



Skyline
COLLEGE
ACHIEVE

Catalog

2010-2011



BOARD OF TRUSTEES SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

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. The District and its Colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the District for a one-year term.

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Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Skyline College and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Skyline College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College and the District. The College and the District further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws.

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SKYLINE COLLEGE 3300 College Drive, San Bruno, California 94066
 Telephone: (650) 738-4100 • Website: www.SkylineCollege.edu

The information in this Catalog is available in alternate format upon request.

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Campus Directory

Main Line (650) 738-4100

For Information About	Ext.	Bldg-Room
Admissions and Records	4251/4252	2-2225
Fax (Admissions and Records)	4200	
ASSC (Student Government).	4327	6-6214
Assessment/Placement Testing.	4150	2-2233
ASTEP Program.	4217	7-7322
Automotive Technology	4126	8-8100
Bookstore	4211	6-6101
Business Division	4201	8-8305
CalWORKs	4443	2-2212
Career Center	4337	2-2227
Cashier's Office.	4101	2-2225
Center for International Trade Development.	7098	5-5130
Child Development Center	7070	Bldg. 16
Cooperative Education Office	4261	1-1210
Cosmetology	4168/4165	PH-128
Counseling	4318	2-2200
Disabled Students Program	4280	2-2350
Emergency Medical Technology.	4284	7-7108A
EOPS/CARE	4139/4385	2-2212
Evening College Office.	4206	2-2225
Monday – Thursday, 5:30 to 10:00 pm		
Financial Aid	4236	2-2234
Fax (Financial Aid).	4425	
Gallery	4294	1-1132
Health Center.	4270	2-2207
Hermanos/Hermanas Program.	7057	2-2321
Honors Transfer Program	4412	8-8210
International Students Program	4255	2-2225
Kababayan Program	4119	8-8214

For Information About	Ext.	Bldg-Room
Language Arts Division	4202	8-8112
Learning Center, The	4144	5-5100
Library	4311	5-5200
MESA Program	4244	7-7309
Microcomputer Lab (CALT)	4105	2-2116
Parking	4199	6-6106
Physical Education/Athletics/ Dance Division	4271	3-3126
Public Information Office.	4346	1-1317
Public Safety	4199	6-6106
Puente Program	4146	7-7326B
Respiratory Therapy	4457	7-7219
Scholarships	4236	2-2234
Science/Math/Technology Division.	4221	7-7130
Skyline View, The (Student Newspaper)	4377	8-8110
Social Science/Creative Arts Division.	4121	1-1108
SparkPoint Center	7035	1-1221A
Student Activities	4275	6-6212
Student Services Information	4465	2-2225
Surgical Technology	4470	7-7209
Telecommunications Technology	4341	2-2115
Theater	4154	1-1108
Transcript Information	4254	2-2225
Transfer Center.	4232	2-2227
TRIO/SSS	4144	5-5100
Veterans' Affairs	4462	2-2225
Vice President of Instruction	4321	1-1313
Vice President of Student Services	4333	1-1315
Wellness Program	4366	PH-202
Women in Transition Program	4157	2-2313
Workability III Program.	4467	2-2340
Workforce Development, Center for	7035	1-1221

Individual instructors may be contacted at their campus phone extensions.

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Calendar for 2010–2011

SUMMER SESSION, 2010

July 3 & 4	Declared Recess
July 5	Independence Day (Observed) – Holiday
July 8	Last Day to Apply for AA/AS Degree or Certificate for Summer Award
July 29	Six-Week Summer Session Ends
August 5	Seven-Week Summer Session Ends
August 12	Eight-Week Summer Session Ends

FALL SEMESTER, 2010

August 16 & 17	Flex Days – No Classes
August 18	Day, Evening and Weekend Classes Begin
August 31	Last Day to Add Semester Length Classes
August 31	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
September 4 & 5	Declared Recess
September 6	Labor Day – Holiday
September 7	Census Day
September 10	Last Day to Drop Semester Length Classes without Appearing on Record
October 1	Last Day to Apply for AA/AS Degree or Certificate for Fall Graduation
November 12	Veterans' Day (Observed) – Holiday
November 13 & 14	Declared Recess
November 16	Last Day to Withdraw from Semester Length Classes
November 24	Declared Recess – Evening Classes Only
November 25	Thanksgiving – Holiday
November 26-28	Declared Recess
December 12-18	Final Examinations (Day, Evening & Weekend Classes)
December 17	Day Classes End
December 18	Evening & Weekend Classes End
December 23- January 14	Inter-Semester Recess

SPRING SEMESTER, 2011

January 13 & 14	Flex Days – No Classes
January 15 & 16	Declared Recess
January 17	Martin Luther King, Jr. Day – Holiday
January 18	Day, Evening and Weekend Classes Begin
January 31	Last Day to Add Semester Length Classes
January 31	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
February 7	Census Day
February 11	Last Day to Drop Semester Length Classes without Appearing on Record
February 18	Lincoln's Birthday (Observed) – Holiday
February 19 & 20	Declared Recess
February 21	Presidents' Day – Holiday
March 4	Last Day to Apply for AA/AS Degree or Certificate for Spring Graduation
March 11	Flex Day – No Classes
March 19	Declared Recess (Skyline Only) – Expanding Your Horizons Conference
April 2-8	Spring Recess
April 28	Last Day to Withdraw from Semester Length Classes
May 21-27	Final Examinations (Day, Evening & Weekend Classes)
May 27	Day, Evening & Weekend Classes End
May 28 & 29	Declared Recess
May 30	Memorial Day – Holiday

TENTATIVE SUMMER SESSION, 2011

June 6	First Five-Week Summer Session Begins
June 20	Six, Seven & Eight Week Summer Sessions Begin
July 2 & 3	Declared Recess
July 4	Independence Day (Observed) – Holiday
July 11	Second Five-Week Summer Session Begins
July 28	Six-Week Summer Session Ends
August 4	Seven-Week Summer Session Ends
August 11	Eight-Week and Second Five-Week Summer Sessions End

President's Message



FROM THE PRESIDENT

Welcome to Skyline College!

