclosure of a college Completion Rate and Transfer Rate. The intent of SRTK is to provide a statistic of comparable effectiveness to consumers that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000. More information about SRTK may be found on the California Community Colleges Chancellors’ Office website at <http://srk.cccco.edu/index.asp>.

## **TIME, PLACE AND MANNER POLICY**

### **(Postings, Booth set-up, Space or Room Reservations)**

The scope of these regulations extends to all student-sponsored events and public forums. For the purposes of this regulation, such events include the presentation of speakers, programs, concerts and dances, solicitation of funds, distribution and posting of material, circulation of petitions and the sale of materials. The following regulations are designed to increase the student's opportunities to enrich their educational experiences, to protect constitutional rights of free expression, and to ensure that there will be no interference with the instructional program of the College.

The general purpose of all student groups as organized, recognized, and approved under the supervision of the college administration shall be in conformity with the provisions of the California Education Code and the educational objectives of the College. All student organizations are subject to the regulations of and derive their authority from the California Education Code, the San Mateo County Community College District Board Policy, District Rules and Regulations, and College Regulations, in that order.

Denial of membership in any organization or of participation in any activity on the basis of sex, sexual orientation, race, color, religion, disabilities, or national origin is specifically prohibited. Membership in secret societies is prohibited.

### **RECOGNIZED STUDENT ORGANIZATIONS:**

#### **A. DEFINITION: A recognized student organization is defined as a group which:**

Operates under the advisorship of a member of the College staff. Maintains a constitution, in the Student Activities Office, approved by the members of the organization and the Skyline Organization and Club Council, and a current list of officers. Membership is limited to registered students at Skyline College.

1. Holds regular meetings that are open to all students, and announces its meeting schedule in appropriate campus publications and postings. For current information, please stop by the Student Activities Office in Building 2, Room 2350B.
2. Deposits all organizational funds in a College account as required by established College procedures.

#### **B. PRIVILEGES: The privileges of recognized student organizations include:**

1. The use of the name of Associated Students of Skyline College and Skyline Organization and Club Council.
2. The use of the buildings, grounds, equipment and services of the College when available and officially scheduled.
3. Publicity through appropriate College channels, as funds permit.
4. Appropriate advice and assistance from the Student Activities Office.

### **C. PROCEDURE FOR THE PRESENTATION OF PROGRAMS**

1. Programs intended solely for members of recognized student organizations require no approval other than that of the faculty advisor.
2. The presentation of programs by recognized student organizations which are open to the entire student body requires that the sponsor adhere to the following procedures
  - a. In order to obtain authorization to present the program, the sponsor is required to furnish the Coordinator of Student Activities with the appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized, and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of the data, the Coordinator of Student Activities will place the event, if approved, on the Student Activities Calendar. If approval is denied, the Coordinator of Student Activities decision is subject to appeal and review by the Vice President of Student Services.
  - b. Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President of Student Services may deny or cancel programs, which cannot meet this requirement.
  - c. Programs are must be presented in the appropriate and authorized area.
  - d. Programs will end by 1a.m. unless approval to extend the program time is granted by the College President.
4. Sponsors of events, which involve professional performers, speakers, artisans, or such, may pay these individuals for their services. The established rate is by agreement between the performer, the sponsor, and the Coordinator of Student Activities.

### **D. RESERVATION OF FACILITIES FOR MEETINGS /OTHER PURPOSES:**

The sponsor of an approved program must reserve the desired facility in accordance with the established procedures. Please contact the appropriate department or department personnel below to reserve a facility.

- Student and Community Center Plaza (Outdoor)  
Student Activities Office (650) 738-4275
- Classrooms, as appropriate  
Building 5, Room 5131 (25 capacity)  
Operations Office (650) 738-4431
- Gymnasium (1400 capacity)  
Athletic Fields (Outdoor) (650) 738-4293
- Main Theatre (500 capacity)  
Social Science/Creative Arts Office (650) 738-4121
- Gallery (99 capacity)  
Social Science/Creative Arts Office (650) 738-4121
- Library Demonstration Area (25 capacity)

1. Public facilities and classrooms are normally available for special program use at any hour of the week other than when being used in conjunction with the instructional program of the College.

