

STUDENT HANDBOOK

COLLEGE PROGRAMS & SERVICES

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

www.skylinecollege.edu/admwel.html

The Admissions Office coordinates the application and registration process for students. Please contact us if you have regarding the following:

- General admission and registration questions
- Residency requirements
- Information regarding petition to challenge prerequisites on enrollment
- Class Schedules
- Late add petitions
- Special admissions programs
- Credit / No Credit options and process
- Matriculation tickets and registration times
- Graduation application process
- Transcript Requests

AFRICIAN AMERICAN SUCCESS THROUGH EXCELLENCE & PERSISTENCE PROGRAM (ASTEP)

Building 2, Room 2102

(650) 738-4156, jacksont@smccd.edu

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 components include core courses in English, Mathematics, Career and Life Planning, African American History and Black Psychology, along with tutorial assistance, counseling and other support services. For more information, please contact Dr. Tony Jackson, ASTEP Coordinator.

ASSOCIATED STUDENTS OF SKYLINE COLLEGE (STUDENT SENATE)

Building 6, Room 6214

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

www.skylinecollege.edu/sgov.html

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

2007-2008 ASSOCIATED STUDENTS OF SKYLINE COLLEGE

Elected officers/ voting members

President: Lauren Hernandez

Vice President: Anastasia Kuzina

Commissioner of Activities: Vacant

Commissioner of Finance: Melody Hisatake

Commissioner of Publicity: Wendy Smith

Commissioner of Public Records: Kristi Parenti-Kurtila

Senators: Robert Alberts, Vanessa Allas, Lindsay D'Amico, Sarah Figueroa, Mauricio Hernandez, Ekaterina Semonchuk, (9 Senator Positions are still available as of August 2007)

ASSC SERVICES AND ACTIVITIES

What the ASSC does for students:

- Represents students on campus and district issues
- Provides leadership opportunities
- Offers scholarships
- Lobbies for students' rights at the state and federal level
- Provides partial funding for student club 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 Events Calendar contact the Associated Students of Skyline College at (650) 738-4327 or online at www.SkylineCollege.edu/sgov.html.

ASSC GOALS AND OBJECTIVES

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

ASSC MEMBERSHIP

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

Membership Benefits include:

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

How can I become a voting member?

Voting member positions in the ASSC are obtained through elections or by appointments. Any interested student with a minimum G.P.A. of 2.0, enrolled in at least six units and who has full ASSC membership is eligible to participate. Students can pick up an application from the Student Activities Office or download it from the ASSC website.

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

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

NAME		EXTENSION	RM
Athletic Director	Joe Morello	4293	3130
Athletic Counselor	Dino Nomicos	4197	3134
Men's Wrestling	James Haddon	4395	3113
Men's Baseball	Dino Nomicos	4197	3134
Men's Soccer	Daniel Link	4272	3113
Men's Basketball	Justin Piergrossi		
		4367	3203
Women's Basketball	Trisha Hosley	4241	3111
Women's Soccer	Kevin Corsiligia	4214	3134
Women's Volleyball	Rayannah Salahuddin		
		4271	3111
Women's Badminton	Jan Fosberg	4215	3146
Sports Medicine	Jo Silken, ATC	4283	3B

AUTO TECHNOLOGY SERVICE

Building 8, Room 8100

(650) 738- 4126

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

BOOKSTORE: Building 6, Room 6101

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

www.Bookstore.SkylineCollege.edu

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

TEXTBOOKS: A required book is a must for the course. An optional or recommended book is one that the instructor feels would be a useful and valuable addition. The bookstore shelf tags indicate if the book is required or optional.

CHECKS: First-party bank checks imprinted with at least your name imprinted on the back are accepted for purchase and may be cashed with presentation of a California Driver's License or California ID and your student body card. All checks are limited to \$10 cash or \$10 over the amount of purchase. Two-party checks will not be accepted.