Skyline College is proud of its commitment to excellence and innovation. The college's fine reputation has been earned by responding to the changing demands of our students and the world in which we live.

As a comprehensive California community college, Skyline provides an environment that is both friendly and supportive of all students. We offer programs and services that respond to your individual needs. Whether you are planning to transfer to a four-year university, prepare yourself for a career change, or upgrade your skills, Skyline College is the place to fulfill your goals.

We have a dynamic faculty and staff and we offer more than 80 Associate Degree and Certificate programs. Our One-Stop Student Services Center provides personal assistance to set goals, decide on careers, plan your educational program, and select the right classes to meet your objectives.

We are here to help you achieve your goals. Best wishes as you join the Skyline community.

Sincerely,

Victoria P. Morrow, Ph.D.
President

Introduction

SKYLINE COLLEGE

Skyline College in San Bruno is part of the San Mateo County Community College District (SMCCCD) and offers an excellent 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.

Students love Skyline because of its convenient location, low cost, comprehensive program offerings and availability of programs, flexible scheduling, and student-centered environment.

Skyline College offers opportunities for students of all ages. Through Skyline's Transfer Admission Guarantees, many Skyline graduates transfer to numerous four-year colleges and universities. Other Skyline college students earn Associate in Arts (A.A.) or Associate in Science (A.S.) degrees.

Students achieve employment and advancement in business and industry after earning certificates from Skyline's 48 Certificate programs. Some certificate programs offered include: Automotive Technology, Biotechnology, Cosmetology, many areas of Business, Early Childhood Education, Respiratory Therapy, Surgical Technology, and Telecommunications & Network Information Technology.

Skyline College is committed to preparing a highly-skilled workforce for the new economy and has been recognized nationally for its efforts. Skyline and the Workforce Investment Board (WIB) have worked with Genentech and other biotechnology companies to place workers trained by the college in jobs formerly limited to those with four-year degrees.

Skyline College provides a convenient way to fulfill educational goals and offers short courses starting throughout the semester to the community for continuing education.

COLLEGE MISSION, VISION AND VALUES STATEMENTS

Vision Statement

Skyline College strives to inspire a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Mission Statement

Skyline College is a comprehensive, open access community college that provides student-centered education leading to transfer, career advancement, basic skills development, and personal enrichment.

The College is committed to preparing students to be culturally sensitive members of the community, critical thinkers, proficient users of technology, effective communicators, socially responsible lifelong learners and informed participants of a democracy in an increasingly global society.

Skyline offers innovative instruction and student support to a rich tapestry of diverse learners through the hallmarks of the college: academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development.

Values Statement

Education is the foundation of our civilized democratic society. Thus:

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and services that enable them to advance steadily toward their goals.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through vocational programs and certificates, Associate of Arts and Associate of Science degrees, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to providing education in a climate that values innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas for all.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for business, industry, labor, non-profits, government and the arts.

Shared Governance: We value just, fair, inclusive, and well-understood governance processes based upon open and honest communication.

COLLEGE GOALS

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services.
2. Enhance institutional effectiveness in the planning and decision-making processes through cooperative leadership, effective communication, and shared governance.
3. Fulfill the college's role as a leading academic and cultural center for the community through partnerships with business, the community, and non-profit organizations.
4. Provide adequate human, physical, technological and financial resources to successfully implement educational programs and student services in order to improve student learning outcomes.
5. Offer faculty and staff opportunities for professional growth and advancement.

ACCREDITATION

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The Office of Private Postsecondary Education also approves Skyline College to offer courses to U.S. Veterans for collection of veterans' benefits. The accreditation reports and approval are available for review in the Office of the President.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MISSION STATEMENT

Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness, and realize their individual potential. The District is committed to leadership by providing quality education and promoting life-long learning in partnership with its community and its surrounding educational institutions. It actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

SMCCCD Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

1. Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
2. Provide lower division programs to enable students to transfer to baccalaureate institutions; and
3. Provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
4. Provide developmental and remedial education in language and computational skills required for the successful completion of educational goals; and
5. Provide a range of student services to assist students in attaining their educational and career goals; and

6. Provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community; and
7. Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity, and accountability.

STATEMENT ON ACADEMIC FREEDOM

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. Faculty have a responsibility to distinguish between personal conviction and professionally accepted views in the discipline. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.



Admission, Registration & Academic Policies

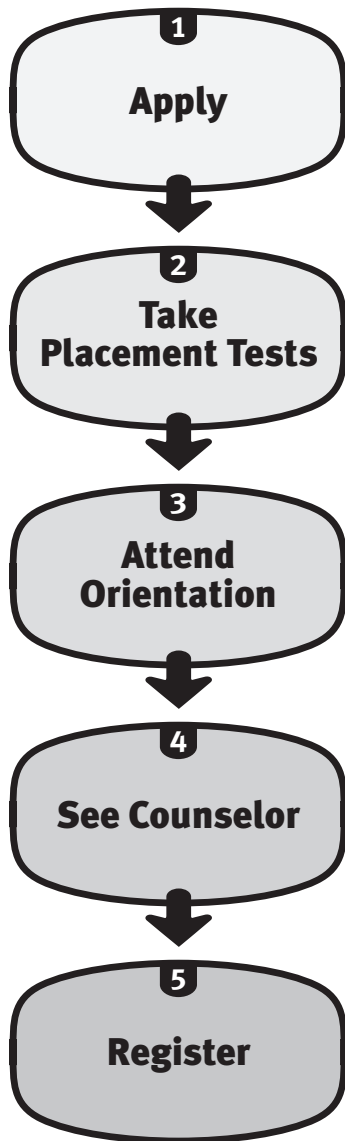
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Five Steps to Successful Enrollment