2. Student Organization must process their requests for the use of facilities through the Student Activities Office. These requests require a minimum of 3 weeks to process before the event.

Details of the program being proposed must accompany the request for facilities and be submitted to the Coordinator of Student Activities for review (see Section C2 for details). Once the program plans have been reviewed and approved, the facility reservation and program will be confirmed through the use of a Facilities Contract.

3. Programs must be produced in such a manner so as not to constitute interference with the instructional program or the delivery of student services. Sound amplification equipment may only be used out of doors when classes are not in session or during the College Hour (Friday 12 noon to 1:30 p.m.). The Vice President of Student Services may grant exceptions to this policy under any of the following instructions:

- a. The program includes a prominent speaker.
- b. The program is a response to an imminent or continuing national or local crisis.
- c. The program is of campus-wide interest and significance. Before a request for an exception may be submitted to the Vice President of Student Services, the sponsor of the program must make every effort to schedule the program into authorized facilities during hours when classes are not in session or during the College Hour. Sponsors must also verify that it is impossible to schedule during these hours.

#### **E. DISTRIBUTION OF MATERIALS:**

The College regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials. Distribution of any material on campus is subject to the approval of the Vice President of Student Services or his/her designee. Distribution of any materials in classrooms is expressly prohibited. Distribution of such material through the College mail services and facilities is permitted only by recognized student organizations and with the approval of the Vice President of Student Services. The nature of the information to be disseminated in this manner, should be such, that the regular channels of campus communication cannot be effectively utilized.

The distribution or posting of commercial material will not ordinarily be permitted. The Vice President of Student Services or his/her designee must authorize specific exceptions.

1. Materials may not be distributed in any building on campus except for designated areas of the Student Center.

2. Tables may be set up in authorized areas of the Student Center or Cafeteria by campus organizations and by individuals. Requests must be submitted to the Student Activities Office for approval.

3. Tables must be staffed at all times and a placard or other signage identifying the organization must be displayed.
4. Distribution of all materials is to be coordinated with the Coordinator of Student Activities. An information copy of any material to be distributed must bear the name of the sponsor.
5. The collection of signatures for petitions is subject to the same regulations as those that govern the distribution of materials. Such matters as coordination with the Coordinator of Student, identification of the sponsor, and the restrictions as to the areas of circulation, govern the collection of signatures for petitions as well as distribution of materials.

## **F. POSTING OF MATERIALS**

1. All materials to be posted must be date stamped by the Student Activities office.
2. Approved materials may be posted in the designated areas of the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional needs and policies. Any materials posted in unauthorized locations, or without being stamped and dated by the Student Activities Office, are subject to removal.
3. Materials may not be posted on doors, painted surfaces, or exterior building walls or windows. All other surfaces (e.g., non-classroom bulletin boards) are available for the posting of material on a space-available basis. Sponsors are responsible for the removal of their material after a reasonable period of time or once the material becomes obsolete. Any member of the College staff may remove any obsolete material or material posted in unauthorized locations.
4. Permission may be granted to post materials on a space available basis, to educational institutions or public service agencies. Persons who distribute materials shall be responsible for cleaning up such materials thrown on the floor, in college buildings, or on the grounds outside the college buildings.
5. The number and size of posters any one organization may post is subject to limitation by the Student Activities Office and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.
7. Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

## **G. TABLE TENTS**

1. Table top space is made available for announcements about College events and services. Reservations for table tents can be made through the Student Activities Office. Approval for table tents will be given only to student clubs, College departments, or College sponsored events.
2. Table tents must be strictly informational (i.e., publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.

3. Table space may be reserved up to one (1) week at a time, on a first-come basis. Table tents may be two, three, or four-sided and must be printed on cardstock so they stand upright. Only one table tent will be displayed per table.
4. It is the responsibility of the sponsoring club or department to place the table tents on the tables in the designated area. To maintain necessary sanitary conditions, cafeteria staff will dispose of table tents as they become stained or dirty. Clubs or departments may replace table tents each day during reservation.
5. Per request of Facilities personnel table tents may not be set up more than one (1) week prior to the event date.

