



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Cañada College
4200 Farm Hill Blvd.
Redwood City, CA 94061
T: 650-306-3494
F: 650-306-3113
canadacollege.edu

College of San Mateo
1700 Hillsdale Blvd.
San Mateo, CA 94402
T: 650-574-6165
F: 650-574-6506
collegeofsanmateo.edu

Skyline College
3300 College Drive
San Bruno, CA 94066
T: 650-738-4251
F: 650-738-4200
skylinecollege.edu

CONCURRENT ENROLLMENT PROGRAM

Concurrent Enrollment is an enrichment program that provides an opportunity for high school students to benefit from advanced scholastic or vocational work.

General Information

The High School Concurrent Enrollment Program is a special program designed to provide current high school students, who have completed the 9th grade or higher, the opportunity to get an “early start” on their college experience while enrolled in high school. Special Admission of high school freshmen may be considered for concurrent enrollment with the approval of the high school principal or designee indicating why an exception should be made. College enrollment fees are *FREE* to California residents (see Fees section for more information).

Students may apply for concurrent enrollment courses at any of the three colleges of the San Mateo County Community College District, provided they maintain minimum daily attendance at their high school (excluding Summer). Courses taken in the Concurrent Enrollment Program shall not take the place of equivalent courses offered by the high school of attendance.

College policy gives first priority for enrollment to college students, therefore, Concurrent Enrollment students are enrolled on a space available basis. High school applicants will not be considered for enrollment in courses which are part of impacted programs, as determined by the college. The final decision regarding admission of any student to any course rests with the college.

Responsibilities

The primary educational responsibility for high school students who participate in the Concurrent Enrollment Program rests with the high school. The high school and college districts coordinate counseling services to maximize educational benefits for students. The high school student assumes the responsibility of obtaining high school and parental permission when applying for admission and participating in the Concurrent Enrollment Program. The application for Admission and the Concurrent Enrollment Request Form must be fully completed with all required signatures. Incomplete applications will not be processed. See college websites at the top of this page for access to online or paper applications.

College Records

All college level coursework for which a grade is issued becomes part of the permanent, academic college record of the student. Once enrolled in college, all rights to access student education records belong to the student. This includes registration information, class attendance, class performance, grades, transcripts, and test scores. The student has the right to privacy of records or to authorize others to have access to their education records. Students wishing to release education records to a third party must sign and submit a release form to the Office of Admissions & Records.

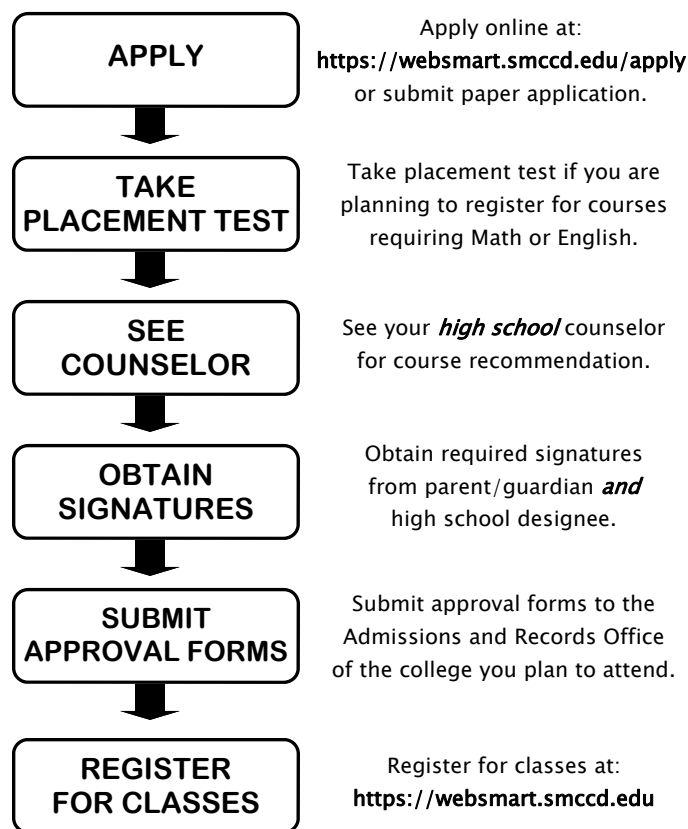
Code of Conduct/Academic Standards

A concurrently enrolled student is expected to complete all class requirements, maintain a 2.0 grade point average or better in all college classes, and adhere to the College’s Code of Conduct (refer to the College Catalog and/or Student Handbook).

Submit all application materials to the college you would like to attend.

Concurrent Enrollment Program Admission Requirements

STEPS TO ENROLLMENT



FEES (Subject to change)

Enrollment Fee / Health Fee

High school students participating in the Concurrent Enrollment Program as part time students (11.5 units or less) are not required to pay the Enrollment Fee or Health Fee. Some courses may require payment of a materials fee (see course description in class schedule).

Student Representation & Student Body Fee

The Student Representation Fee and Student Body Fee are optional to all California high school students.

Student Union Fee (Skyline College—Fall/Spring Only)

The Student Union Fee was established by student election to support the building and operating expenses for a Student Union at Skyline College and will be assessed to all students enrolled in Skyline College courses. The fee is assessed at \$1.00 per unit, to a maximum of \$5.00 per semester.

Parking Fee

In order to park a motor vehicle on campus (excluding weekends), students are required to pay a parking fee. Students may purchase semester-length parking permits. Daily permits are also available from ticket dispensers on campus. For a list of fees and daily parking dispenser locations, see class schedule.