You must complete the five enrollment steps before you register for classes if you selected one of the following educational goals on your application:

- Obtain an Associate Degree or Certificate
- Transfer to a university to complete a Bachelor's degree
- Improve your English, reading or math skills
- Discover career interests or prepare for a new career
- Undecided about your major



Step 1 APPLY FOR ADMISSION/FINANCIAL AID

Admissions & Records, Building 2, (650) 738-4251 or 4252

- Complete the *Application for Admission* online at www.skylinecollege.edu – Apply.
- Once your application has been received, you will receive an email confirmation and *Enrollment Ticket*, which you will have stamped as you complete the remaining steps.
- All New students are required to complete Steps 2-5. Former students may not have to complete steps 2 and 3.

Financial Aid, Building 2, (650) 738-4236

- Apply for all types of financial aid at www.fafsa.ed.gov.

Step 2 TAKE PLACEMENT TESTS

Assessment Center, Building 2, (650) 738-4164

Take the placement tests; refer to page 7 for information about placement tests. (Some students may be exempt from placement testing – see page 22.)

Step 3 COMPLETE ORIENTATION

Counseling Counter, Building 2, (650) 738-4318

Orientation will provide you with information about registration procedures, college policies, student services, academic expectations, and information on how to achieve your educational goals. You will also get a first semester student educational plan based on your educational goal/major. See the class schedule or access WebSMART for dates/times/locations and information on how to enroll for either the in-person or online orientation.

Step 4 MEET WITH A COUNSELOR

Counseling Counter, Building 2, (650) 738-4318

All New students will meet with a counselor when they participate in orientation. In addition to providing information about programs and services the college offers, the counselor will review your placement results and will develop a first semester Student Educational Plan.

Step 5 REGISTER FOR CLASSES/PAY FEES

- Submit your completed Enrollment Ticket to Admissions & Records to receive your registration date.
- Access your WebSMART student account for the following services:
 - register for classes and pay fees
 - access your student email – my.SMCCD.edu

Admission (Step 1)

ADMISSION REQUIREMENTS

Admission to Skyline College is governed by the laws of the State and supplementary regulations as have been prescribed by the Board of Trustees.

The following persons are eligible to enroll in Skyline College:

- Any high school graduate, OR
- Any person possessing a GED or a California high school proficiency certificate, OR
- Any person 18 years of age or older who may benefit from instruction, OR
- A high school student with special approval.

New Student: Never enrolled in classes at Skyline College, College of San Mateo (CSM) or Cañada

Continuing Student: Enrolled for any of the past three terms at Skyline, CSM or Cañada

Former (Returning) Student: Previously enrolled at Skyline, CSM or Cañada, but not during the last three terms

Concurrent Student: 9-12 grade level student concurrently enrolled at Skyline, CSM or Cañada

ADMISSION PROCEDURES

New Students: See the *Five Steps to Successful Enrollment* chart on the opposite page.

Former (Returning) Students: To reapply for admission, complete only Step 1 of the *Five Steps to Successful Enrollment* chart on the opposite page, unless you are notified otherwise.

In addition to the Admissions Application, the following information must be provided as shown below:

Concurrent Students: Provide Concurrent Enrollment Request Form with parent and principal signatures certifying approval of college courses.

Disabled Students: Contact the Disabled Students Office at (650) 738-4280 for information about accommodations available on campus. Submit an application for services. See “Disabled Students Program” under the Programs and Services section of this Catalog for more information.

International Students: Submit an Admission Application and other documents requested. See “International Students” in the Admission section of this Catalog for more information.

Non-Resident Students: Students who have not been California residents for a full year before the opening day of a term should see “Residence Requirements for Admission” in the Admission section of this Catalog for more information about residency criteria and/or a change in status.

Transfer Students: Submit official transcripts from other colleges you have attended to the Admissions Office. Meet with a counselor to determine completion of prerequisites and/or graduation requirements.

Veterans: Submit Form DD-214 to the Office of Admissions to receive educational benefits.

ADMISSIONS – SPECIAL PROGRAMS

Special programs require an additional application as a supplement to the College Admissions Application. Each special program has an application deadline date. Admission and program applications, as well as program information, are available online at www.SkylineCollege.edu from the department website.

Automotive Technology: The **DAY** Automotive Technology Program is by special application only. No application is required for evening or weekend classes.

Cosmetology: See “Cosmetology” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Honors Transfer Program: Students are encouraged to apply for the program at www.smccd.edu/accounts/skyhon. See “Honors Transfer Program” in the Programs & Services section of this Catalog for more information.

Respiratory Therapy: One class of students begins each year. Applications are due in spring for the Fall Semester. See “Respiratory Therapy” in the Associate Degree & Certificate Programs section of this Catalog for more information.

Surgical Technology: This is a one year program that includes hospital rotations. Applications are due in spring for the Summer Session. See “Surgical Technology” in the Associate Degree & Certificate Program section of this Catalog for more information.

Varsity Athletics: A student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Contact the Physical Education/Athletics & Dance Division to complete an eligibility form. See “Athletics” in the Programs & Services section of this Catalog for more information.

CHOICE OF COLLEGE

Residents of the District may elect to attend Skyline College, College of San Mateo or Cañada College. In the event the capacity of a class or classes at one college is reached, students may be advised to enroll at one of the other colleges. Academic major and date of application will be considered if such diversion becomes necessary.