## **II AD-HOC STUDENT ORGANIZATIONS:**

An Ad-Hoc organization is a group that is organized for a specific and temporary purpose compatible with the policies and educational objectives of the College and is not a group which would be an on-going one. An ad-hoc student organization is eligible to attain recognized status under the following points:

1. In lieu of a constitution, the group must file a statement of purpose that clearly defines the organization and its goals and objectives. The Coordinator of Student Activities and the ASSC Governing Council must approve this statement.
2. The organization must satisfy all conditions necessary for a recognized student organization.
3. The ad-hoc organization cannot operate for a period to exceed 30 days.
4. A list of student participants and advisor contract must be on file in the Student Activities Office.

## **III ACTIVITIES NOT SPONSORED BY RECOGNIZED STUDENT ORGANIZATIONS:**

### **A. PRESENTATION OF PROGRAMS:**

1. Public Forums: Certain areas of the College have been designated as public forums and may be used by students, staff and members of the public, in a manner consistent with these regulations.
  - a. Location of Public Forums: Quad between buildings 2 and 3, Quad between Buildings 1 and 2.
  - b. Time: Event must not interfere with classroom instruction or student service delivery.
  - c. Civic Center Use: College facilities may also be available for public use in accordance with District Regulations.
2. Procedure for Presentation of Programs:
  - a. All programs presented under these guidelines must be open to the public. A fee may be charged.
  - b. Prior authorization is required to complete and submit a facilities contract to the Operations Office at least 3 weeks prior to the event with appropriate details regarding the planned program, including:

- nature of the program,
- date,
- time,
- anticipated attendance,
- preferred location (taken from list of approved locations),
- services needed (e.g., sound amplification, custodial, ushering, security),
- price of admission.

Upon review of the request, the Dean in charge of the building will approve or disapprove the activity, assign a time and location and calculate charges, if any, for use of District equipment, security, custodial or other necessary expenses. All fees are to be paid in the Business Office. In the event that the activity is not approved, the sponsor may appeal the denial to the Vice President of Student Services, whose decision shall be final.

- c. Program plans must demonstrate that the program will not present or create undue health or safety risks to students, staff, or the public.
- d. Authorization may be denied only in cases where it is reasonably believed that the proposed activity is likely to cause a substantial disruption to the orderly operation of the College, is obscene or pornographic, is pervasively vulgar or indecent, or advertises a product or service not permitted for use under the law.
- e. Approved programs must be confined to the time and place designated by the appropriate Dean and limited to the times and places set forth by the College.

## **B. DISTRIBUTION OF MATERIALS:**

1. Pre-approval of materials: Skyline College has designated certain areas of the campus and certain bulletin boards as limited public forums. Persons or organizations seeking to distribute materials on campus shall provide a copy of the material to the Student Activities Office. The Student Activities Office will promptly review the proposed material and approve it unless it is libelous, discriminatory, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the College, or advertises a product or service not permitted under the law. In the event materials are not approved for distribution, the decision may be appealed to the Vice President of Student Services.
2. Materials shall not be distributed in a manner that disrupts instructional programs, any college activity or blocks or impedes the safe flow of traffic within corridors and entranceways at the College. Persons who distribute materials shall be responsible for cleaning up such materials thrown on the floor, in college

- buildings, or on the grounds outside the college buildings.
3. Available space for posting materials is limited at the College. In order to provide the maximum opportunity for a variety of individuals and organizations to post materials for review by students, the College will remove outdated materials on a regular basis. College personnel may remove posted materials at any time if the material posted in unauthorized locations and after 30 days of postings in approved locations. Any document, which does not bear a date stamp indicating the approval of posting, may be removed. Materials bearing a date stamp may remain on designated bulletin boards until the date stamped on the material has expired. Sponsors are responsible for removing posted materials upon expiration of the approved time period.
  4. Materials may not be posted on doors, painted surfaces, windows, or on building walls.
  5. The number and size of posters or leaflets that any one organization or person may post is subject to limitation by the appropriate Student Activities Office and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
  6. In the event the material is distributed from a table, the table may only be set up in approved locations. The table must be staffed at all times and the material must be removed from the table at the end of designated distribution period.
  7. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.