REFUNDS - EXTENDED POLICY: Textbooks are returnable during the first two weeks of the fall/spring semesters or the first week of the summer term. You must show your cash register receipt, drop slip and student body card. A credit voucher will be issued and redeemable after 30 working days for all check purchases. Books are returnable for the full value only if they are in new or original

condition. Do not write on or remove wrappings until you are sure that you will be keeping the merchandise. If a book has become marked or soiled in any way, it is a used book, and the bookstore can only refund the used book price if accepted for return. Unwrapped books or merchandise may not be refunded due to vendor's policy. Computer and electronic products are non-returnable. Paperback sales are final.

RETURNS - STANDARD POLICY: Any item purchased in the bookstore may be returned within three days from the date of purchase if accompanied by the cash register receipt and student body card. The returned merchandise must be in its original condition for a full refund. The merchandise must not be marked, soiled or unwrapped. Paperbacks, computer and electronic products are non-returnable. No refunds will be issued for merchandise purchased during the last five weeks of a semester.

USED BOOK BUY-BACK POLICY: The bookstore will buy back undamaged books during the final exam period of each semester. If the book has been requested for use again on this campus, you will receive up to one-half of the purchase price. A wholesale price will be offered for used books, which is approximately 25% or less of the market value. Old editions, out-of-print books, and damaged books are of no value to the bookstore or the used book companies because there is no market for them. A discontinued book may be worth more in your personal library.

CALWORKS PROGRAM/POST-EMPLOYMENT SERVICES

**Building 2, Room 2206
(650)738-4480**

Skyline College provides assistance to people who are or were receiving TANF or AFDC benefits. Financial assistance and other grants are available to help eligible students with child care, enrollment fees, books, parking permits, bus passes, and other college expenses. Additional services include career, academic and personal counseling. Please visit the Cal WORKS office for additional information.

CAMPUS HOUSING

Skyline College does not have campus housing. We do occasionally receive calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All of the rental information that we receive is posted in the Student and Community

Center, on the second floor. For posting rental information or advice on apartment searching, please contact the Student Activities Office, (650) 738-4275.

CAMPUS SECURITY

Building 6, Room 6106

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

www.skylinecollege.edu/sts/securityChief.html

Skyline College makes every effort to provide a safe and comfortable environment for students, employees, and visitors. Individuals are encouraged to report all criminal acts, suspicious activity, and physical hazards on Skyline property to the Campus Security Office located in Building 6, Room 6106. Security personnel may be reached by phone at (650) 738-4199 or at ext.4199 from on-campus phones.

ESCORT SERVICE - The Security Department offers a service escorting students, faculty and staff to their cars or the Skyline bus stops upon request. Request for an officer escort can be made any time the college is open and a Security Officer is available. To request an officer escort please contact the Security Office.

CAREER CENTER

Building 2, Room 2227

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

www.smccd.edu/accounts/skycareer

The Career Center provides comprehensive career resources and activities for enrolled Skyline College students. The Career Center Print and Video Resource Library provides information about job descriptions, salary studies, future career trends, and emerging occupations. Web-based career assessment and interpretation services are provided, along with individualized career counseling to enhance students' career search in planning their educational and occupational goals. Students may also explore computerized guidance systems, such as EUREKA, to become better informed concerning career options.

JOB SEARCH EMPLOYMENT OPPORTUNITIES - Our online employment services assist students in searching for available openings. Students may post their resume on-line by registering on Skyline College's interactive website: www.skylinejobs.com. In addition to online postings, the Career Center's job binders assist students with job openings for full- and part-time employment. These

job postings are regularly updated and provide current employment listings.

CAREER ACTION ORIENTATIONS - Discover all the services offered at the Career Center by attending an orientation and tour. Workshops on specific career issues are held throughout the year.

CAREER AND LIFE PLANNING - A series of 0.5 to 3.0 unit career and life planning courses are offered through the Counseling Department. Among these are: How to Succeed in College, Decision Making, Skills and Self Assessment, Life and Career Planning, Job Search, College and Career Orientation, and a variety of special services. 650 Career- on Track program is designed for first semester undecided Skyline College students who are in need of more comprehensive career services: Job Search, College and Career Orientation, and a variety of special seminars. For additional information regarding classes & career services and office hours call the Career Center or visit the Career Center website.