CONCURRENT HIGH SCHOOL STUDENTS

College Connection Concurrent Enrollment Program – High school students may be admitted to courses when their high school schedule permits attendance and when there is reasonable expectation of success in the courses.

Students attending high school may register concurrently for Skyline College classes. Interested students must submit an online Application for Admission and a Concurrent Enrollment Request Form, available at www.SkylineCollege.edu/highschool.

Applications are available on the College website under High School Students.

Requirements for admission are as follows:

1. Enrolled in high school.
2. High school academic grade point average of 2.0, a C, is recommended.
3. Parent's permission to enroll.
4. Principal or designee's permission to enroll.

Cost for concurrent enrollment:

1. No enrollment or Student Representation fees are charged for 11 units or less. The Student Union fee (Fall and Spring Semesters only) of \$1 per unit (\$5 maximum per semester) and the Health fee are waived. All fees are charged for full-time enrollment (12 or more units).
2. Students classified as non-residents must pay nonresident tuition.
3. Parking fees must be paid if parking a vehicle on campus.
4. Materials fees, if required for a course.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain programs.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Skyline College. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework completed. Students may request that a transcript of college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

EXAMINATION CREDIT

Credit units earned through the Advanced Placement Test (APT), College Level Examination Program (CLEP), Credit by Examination (CBE), or the International Baccalaureate Examination (IBE) do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans' benefits, or for graduation residency requirements.

Skyline College accepts the following types of test scores:

Advanced Placement Test (APT): Please see the Advanced Placement Exam Credit Policy chart on pages 19 and 20 to determine use of test scores.

College Level Examination Program (CLEP): Credit may be used to meet requirements for an Associate Degree. A maximum of 15 units can be earned – 3 units for each of the tests within the five examination areas: English Composition, Social Sciences and History, Humanities, Natural Sciences, and College Mathematics. Upon receipt of official examination results, CLEP units will be posted to a student's Skyline transcript by the Office of Admissions and Records. Should students transfer to a university, CLEP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding CLEP credit.

Credit by Examination (CBE): A currently enrolled student in good standing may be permitted to take a test for credit for courses if qualified because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used 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 earned through Credit by Examination. The student's academic record shall be annotated to reflect that credit was earned by examination. A student may complete any course through Credit by Examination procedures only once.

To pursue the Credit by Examination option, obtain a Credit by Examination form from the Office of Admissions and Records. The Office of Admissions and Records approves eligibility. The student must submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. All grades issued upon completion of Credit by Examination will be used in the calculation of the student's grade point average and for determining scholarship awards.

International Baccalaureate Examination (IBE): See the International Baccalaureate Examination Credit Policy chart on page 21 to determine use of test scores.

INTERNATIONAL STUDENTS

The goal of the International Student Program is to provide educational opportunities for international students and to promote international understanding on campus and in the community.

The following regulations govern the admission of F-1 Visa students to Skyline College:

1. Meet application deadlines:
 - Fall applications are due at the end of April.
 - Spring applications are due the first week of November.
 - Deadline dates are subject to change.
2. Have the ability to pay international student tuition, enrollment and health fees. The Skyline Class Schedule provides the current list of required fees.
3. Complete a full course of study (a minimum of 12 units each Fall and Spring semester.) In accordance with SEVIS regulations, failure to do so will cause a student to be reported as out of status.
4. May enroll for a maximum of six semesters.
5. Meet criteria for admission:
 - a. Submit a completed International Student Application available on Skyline's website: www.smccd.edu/accounts/skyinternational.
 - b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper based, 157 computer based, and 54 internet based. Skyline College does not issue an I-20 for English as a Second Language study.
 - c. Must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
 - d. Must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English and represent American currency.
 - e. Submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by a certified English translation. Approved foreign transcript evaluation services are:

International Education Research, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086

World Education Service
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100

Academic Credentials Evaluation Institute
P.O. Box 6908
Beverly Hills, CA 90212
Phone: (310) 275-3530
Fax: (310) 275-3528

- f. Applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Skyline College admission requirements and is in status with U.S. Immigration and Citizenship Services.
6. Meet academic standards requirements.
7. Observe College rules and regulations.
8. Provide proof of valid medical and hospitalization insurance coverage or enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District at a cost of approximately \$740.00 per year. **Insurance rates are subject to change.**
9. Comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 Visa students.

F-1 Visa Concurrent Enrollment

Students enrolled full time at another institution from which they have a valid I-20 are permitted to enroll at Skyline College on a part-time basis. Enrollment may not exceed two classes or total more than six units. F-1 Visa students must pay all appropriate fees. A permission letter from the home school is required for every semester of attendance.

MILITARY SERVICE CREDIT

A veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. With appropriate separation or discharge papers, veterans may have (1) the Physical Education requirement waived and (2) be granted six units of elective credit toward the Associate Degree.

Veterans may receive credit for military service schools toward the Associate in Arts/Science degree requirements upon presentation of proof to the Office of Admissions and Records. Units of credit for military service (6 units) and military service schools (to a maximum of 14 units) will be recorded and annotated on the student's academic record.

For further information, contact the Office of Admissions and Records, (650) 738-4336.

RESIDENCY REQUIREMENTS

Residency determination is made for each student at the time the application for admission is received. An application must be submitted by new and returning students (did not attend for two consecutive semesters). The burden is on the student to demonstrate clearly, with proof, both physical presence in California and intent to establish California residence. – California Education Code, Sections 68000-70902.