***\*Please Note: Material that is libelous, invades the privacy of others, obscene or pornographic, pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the college or college activities or advertises a product or services not permitted for use under the law will not be approved.***

## **UNLAWFUL DISCRIMINATION POLICY**

The policy of San Mateo County Community College District is to provide an educational and work environment in which no person shall be unlawfully denied access to, the benefits of, or unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental disability, in any program or activity that is funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. 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). The comprehensive policy and complaint procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures."

The District provides both an informal and a formal process for the resolution of unlawful discrimination complaints. Individuals who believe that they have suffered unlawful discrimination may elect to proceed under one or both of the procedures within one year of the incident, or within one (1) year of learning of the incident. The selection of complaint procedure is solely at the discretion of the complainant and depends upon (1) the comfort-level of the individual complainant; (2) the complainant's feeling about the appropriateness of such a conversation, and (3) the complainant's perception of the severity of the event or conduct.

Copies of the "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures" document are available at the Vice President of Student Services, Building 1, Room 1315. The San Mateo County Community College District Human Resources Office investigates complaints of unlawful discrimination. Students filing a complaint can pick up a complaint form at the Vice President of Student Services Office or at the District Human Resources Office, 3401 CSM Drive, First Floor, Room 116, San Mateo, CA 94402. For additional information about Unlawful Discrimination complaint process, please call (650) 574-6600.

### **VENDING COMPLAINTS AND REFUNDS**

All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office, (650) 738-4275. Refunds for loss of money in the vending machines are available through the Pacific Dining at the SkyCafe, 1<sup>st</sup> Floor Building 6, and the Student Activities Office, Room 6212. Refunds are processed during regular business hours.

### **WITHDRAWAL FROM CLASSES**

Official withdrawal is the responsibility of the student. To withdraw from a class, students should access Web SMART registration or obtain an Add/Drop form from the Office of Admissions and Records, Building 2, second floor. A student who does not withdraw in accordance with established procedures may receive a penalty grade. Withdrawal from a semester length class during the first four weeks of instruction will not appear on the permanent academic record. For courses less than a full semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction with no notation made 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. 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 other than "W" (see Grades and Grade Points). A student who must withdraw for verifiable extenuating circumstances after the deadline (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 the policy. Any

extenuating circumstances must be verified in writing (i.e. letter from physician, official accident report, obituary notice, etc.).

## **DISCIPLINARY CODES & STUDENT GRIEVANCES AND APPEALS POLICIES**

### **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 statutes, on College property or at any function sponsored by the College.
12. Possession or use of alcoholic beverages on College property or College sponsored events.
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 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 campus Judicial Officer. 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 Division Dean or Judicial Officer 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:

- a. Removal from any or all College organizations or offices;
- b. 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, College, or individual 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 District 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:

1. The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.
2. The student shall have the opportunity to examine any materials upon which the charges are based.
3. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
4. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record.
5. The student's instructors and counselor shall be informed in writing of the suspension.
6. 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.
7. The President of the College shall report all suspensions of students to the Chancellor.
8. A student under suspension at any District College may not enroll in any other District College during the period of suspension.
9. At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.

**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 a closed executive session to consider his/her expulsion. A public hearing must be made in writing by the student within at least 48 hours prior to the scheduled hearing.
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 POLICY**

1. 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
2. Skyline College complies with Federal regulations designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability see (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992).
3. Students may file a grievance or appeal if the student believes that:
  - She or he has been subject to unjust action
  - Denied his or her rights
  - Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust
  - Disciplinary procedures were not followed in accordance with College policies and District Rules and Regulations
4. Students filing grade grievances must be able to demonstrate the following:
  - mistake
  - fraud
  - bad faith
  - 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 grievances must be filed within one year of issuance of the grade in dispute.

5. Filing all grievances and appeals must be done in accordance with the College policies and District Rules and Regulations
6. 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 web site [www.smccd.edu](http://www.smccd.edu) or stop by the District Office, 3401 CSM Drive, San Mateo CA, 94402

### **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 or Student Conduct Code violations:

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.

### **TIMELINE REGULATIONS**

- a. 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.
- b. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
- c. 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.