**CASHIER'S OFFICE
BUILDING 2, 2ND FLOOR
STUDENT SERVICES CENTER
(650) 738-4101**

www.skylinecollege.edu/sts/cashier.html

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

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

**CENTER FOR ADVANCED LEARNING
& TECHNOLOGY (CALT)
Building 2, Room 2108
(650) 738-4207**

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

CHILD DEVELOPMENT CENTER

Near Pacific Heights/Loma Chica

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

The Skyline College Child Development Center is located in the portable buildings, next to Loma Chica, which is across the street from the Student and Community Center. It is open 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

Skyline College provides academic opportunities for students who are interested in community service and leadership development. Student government 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

A one-unit to two-unit course that assists students in acquiring leadership and management skills and prepares them for effective participation in college governance and community leadership.

SGOV 115: COMMUNITY SERVICE & LEADERSHIP PRACTICUM

A one-unit course consists of four class meetings of two hours each, two at the beginning of the semester, and one each at the middle and end of the semester. Additionally, at least 16 approved hours of structured and verified community service in an established and approved service organization are required.

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

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

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

COOPERATIVE EDUCATION

Building 1, Room 1210

(650) 738- 4261

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

Cooperative Education is a work experience program that offers students a unique opportunity to earn vocational units of credit for practical work experience. Students can earn a maximum of 16 units in Cooperative Education. The units can be earned over a two-year period, all of which apply toward the Associate Degree. Sixteen (16) units are transferable to the state university system. Several private universities accept up to 12 units of Cooperative Education. All interested students who would like to earn units of credit for their job should contact the Cooperative Education Office.

COSMETOLOGY SERVICES

Pacific Heights

(650) 738-4165

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

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

Services include, but are not limited to the following:

- Haircut
- permanent waving
- relaxing
- perm
- artificial hair coloring
- makeup
- facials
- spa therapies
- manicures
- artificial nails applications

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

COUNSELING

Building 2, Room 2200

(650)738-4317

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

A counselor is an integral part of a student's educational process, recognizing the needs of each student with whom they come in contact. The counselor provides academic, career and personal counseling that encourages the student to succeed at Skyline College. Career and personal development courses provide information and resources that assist the student to investigate alternatives, establish priorities, and develop an educational plan of action. Skyline College counselors seek to create a caring atmosphere where students become confident in their own decision-making skills. To request a counseling appointment, please call the Counseling Office.

DISABLED STUDENTS PROGRAM & SERVICES (DSPS)

Building 2, Room 2350

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

www.skylinecollege.edu/sts/able.html

Skyline College offers services to students with learning disabilities, (See Differential Learning Skills Program below) psychological disabilities, and long- or short-term physical disabilities. Services include, but are not limited to, counseling, note taking, ASL interpreting, registration assistance, extended time placement testing, lockers, assistive technology classes, adaptive physical education classes and provision of Alternate Media. For more information, please visit the Disabled Student Services Office. Students may contact the department by phone, by fax (650) 738-4228, or website. 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,

WORKABILITY III PROGRAM

The Workability III (WAIll) Program mission is to assist persons with disabilities in obtaining and retaining competitive employment. WAIll is a cooperative program between Skyline College and the California Department of Rehabilitation (DOR). WAIll serves people with disabilities who are clients of DOR. For more information and program eligibility, please contact the WAIll program office in Building 2, or call (650) 738-4467.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS/CARE)

Building 2, 2212

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

www.skylinecollege.edu/sts/eops.html

Extended Opportunity Programs and Services (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, and a calculator loan program.

EOPS students who are single heads of households receiving AFDC/TANF or Cal WORKS and have children under the age of 14 are eligible for the Cooperative Agencies Resources for Education program (CARE). CARE provides additional services and support to students through special programs specifically tailored to their needs. EOPS /CARE programs are committed to helping students access the resources necessary to succeed in college, and work in a cooperative mode with other programs and services on campus whose goals are enhancing scholastic achievement, academic excellence cultural enrichment and personal growth. For additional information regarding eligibility requirements, please call, e-mail, or visit the website.