Rules of Residency – Adults over 19 years of age: A student over 19 years of age may establish California residency by meeting the following criteria:

1. Verification of physical presence in California one year prior to the day before the start of the semester. Residence is determined by actions and intent. The one-year period begins when a person is **not only present** in California but **also** has demonstrated clear intent to become a permanent resident of California.
2. Intent to make California a permanent place of residence can be verified by the following actions:
 - live in California for two consecutive years
 - own residential property or continuously occupy rented or leased property in California
 - register to vote and vote in California
 - licensing from California for professional practice
 - hold active membership in service or social clubs
 - show California as a home address on California State and Federal Tax forms
 - spouse, children, or other close relative reside in California
 - pay California State tax as a resident
 - possess a California driver's license

- possess California motor vehicle license plates and registration
 - maintain California as the home of record on Leave and Earnings statement while in the armed forces
 - establish and maintain active California bank accounts
 - petition for divorce as a resident of California.
3. Conduct inconsistent with a claim of California residency includes but is not limited to:
 - maintaining voter registration in another state
 - attending an out-of-state institution as a resident of that state
 - declaring non-residence for California State income tax purposes
 - renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed

Rules of Residency –Minors 18 years of age or under:

1. A married student under 18 years of age may establish residency in the same manner as an adult.
2. An unmarried student under 18 years of age derives residency from the parent with whom he/she last resided. The student may be classified as a resident if the parent with whom he/she last resided has been a legal resident of California for more than one year immediately preceding the semester of admission.

Resident Classification: A student is entitled to resident classification under the following circumstances:

1. Student has been present in California for more than one year prior to the semester of admission and has been entirely self-supporting for that time and met the residency requirements.
2. Student is a permanent resident alien over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.
3. Student is a permanent resident alien under 18 years of age and has resided with parent(s) who has been a permanent resident(s) more than one year prior to the semester of admission.
4. Student is a full-time employee of a public school district in a position requiring certification.
5. Student is an apprentice and provides evidence of such apprenticeship status.
6. Student earns livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.

7. Student lived with parent(s) who is (are) agricultural laborer(s) as specified in number 6 above and is claimed as a tax dependent.
8. Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been California resident(s) during the most recent year.

Exceptions: A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:

1. A minor student in continuous attendance, whose parents had established California residence (for one year), and who left the state may be classified as a resident until he/she has attained the age of 18 years and may achieve residency on his/ her own.
2. A student is on active duty in the military service, stationed in California, and has not been assigned to California for educational purposes.
3. Meets criteria as a foster youth.
4. A student who is a dependent child (i.e., natural, adopted, or step) or spouse of an active military service person stationed in California is given resident classification for the minimum time necessary to become a resident.
5. A student is a full-time employee, or child or spouse of a full-time employee, of an educational institution or any California State Agency may be entitled to resident classification until he/she has resided in California the minimum time necessary to establish residency.

NON-RESIDENT DETERMINATION

A student classified as a non-resident will be required to pay tuition at the time of enrollment. Non-immigrants precluded by the Immigration and Nationality Act from establishing residency in the United States include, but may not be limited to, those with B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TN and TD visas and their dependents. Any student not holding a valid visa is precluded from establishing California residence. Non-immigrants are not precluded from establishing residence solely on the basis of their status as aliens. They may be classified as residents if they meet the requirements of State law. Information regarding Nonresident tuition fees and refunds may be found in the "Fees/Refund Policy" section of this Catalog.

Incorrect Classification: Nonresident students enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of fees. Written notification may be

given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

If a student is erroneously determined to be a nonresident and a tuition fee has been paid, the fee is fully refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid.

Reclassification: Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records.

Participation as a member of a varsity athletic team does not qualify a non-resident student for resident status.

Limitation of Residency Rules: If this summary of rules regarding residency determination does not provide a complete explanation, contact the Office of Admissions and Records. Students should also note that changes may have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester for which they are applying.

NONRESIDENT TUITION EXEMPTION

Tuition exemption forms are available in the Admissions and Records Office for students who wish to be considered for this exemption under State Law AB540.

1. Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying nonresident tuition at any community college district if ALL of the following conditions exist:
 - a. Attended high school in California for three or more years;
 - b. Graduated from a California high school or attained the equivalent of such graduation; and
 - c. Registers for or is enrolled in a course offered by any college in the district for any term commencing on or after January 1, 2002.
2. Any student seeking an exemption shall complete a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption. The student may be required to provide documentation for the information provided on the questionnaire to verify eligibility for an exemption. All nonpublic student information shall be confidential and shall not be disclosed unless required by law.

3. Any student without lawful immigration status who is seeking an exemption shall, in the questionnaire described in (2), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.
4. A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.
5. Nothing in this statute modifies eligibility standards for any form of student financial aid.
6. Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

TRANSFER STUDENTS

Students transferring to Skyline College from another accredited college or university will have their academic transcript evaluated upon receipt by the Office of Admissions and Records. An official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division credit course work that is degree applicable. Transfer credit accepted will be indicated on the student's academic transcript.

Upper-division credits completed at a four-year college or university cannot be counted toward the Associate degree. Skyline College and many four-year colleges or universities have articulation agreements that allow comparable courses to be used in lieu of university courses when transferring from Skyline College to a four-year college or university.

VETERANS AND VETERANS' DEPENDENTS

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an AA/AS degree program or certain certificate and transfer programs, for benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), Chapter 1606 (Selected Reserve), and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records. Veterans may check the status of benefits at www.va.gov.

The State of California provides a program for the children of Veterans who are deceased or disabled from service-connected causes. Applications are available at www.cdva.ca.gov/service or from the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Academic Standards apply to all students. Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or be subject to termination of veterans benefits. Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goal but will not be certified for educational benefits until such time as their overall grade point average is at least 2.0 (C) or higher.

Students who are eligible to collect Veteran's Educational Benefits should contact the Veteran's Assistant in the Office of Admissions and Records, Building 2, Student Services Center, to apply for benefits, or call (650) 738-4462 for further information.