## CAMPUS TELEPHONE DIRECTORY

Area Code 650

<b>Department/Division</b>	<b>Phone</b>	<b>Bldg/Rm</b>
Academic Senate President	738-4457	7108
Accounting Lab	738-4247	1217
Administrative Offices Fax	738-4338	1314
Admissions and Records	738-4251	2225
Transcripts	738-4254	2225
Veterans' Affairs	738-4462	2225
Grades	738-4452	2225
Degrees	738-4336	2225
Certificates	738-4336	2225
Enrollment Verification	738-4462	2225
Associated Students	738-4327	6214
ASTEP	738-4156	1131
Audio/Visual	738- 4142	5115
Automotive Department	738-4126	8100
Bookstore	738-4212	6101
Business Division	738-4201	8305
Business Services Supervisor	738-4227	1312
Cafeteria	738-4246	6, 1 <sup>st</sup> Floor
Cal Works/CARE	738-4480	2239
Career Center	738-4337	2227
Cashier's Office	738-4101	2225
Center for Intl Trade Development	738-7098	5130
Ceramics Lab	738-4153	1103
Child Development Center	738-7070	16
Computer App & Office Tech	738-4145	8119 A2
Concurrent Enrollment	738-4452	2225
Cooperative Education	738-4261	1210
Corporate & Community Ed	574-6173	CSM
Cosmetology	738-4165	PH - 301
Counseling Division	738-4317	2200
Creative Arts Division	738-4121	1108
Disabled Students Program	738-4280	2350
EOPS	738-4139	2239
Emergency Medical Training	738-4284	7108A
Facilities – Day	738-4115	Loma Chica
Facilities- Evening	738-4456	Loma Chica
Financial Aid	738-4236	2234
Gallery Theatre	738-4267	1121
Graphic Arts/ Production	738-4133	5118
Health Center	738-4270	2207
High School Relations	738-4390	2200

Honors Transfer Program	738-4412	8206
International Students	738-4255	2225
Job Placement	738-4337	2227
Language Arts	738-4202	8112
Learning Center	738-4144	5100
Developmental Skills	738-4108	5104
English Assistance Lab	738-4241	5108
Math Assistance Lab	738-4189	5107
Reading Lab	738-4147	5102
Tutorial Assistance	738-4140	5105
Library	738-4311	5200
Circulation	738-4311	5211
Reference	738-4312	5200
Lost and Found	738-4301	6106
Mailroom	738-7031	5134
Matriculation	738-4317	2220
MESA	738-4244	7309
Microcomputer Lab	738-4105	2108
Parking Permits	738-4199	6106
Payroll (Full time)	738-4209	1316
Payroll (Hourly)	738-4194	1316
Phi Theta Kappa Society	738-4376	7214
Photography Lab	738-4208	2104
Physical Education Division	738-4271	3126
Athletic Director	738-4293	3130
Men's Wrestling	738-4395	3113
Men's Baseball	738-4197	3134
Men's Soccer	738-4272	3113
Men's Basketball	738-4367	3203
Women's Basketball	738-4241	3111
Women's Soccer	738-4214	3134
Women's Volleyball	738-4151	3111
Women's Badminton	738-4215	3144
Sports Medicine	738-4283	3E
Physics Lab	738-4136	7305
President's Office	738-4111	1316
Public Information	738-4346	1317
Public Safety Office	738-4199	6106
Puente	738-4464	2229
Respiratory Therapy	738-4457	7219
Room Scheduling	738-4101	2225
Scholarships	738-4236	2234
Science/Math/Technology Division	738-4221	7130
Shipping and Receiving	738-7031	5134
Skyline View Newspaper	738-4377	8104
Social Science Division	738-4121	1108

Student Activities	738-4275	6212
Student Services Center	738-4465	2200
Surgical Technology	738-4470	7203
Swinerton Construction Mgmt	738-7041	Loma Chica
Telecommunications	738-4221	2120
Testing Office	738-4164	2233
Transfer Center	738-4232	2227
Vice President, Instruction	738-4321	1313
Vice President, Student Services	738-4333	1315
Women in Transition	738-4157	1108
Workforce Development	738-7035	1214