FINANCIAL AID

Building 2, Room 2234

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

The Financial Aid Office offers a number of federal, state and local student aid programs. The awards under these programs may be in the form of grants, fee waiver, employment, scholarships, loans or any combination of these resources. Students are advised that awards 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 regarding specific assistance programs and deadlines and to link to financial aid applications, students are urged to stop by the Financial Aid Office in Building 2, Room 2234 of the Student Services Center as soon as possible. Students may also visit the website at www.SkylineCollege.edu, select Financial Aid option under Quick Links or call (650) 738-4236.

HEALTH SERVICES

Building 2, Room 2209

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

The Health Center provides health care services, referral services, and educational information related to health care for students, faculty, and staff. The Health Center also has information on low cost group health and dental insurance. The College Nurse can 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. Students who have health conditions or who are taking prescription medication which may affect them on campus, are strongly encouraged to share this information with the College Nurse. All information given to the Health Center and services provided by the College Nurse are strictly confidential.

HONORS TRANSFER PROGRAM (HTP)

Building 8, Room 8206

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

www.smccd.edu/accounts/skyhon

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

INTERNATIONAL STUDENTS

Building 2, 2216

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

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

Skyline College is authorized under federal law to enroll non-immigrant students. This program is intended for students possessing or seeking F-1 student visas. Applicants must complete the International Student Application available from the Office of Admissions and Records located in Building 2, Room 2225 or on the website. Spring semester application deadlines are typically in November of the previous year; fall semester application deadline is typically April of that year. In addition to the application form, applicants are required to submit original documents in English or certified English translations that satisfies requirements listed in the College Catalog on page 15. 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 at (650) 738-4255.

KABABAYAN PROGRAM

Building 8, Room 8214, 8210

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

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

The Kababayan Program (Filipino for “countryman”) is a transfer and community support program with the goal of increasing proficiency in English skills for success in college, work and life. It is open to all

students and focuses on the Filipino and Filipino American student experience. Students in the Kababayan Program receive counseling assistance, tutoring and supplemental instruction. They are connected to professional and peer mentors who assist them in achieving academic success and transferring to other colleges and universities. In addition, the Kababayan Program offers English 104 – Applied English Skills for Cultural Production, a unique year-long course for students to write, edit, produce, and perform an annual “Pilipino Cultural Night,” an evening of acting, singing and dancing that celebrates the Filipino and Filipino American experience. Courses include reading, literature, history and music. For more information, please contact Liza Erpelo, Program Coordination and English instructor, or visit the Kababayan Program web page.

LEARNING CENTER

Building 5, Room 5100

(650) 738-4144

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

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

LIBRARY

Building 5, 2nd Floor

(650) 738-4311 (circulation)

(650) 738-4312 (reference)

www.smccd.edu/accounts/skylib

The Library is focused on computerized research. Students can access the Internet, the Peninsula Library System (PLS) catalog, and periodical data bases via on-line and CD-Rom workstations, in addition to traditional library offerings. The Library provides attractive, well-lit reading and study areas with a comprehensive periodical collection. Borrowing privileges are extended to all students presenting a library card. The Library will issue cards to students with appropriate identification. As a member of PLS, Skyline College currently contributes its book holdings to the on-line catalog, Planet. Through the interlibrary loan systems, Skyline students have access to the book and non-print collection of all San Mateo County public libraries. The Library hours during the fall and spring semesters 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. For further information, please call the library or visit the web site.

MATH, ENGINEERING AND SCIENCE ACHIEVEMENT PROGRAM (MESA)

Building 7, Room 7207

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

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

The MESA program at Skyline provides students with support, encouragement, and assistance with math and science-based majors. MESA serves economically disadvantaged students who plan to transfer to four-year institutions with science or math-based majors. Majors include biology, chemistry, computer science, engineering, math, physics, and pre-med. 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. For more information, please contact Tiffany Reardon, MESA Coordinator, or visit the MESA website.