See also: "Veterans and Veterans' Dependents" under the Programs & Services section of this Catalog and Military Service Credit under "Admissions."

Advanced Placement Exam Credit Policy

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 12/18/08	IGETC+	GENERAL UC POLICY RE: AP
Art Art History Studio Art: Drawing Studio Art: General	3 semester units in the Humanities area None None	3 sem units in C1 or C2 None None	Area 3A None None	*UC 8 quarter units *UC 8 quarter units *UC 8 quarter units
Biology	3 semester units in the Natural Sciences	4 sem units B2+B3	Area 5B	*UC 8 quarter units
Chemistry	6 semester units in Natural Sciences area	4 sem units B1+B3	Area 5B with lab	*UC 8 quarter units
Computer Science Comp Science A Comp Science AB	None None	None None	None None	*UC 2 quarter units *UC 4 quarter units (4 qt. Unit maximum for both tests)
Economics Macroeconomics Microeconomics	Each test generates 3 semester units in Social Sciences Area	3 semester units D3 3 semester units D3	Area 4 Area 4	*UC 4 quarter units *UC 4 quarter units
English Language & Comp Literature & Comp: Meets English & Read Competency	Meets ENGL & READ competency 3 sem units in English (E2) and 3 sem units in Language & Rationality (F4A) 3 sem units in E2 and 3 sem units in F4 and 3 sem units in F2 (Humanities)	3 semester units A2 6 semester units in A2 and C2	Area 1A Area 1A or 3B	*UC 8 quarter units *UC 8 quarter units
Environmental Science	None	4 units Tests taken Fall 2009 or earlier may apply to either B1+B3 or B2+B3 Tests taken after Fall 2009 may only apply to B1+B3	None	*UC 4 quarter units
History European United States World	3 sem units Social Sciences area 3 sem units Social Sciences also fulfills US HIST/GOV req. 3 sem units Social Sciences area	3 sem units in C2 or D3 3 sem units in C2 or D1 (clears US Hist only for CSU) 3 sem units in C2 or D3	Area 3B or 4 Area 3B or 4 *new test in review	*UC 8 quarter units *UC 8 quarter units *UC new test in review
French French Language French Literature	Each test generates 6 semester units in the Humanities area	6 sem units in C2 †6 sem units in C2	Each course meets foreign language proficiency requirement One course in 3B One course in 3B	*UC 8 quarter units *UC 8 quarter units
German German Language	Each test generates 6 semester units in the Humanities area	6 sem units in C2	One course in 3B and meets Foreign Lang proficiency	*UC 8 quarter units

Continued →

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 12/18/08	IGETC+	GENERAL UC POLICY RE: AP
Government & Politics Comparative United States	Each test generates 3 semester units in the Social Science area and also meets CA/ US GOVT only	3 sem units in D3 3 sem units in D1 (Clears US Govt for CSU only)	Area 4 Area 4	*UC 4 quarter units *UC 4 quarter units
Latin Literature Vergil	Each test generates 3 semester units in the Humanities area	†3 sem units in C2 3 sem units in C2	Each test meets foreign language proficiency req. Area 3B Area 3B	*UC 4 quarter units *UC 4 quarter units
Mathematics Calculus AB Calculus BC	Each test generates 3 semester units in the Analytical Thinking (4B) area and meets math competency requirement	3 sem units in B4 3 sem units in B4	Area 2 Area 2	*UC 4 quarter units *UC 8 quarter units
Music Theory	3 semester units in the Humanities area	†3 sem units in C1	Area 3A	*UC 8 quarter units
Physics Physics B Physics C: Elec Physics C: Mech	6 semester units in Nat Science 3 units in Nat Sci 3 units in Nat Sci	4 sem units in B1+B3 4 sem units in B1+B3 4 sem units in B1+B3	Area 5A with lab Area 5A Area 5A	*UC 8 quarter units *UC 4 quarter units *UC 4 quarter units (8 qt. max for 3 tests)
Psychology	3 semester units in Social Sciences	3 sem units in D3	Area 4	*UC 4 quarter units
Spanish Language Literature	Each test generates 6 semester units in the Humanities area	3 sem units in C2 3 sem units in C2	Each test meets foreign language proficiency req. One course 3B One course 3B	*UC 8 quarter units *UC 8 quarter units
Statistics	Meets math competency and 3 sem units in Analytical Thinking (4B)	3 sem units in B4	Area 2	*UC 4 quarter units

***ADVANCED PLACEMENT TESTS (AP)** – Skyline College accepts the Advanced Placement Test. Skyline College applies AP credit toward the Associate degree general education requirements in the same manner as the California State University system applies AP credit to CSU General Education/ Breadth requirements or for certificates. The chart above outlines general education application for Advanced Placement credit. Applying Advanced Placement credit to meet specific major or degree requirements is more complicated. Each instructional division at Skyline determines how AP credit can be applied to majors for Associate degrees. How credit is applied to university majors and degree requirements is determined by evaluators at each college or university. Students should be aware that college courses taken after the AP test may duplicate the content of the AP test and, in these cases, the university (transfer destination) may not award credit for both the course and the AP test. Space does not permit discussion of how AP credit is granted for every university and program so students are advised to thoroughly investigate this area.

Please Note: Advanced placement tests are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletics, veterans' benefits, or for graduation residency requirements.

It is possible that if a student attempts to enroll in a course for which they have received content area credit based on their AP exam score, they could be

blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should students transfer to a university, AP credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding AP credit.

+IGETC – Advanced Placement Tests can be used to satisfy all areas of IGETC except for Areas 1B and 1C. This work may be applied toward completion of IGETC but applicability of such coursework toward a major or degree requirement rests with each CSU and UC campus.