NON-RESIDENT Tuition Fee

Students who have not been a California resident (as defined in the Education Code) for a full year before the beginning of the semester for which they are applying, or who are attending as International Students with an F-1 visa, are required to pay non-resident tuition. See current class schedule for current fee information.

College Application

Complete the on-line *Application for Admission* at: <https://websmart.smccd.edu/apply> or the paper version included in this packet.

Placement Testing

Placement testing availability varies by college and is subject to change. For testing times, dates and locations, refer to class schedule. Students must take the placement test in advance of enrolling in classes that require a prerequisite.

Course Prerequisites

Prior to enrolling in courses, all applicants are required to fulfill course prerequisite requirements as verified by their transcripts, placement test scores or appropriate measures, in order to enroll. Please refer to the Class Schedule for specific course prerequisites.

Counseling

Students should meet with their high school counselor for advice, course recommendation and to discuss courses eligible for credit towards high school graduation.

Appropriate Signatures

The Concurrent Enrollment Program Request Form must be properly completed and signed by the student, parent/guardian, and by the high school principal/designee (e.g. H.S. Counselor) every semester the student wishes to participate in the program.

Submit Approval Form

Submit completed application and Concurrent Request form to the Admissions and Records Office at the college you wish to attend via; web submission, mail, fax, or in person.

Registration

After completing all required application steps, students will be eligible to register for classes.

Registration Delays

Students should be aware that the following conditions might effect or delay their college admission: insufficient time for application processing, placement testing, prerequisite verification and college counselor review of their program before classes begin, and/or limited college course offerings and college funding.

Withdrawals/Refunds

Official withdrawal is the responsibility of the student. A student who does not withdraw in accordance with established procedures may receive a penalty grade. Details on these policies are in the class schedule.

Please remember: grades and units earned at the college level become part of your permanent college record.

Using College Credits for H.S. Graduation

Concurrent enrollment students will receive college credit for all coursework successfully completed. College coursework *may* also be applied towards high school graduation requirements. College courses used towards meeting requirements will be calculated in the students' GPA.

Grades and Transcripts

Grades are *not* automatically mailed upon completion of the semester. It is the responsibility of the student to provide transcripts to requesting institutions, including high schools. Students in need of *official college transcripts* may request them online via WebSMART, or in person at the Office of Admissions and Records. Grades and unofficial records can be accessed on-line through WebSMART at: <https://websmart.smccd.edu>

**San Mateo County Community College District
CONCURRENT ENROLLMENT PROGRAM REQUEST FORM**

<u>TERM</u>	<u>COLLEGE YOU PLAN TO ATTEND</u>	<u>ENROLLMENT STATUS</u>	<u>GRADE LEVEL</u>
<input type="checkbox"/> SUMMER	<input type="checkbox"/> CAÑADA COLLEGE	<input type="checkbox"/> NEW	<input type="checkbox"/> 12TH GRADE
<input type="checkbox"/> FALL	<input type="checkbox"/> COLLEGE OF SAN MATEO	<input type="checkbox"/> RETURNING	<input type="checkbox"/> 11TH GRADE
<input type="checkbox"/> SPRING	<input type="checkbox"/> SKYLINE COLLEGE	<input type="checkbox"/> CONTINUING	<input type="checkbox"/> 10TH GRADE
_____ YEAR			<input type="checkbox"/> 9TH GRADE

SOCIAL SECURITY # OR STUDENT I.D. #	DATE OF BIRTH (M M D D Y Y)																				
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STUDENT NAME (LAST) (FIRST) (M.I)

ADDRESS	HOME PHONE
	MOBILE PHONE

E-MAIL ADDRESS _____

HIGH SCHOOL YOU ATTEND: _____ EXPECTED GRADUATION DATE: _____

WILL YOU WORK DURING THE SEMESTER? NO YES # OF HOURS/WEEK _____

IF APPLYING FOR FALL OR SPRING, LIST THE COURSES YOU WILL BE TAKING AT YOUR HIGH SCHOOL DURING THAT SEMESTER:

REQUESTED COLLEGE COURSES:

	CRN	SUBJ.	NO.	SEC.	TITLE	DAYS/HOURS	UNITS
EXAMPLE:	81632	ACTG	121	KK	FINANCIAL ACCOUNTING	TTH 7-9:30	5.0
COURSE #1							
COURSE #2							
COURSE #3							

ALTERNATE COURSE(S)

ALT. #1							
ALT. #2							

PARENT OR GUARDIAN

THE SIGNATURE BELOW INDICATES PARENTAL OR GUARDIAN'S PERMISSION FOR THE STUDENT TO ENROLL IN THE RECOMMENDED COLLEGE COURSE(S).

PRINT NAME OF PARENT OR GUARDIAN _____ PHONE # _____

SIGNATURE OF PARENT OR GUARDIAN _____ DATE _____

PRINCIPAL OR DESIGNEE

I HAVE REVIEWED THE ACADEMIC RECORD OF THE STUDENT NAMED ABOVE AND RECOMMEND THIS STUDENT FOR ADMISSION TO THE CONCURRENT ENROLLMENT PROGRAM FOR THE EXPRESSED PURPOSE OF ENROLLING IN THE COURSE(S) LISTED ABOVE. **I CERTIFY THAT THIS STUDENT CAN BENEFIT FROM THIS ADVANCED SCHOLASTIC OR VOCATIONAL COURSE WORK.**

PRINT NAME OF PRINCIPAL OR DESIGNEE _____ PHONE # _____

SIGNATURE & TITLE OF ABOVE _____ DATE _____