MICROCOMPUTER LAB

Building 2, Room 2108

(650) 738-4105

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

PERSONAL COUNSELING SERVICES

Building 2, Room 2210

(650)738-4317

Short-term confidential counseling services are available to students who are experiencing personal concerns which may interfere with academic success. Counselors are available to help students discover how to address and manage challenging issues and make positive decisions. Students seek counseling for a variety of issues, such as: stress and time management, depression and anxiety, grief

and loss, and relationship conflicts. Counselors provide assessment, consultation and community referral services. For those students who can benefit from brief intervention, counselors provide short-term individual and couple counseling on a limited basis. Drop-in support groups are also available. These services are provided through the payment of the student's health fee.

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

PUENTE PROGRAM

Counseling Office

Building 2, Room 2200

(650) 738- 4464, escobarluis@smccd.edu

www.skylinecollege.edu/sts/puente.html

The Puente Program is dedicated to increasing the numbers of Chicano/Latino students who successfully transfer from community colleges to four-year colleges, thus gaining access to a wider world of academic, professional and economic success. Through writing, using Chicano and Latino Literature, mentoring and counseling components, students receive the assistance they need to acquire the skills that are vital for academic success. The Puente Program is open to any student interested in the goals of the program. Skyline's Puente Program is part of a very successful statewide bridge program that is co-sponsored by the University of California and California Community Colleges. The Puente office is located at the Student Services Center, 2nd floor, Building 2. Please contact Luis Escobar, Puente Coordinator or visit the website for additional information.

SCHOLARSHIPS

Building 2, Room 2234

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

Information regarding scholarships is available in the information stand located at the counter near the Financial Aid Office in Building 2. Paper applications for most advertised scholarships are available in the Financial Aid Office. During the spring semester, scholarship applications for the San Mateo County Community College Foundation Scholarships and other community scholarships are available from the Skyline College website (go to www.SkylineCollege.edu, click on Student Services and select Scholarships under Financial Aid) or from the Financial Aid Office. The Skyline College Scholarship Committee selects recipients for these scholarships. Students with at least 12 units of college courses completed are encouraged to apply. For more information, contact

the Financial Aid Office, in the Student Services Center, Building 2, Room 2234 or call (650) 738-4236.

STUDENT ACTIVITIES OFFICE

Building 6, Room 6212

(650) 738-4275

www.skylinecollege.edu/sgov.html

The Student Activities Office provides programs and services that promote the retention and success of students as well as the enrichment of campus life. It is an excellent resource for students who have questions related to campus activities and leadership opportunities at Skyline College.

- Leadership development programs for all students
- Support 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)
- Supports the Mediation Program
- Fax Services
- Liaison to off-campus vendors

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

STUDENT BODY CARD

The \$8.00 Student Body fee and other fund raising activities support the ASSC and help 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). The card is available throughout the fall and spring semesters. To obtain your Student Body Card, please present a valid picture identification card or passport, proof of current registration and receipt for payment of the \$8 fee at the Student Activities Office, Building 6 Room 6212.

STUDENT SUCCESS PROGRAM

Building 2, 2nd Floor

STUDENT SERVICES CENTER

(650)738-4317

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

STUDY ABROAD PROGRAM

College of San Mateo

Building 1, Room 101

(650) 574-6595

www.smccd.edu/accounts/studyabroad/

The San Mateo County Community Colleges, 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 for Bachelor's degree credit. Current offerings include a 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") grade point average. Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. For further information, please contact The Study Aboard Program or go to the web site.

TRANSFER OPPORTUNITY CENTER (TOC)

Building 2, Room 2227

(650)738-4232

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

The Transfer Opportunity Center (TOC) provides comprehensive transfer services, resources and activities to help students select and prepare for transfer to a wide variety of universities, including the California State University, University of California and independent colleges. The TOC sponsors university representative visits, campus tours, and transfer and application workshops. The TOC also 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, students may also visit the TOC website or call Transfer Opportunity Center Office.