****CSU** – A student may earn up to 6 semester units of baccalaureate credit for each Advanced Placement test of the College Entrance Examination Board on which the student receives a score of 3, 4, or 5. The list above indicates how AP credit is applied to CSU GE/Breadth requirements.

† – Students seeking certification in GE Breadth must have passed the test before Fall 2009.

***UC** – The University of California system grants credit for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, graduation credit, or credit toward general education or breadth requirements as determined by evaluators at each campus.

International Baccalaureate Exam (IBE) Credit Policy

The following list of IB Exams indicates how credit is applied to Skyline Associate Degree General Education requirements, the CSU General Education/Breadth Pattern (CSU GE), and the UC/CSU Intersegmental General Education Transfer Curriculum (IGETC). The IB exams for which Skyline College grants credit are listed below. Only scores of 5, 6 or 7 will receive credit.

IB EXAM	SKYLINE AA/AS DEGREE REQUIREMENTS	CSU GE-BREADTH CERTIFICATION	UC IGETC CERTIFICATION
Art/Design	3 units Area F2, Humanities	3 units Area C1, Arts	3 units Area 3A, Arts
Biology	3 units Area F1b, Natural Science w/lab	3 units Area B2, Life Sciences w/lab	3 units Area 5B, Biological Sciences w/lab
Chemistry	3 units Area F1b, Natural Science w/lab	3 units Area B1, Physical Science w/lab	3 units Area 5A, Physical Sciences w/lab
Classical Languages	3 units Area F2, Humanities	3 units Area C2, Humanities	Language Other than English
Computer Science	3 units Area F 4b, Language and Rationality – Communication and Analytical Thinking	N/A	N/A
Economics	3 units Area F 3, Social Science	3 units Area D-Social, Political, & Economic Institutions	3 units Area 4-Social & Behavioral Sciences
English [Language A1]	3 units Area F4 a/b, Language & Rationality – English Composition/ Communication & Analytical Thinking	3 units Area A2, Written Communication	3 units Area 1A, English Composition
Geography	3 units Area F1a Natural Science	3 units Area B1, Physical Science	3 units Area 5A, Physical Sciences
History	3 units Area E 1a, US History and U.S. Government and Area F 3, Social Science	3 units Area D, Social, Political, & Economic Institutions	3 units Area 3B, Humanities
History of the Islamic World	3 units Area F2, Humanities	3 units Area D, Social, Political, & Economic Institutions	3 units Area 3B, Humanities
Languages Other Than English*	3 units Area F2, Humanities	3 units Area C2, Humanities	Language Other than English
Mathematics	Meets Mathematics/Quantitative Reasoning Requirement (D3) 3 units Area F4b, Language and Rationality – Communication and Analytical Thinking	3 units Area B4, Quantitative Reasoning	3 units Area 2, Math
Music	3 units Area F2, Humanities	3 units Area C1, Arts	3 units Area 3A, Arts
Philosophy	3 units Area F2, Humanities	3 units Area C2, Humanities	3 units Area 3B, Humanities
Physics	4 units Area F1b, Natural Science w/lab	3 units Area B1, Physical Science w/lab	3 units Area 5A, Physical Sciences w/lab
Psychology	3 units Area F3, Social Science	3 units Area D-Social, Political, & Economic Institutions	3 units Area 4-Social & Behavioral Sciences
Social Anthropology	3 units Area F3, Social Science	3 units Area D-Social, Political, & Economic Institutions	3 units Area 4-Social & Behavioral Sciences
Theatre Arts	3 units Area F, Humanities	3 units Area C1, Arts	3 units Area 3A, Arts

* Languages Other Than English: Arabic, ASL, Filipino, French, German, Classical Greek, Italian, Japanese, Latin, Portuguese, Russian, and Spanish.

Skyline College accepts the IB examination. Skyline College applies IB credit toward the Associate degree general education requirements in the same manner as the California State University system applies IB credit to CSU General Education/Breadth requirements or for certificates. The chart above outlines general education application for IB credit. Applying IB credit to meet specific major or degree requirements is done at the division level. Please see the dean of the respective division. The manner in which IB credit is applied to university majors and degree requirements is determined by evaluators at the receiving college or university. Students should be aware that college courses taken after the IB exam may duplicate the content of the IB exam. In these cases, the university (transfer destination) may not award credit for both the course and the IB exam. Students are advised to thoroughly investigate this area with a counselor and/or the receiving university.

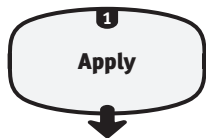
Please Note: IB examinations are not applicable for meeting unit load requirements for enrollment status for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements.

It is possible that if a student attempts to enroll in a course for which they have received content area credit based on the IB exam score, they could be blocked from enrollment in that course. Should this occur, please contact the Admissions and Records Office.

Should students transfer to a university, IB credit will be granted according to the policy of the receiving institution. Students are advised to meet with a counselor regarding IB credit. In order to receive course credit, students are responsible for sending IB test score transcripts to their transfer institution. Information about the IB Examination is available at <http://www.ibo.org/>.

Matriculation/Enrollment Process (Steps 2, 3 and 4)

ADMISSION APPLICATION

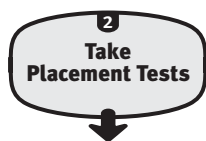


Basic application information is collected on each applicant. The information establishes a student record that will be used for all future transactions. To complete an application, go online to <https://websmart.smccd.edu>.

Upon completion of admission requirements, a User ID and a Personal Identification Number (PIN) are issued which allow access to WebSMART.

PLACEMENT

You must file an Application for Admission to Skyline College prior to taking any placement test. You must also provide a photo ID and your student ID number on the day of the test.