TRIO / STAARS PROGRAM

Learning Center

Building 5, Room 5100

(650) 738-4144

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

The TRIO/STAARS Program helps students achieve their educational goals by supporting academic success at Skyline and assisting with transfer. To participate, students must meet at least one of the TRIO criteria: low-income, first generation to attend college, and/or documented as physically disabled or learning disabled. STAARS offers a variety of services, including counseling, tutoring, lab-based courses to promote academic success, workshops, visits to transfer colleges, cultural activities, and financial aid and scholarship assistance. To apply for the STAARS program, please call or stop by the Learning Center.

VETERANS AFFAIRS (VA) OFFICE

Building 2, 2225

(650)738-4462

www.skylinecollege.edu/catalog/vets.html

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

WOMEN IN TRANSITION (WIT)

Building 2, 2313

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

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

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

Services and select Re-entry women under Special Programs. For more information, please contact Lori Slicton, Coordinator.

WRITING CENTER

Building 5, Room 5130

(650) 738-4349

www.smccd.edu/accounts/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 THEATRE

Building 1, Room 1121

(650) 738-4267, fischer@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 Bridget Fischer.

COLLEGE WIDE EVENTS

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

Career Expo and Holiday Job Fair

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

Commencement Ceremony (Graduation)

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

- Honors students who have completed Associate of Arts and Associate of Science.
- Faculty, staff, friends and family are encouraged to attend.
- Graduation applications and deadlines are available from your Counselor and the Admissions and Records Office in the Student Services Center.
- Commencement Ceremony participation forms are available in the Student Activities Office, Bldg. 6 Rm. 6212, (650)-738-4275, for those students who have met their graduation requirements.

Scholarship and Awards Ceremony

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

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

Student Services Fair

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

Transfer Day

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

STUDENT ACTIVITIES OFFICE

Building 6, Room 6212

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

www.skylinecollege.edu/sgov.html

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

Programs and services include:

- Support of the ASSC (Student Senate) 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 information 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, social events, 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 known as Skyline Organization and Club Council or S.O.C.C. at the time of the publication of the Student Handbook. For an updated list of student groups contact the ASSC Office at (650) 738-4327.

American Medical Student Association (AMSA)

Advisor: Nick Kapp

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

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

Anthropology Club

Advisor: Lori Slicton

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

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

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

Advisor: Amory Cariadus

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

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

Black Student Union (BSU)

Advisor: Tony Jackson

(650)738-4156, jacksont@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.

Catholic Newman Club

Advisor: Teresita Brown

(650)738-4291, delcastillobrown@smccd.edu

The Newman Catholic Club has been established to promote the teachings of the Roman Catholic Church in a style designed for young adults. The club believes in the teachings of the church, and cultivates personal sharing, informal discussion, community service, social interaction and group prayer.

Cosmetology Club

Advisors: Josie Glenn and Lori Biagi

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

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

Filipino Student Union (FSU)

Advisor: Liza Erpelo

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

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

Gay Straight Alliance (GSA)

Advisor: Alec Bates

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

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

Hoops Club

Advisor: Justin Piergrossi

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

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

Honors Transfer Club

Advisor: Katharine Harer

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

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

Journalism Club

Advisor: Nancy Kaplan-Biegel

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

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

Latin American Student Organization (LASO)

Advisor: Jacqueline Escobar

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

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

Phi Beta Kappa (Academic Honor Society)

Beta Theta Omicron Chapter

Advisor: Christine Case

Pacific Heights 214

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

www.SkylineCollege.edu/boo

Phi Theta Kappa is an internationally acclaimed honor society serving two-year institutions that offer associate degree programs. It is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Skyline College's Chapter has earned five-star status. Applications are available on the Skyline College Phi Theta Kappa website or in Pacific Heights 214. Please submit the application, along with an unofficial transcript, to the Phi Theta Kappa Office with a one-time membership fee of \$65.00.

Photography Club**Advisor: Arthur Takayama****(650)738-4208, takayama@smccd.edu**

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

Outdoor Adventure Club**Advisor: Kenny Gonzalez****(650)738-4281, gonzalezk@smccd.edu**

The Outdoor Adventure Club uses the challenges provided by outdoor activities to help students develop leadership skills and build self confidence and develop a sense of camaraderie.

Polynesian Student Union (PSU)**Advisor: Golda Gacutan****(650)738-4322, gacutang@smccd.edu**

The Polynesian Club encourages pride in Polynesian heritage, culture and ethnicity. Above all this club promotes the interconnectedness and unity of all people regardless of race, nationality, religion or social affiliation. This club seeks to educate its members on Polynesian history and traditions as well as bring awareness of the culture to the Skyline College campus. The club provides support and encouragement for its members.

Respiratory Therapy**Advisor: Ray Hernandez****(650)738-4457, hernandezr@smccd.edu**

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

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

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

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

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

Smoke Free Advocates**Advisor: Judith M. Heldberg****(650)738-7070, heldberg@smccd.edu**

Smoke Free Advocates work towards educating others about the dangers of smoking and second hand smoke and are advocating for a smoke free campus.

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

SHPE's objective is to increase the success rate of Hispanic students who major in Engineering, Computer Science, and Math at Skyline College. It offers leadership opportunities for SHPE. 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 for parents)

Advisor: Martina Center

(650)359-8637, center@smccd.edu

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

Women in Transition (WIT)

Advisor: Lori Slicton

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

The purpose of this organization is to educate community college students about the accomplishments of women and to integrate students into the current women's 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 Club and Organization Manual from the Student Activities Office, Room 6212 or download the information from the Student Activities website www.skylinecollege.edu/sgov.html. The manual contains policy and procedure information, club rosters, advisor contracts and sample constitutions - everything you will need to get your new student group started. For more information about starting a new club, contact Anastasia Kuzina, ASSC Vice President at (650) 738-4327.

STUDENT PUBLICATIONS

SKYLINE VIEW (Student Newspaper)

www.theskylineview.com/

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

Students who would like to gain practical experience in creating and producing a newspaper and who would like to be a part of the editorial staff may sign up for Journalism 300-News Production Newspaper Staff. Students are

encouraged to explore Skyline College's journalism course offerings for additional opportunities. For more information, please contact *The Skyline View* advisor, Nancy Kaplan-Biegel, at (650) 738-4297 or at kaplann@smccd.edu.

TALISMAN (Student Literary Magazine)

Talisman is the literary magazine produced by the English 161/162 Creative Writing class each May. It contains original art and literature. The Victoria Alvarado Memorial Short Story Award, including a cash prize, is given for the best story submitted. The Dorothy Dutcher Award is given for the best submission in poetry or in journal-writing. For additional information and questions regarding submissions and awards contact Katharine Harer via email harer@smccd.edu or call (650) 738-4412

Academic Calendar 2007-2008

FALL SEMESTER 2007	
August 22	Day and Evening Classes Begin
September 1,2	Declared Recess
September 3	Labor Day (Holiday)
September 5	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
September 5	Last Day to Add Semester Length Classes
September 14	Last Day to Drop Semester Length Classes Without Appearing on Record
October 5	Last Day to Apply for Degree – Certificate
November 9	Veterans' Day Observed (Holiday)
November 10,11	Declared Recess
November 20	Last Day to Withdraw from Semester Length Classes
November 21	Declared Recess – Evening Courses Only
November 22	Thanksgiving Day (Holiday)
November 23	Declared Recess
November 24, 25	Declared Recess
December 15-21	Final Examinations (Day and Evening Classes)
December 21	Day and Evening Classes End

SPRING SEMESTER 2008	
January 21	Martin Luther King Jr Day (Holiday)
January 22	Day and Evening Classes Begin
February 4	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
February 4	Last Day to Add Semester Length Classes
February 15	Last Day to Drop Semester Length Classes Without Appearing on Record
February 15	Lincoln's Birthday (Holiday)
February 16, 17	Declared Recess
February 18	Presidents' Day (Holiday)
March 7	Last Day to Apply for Degree – Certificate
March 17 - 23	Spring Recess
May 1	Last Day to Withdraw From Semester Length Classes
May 24, 25	Declared Recess
May 26	Memorial Day (Holiday)
May 27 - June 2	Final Examinations (Day and Evening Classes)
June 2	Day and Evening Classes Close