Placement tests are **required for enrollment in any English, English for Speakers of Other Languages, and/or mathematics course, and any course that has an English or math prerequisite.**

Placement tests assess your skills in reading, English and mathematics. The results of the tests are used to determine appropriate English and/or mathematics courses in which you may enroll. Placement results are also helpful in determining your ability to succeed in other courses as well. (*Note: You may be exempt from taking a placement test; see criteria in the next section.*)

Note: Students who need assistance in taking the placement test because of a verified physical, hearing, visual or learning disability should contact the Disabled Students Program and Services office at (650) 738-4280.

How to Schedule a Placement Test

Computerized Placement tests for English, English for Speakers of Other Languages (ESOL), and math are available in Building 2. The Assessment Center is open during the day (Monday through Thursday), on select Tuesday evenings, and on select Saturdays each semester. See the Assessment website for the complete hours of operation, as they are subject to change during the semester.

You must allow enough time to complete an appropriate assessment(s):

- English or ESOL and Math tests together: allow 2.5 hours
- English or ESOL test only: allow 2 hours
- Math test only: allow 1.5 hours

To Schedule An Assessment

1. Go to <https://websmart.smccd.edu> and use your G Number and PIN# to access
2. Click on "Student Services Appointment"
3. Click on "Placement Test Appointment"
4. Click on "Make Appointments"
5. Select "Make Appointment"
6. Select the appropriate placement test you want to take
7. Click "Continue"
8. Pick the Day/Time that is best for you, and then click "Find Appointments"
9. Select the Appointment
10. Confirm your Appointment by entering your phone number and email address, then click "Continue"
11. You will see your scheduled Placement Test information

If one of the following applies to you, you may be exempt from placement testing:

- You have taken the Placement Tests at Skyline College, CSM or Cañada College **within the last two years.**
- You have taken a placement test **at another California Community College** within the last two years and a Skyline counselor has reviewed your results for equivalency.
- You are a **former student** or **transfer student** from another accredited college in the United States and **have completed course work in mathematics and/or English with a grade of "C" or better.** (Provide unofficial transcripts or other evidence of grades to your counselor.)
- You can show evidence of completing the **College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5.**
- You can show evidence of completing the **College Board Advanced Placement Test (AP) in mathematics with a score of 3, 4 or 5.**

Retest Policy for Placement Testing

Math placement results are valid for two years. If a student does not accept the recommended placement, he/she may retake the same placement test one additional time within a two-year period. In order to retake the same test, the student must wait a minimum of 14 calendar days from the initial test date.

A student who has completed a course in the English, ESOL or math sequence may take the placement test to determine his/her current competency level in English, ESOL and math courses, provided that two years have elapsed since the course was completed.

In any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

Retrieving Placement Results

Placement results for computerized tests will usually be available upon completion of the tests, or you may view your course placements on your **WebSMART** account (websmart.smccd.edu) approximately 24 hours after taking the paper/pencil or computerized tests. If In-Person Orientation follows your test session, results may be ready when Orientation is finished. Photo ID is required to pick up your test results.

ORIENTATION



Skyline College offers both online and in-person orientation to new students. New students are provided information about Orientation after completing their application. The

procedure to sign up for either Orientation option is listed in the class schedule. Both orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals. Orientation is taught by Skyline College counselors, and each student will be provided with a student educational plan based on their intended educational goal and/or major. Visit the Skyline College website for more information.

See "Enrollment Exemptions" for those students who are not required to complete the enrollment/matriculation steps.

COUNSELING



New students will first meet with a counselor when they attend the orientation course. Meeting with a counselor is an important step in the enrollment process to ensure success for new students. Skyline College's counseling and advising services assist students in establishing their educational goals and identifying support services to achieve those goals.

It is important to meet with a counselor each semester to:

- Develop/update your student educational plan (allows you to receive priority registration for the next semester)
- Discuss your academic progress

- Continue to learn about and use important student services that enhance student success
- Discuss any personal issues that may be impacting academic success

The Counseling Center, located in Building 2, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Please see the Skyline College website for more information.

Counseling appointments for continuing students can be made in person or by phone at (650) 738-4317.



ENROLLMENT EXEMPTIONS

You Are Not Required to Complete These Steps If:

- you have completed a two-year degree or higher
- you are taking classes for personal enrichment and do not intend to earn a degree or certificate
- you are primarily a student at another educational institution and taking courses at Skyline College to meet requirements of that institution
- you are employed and taking classes related to your job.

You will receive an appointment to register after submitting the Skyline College application. You may choose to participate in the enrollment process.

ENROLLMENT WAIVERS/EXEMPTIONS: If you wish to request a waiver or exemption of any matriculation requirement, petitions are available at the Student Services Information Center. The Dean of Counseling, Advising and Matriculation reviews petitions and applicants are notified by phone of the status of the petition.

Students with disabilities who need assistance with any part of the matriculation process should contact the Disabled Students Program and Services at (650) 738-4280.

Si necesita ayuda en Español. Para facilitarle el proceso de matriculación, presentese en la oficina de admision en el edificio #2, y pregunte por alguien que hable español. Sera nuestro placer servirle.

If you are required to complete matriculation, follow these steps as soon as possible. The services are in high demand during peak registration periods. Earlier registration allows for a greater selection of courses and scheduling preferences.

STUDENT FOLLOW-UP

The academic progress of each student is evaluated each semester. Special services are provided to students on academic and/or progress probation, students in basic skills courses, and students who are undecided about their educational goal.

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 assessment results and other measures.

Each matriculated student is expected to:

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

Each matriculated 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 in the office of the Dean of Counseling, Building 2, 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 subject to unlawful discrimination may file a grievance with the Vice President of Student Services.
3. Challenge any prerequisite, corequisite, or other limitation on enrollment by filing a petition with the appropriate 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 corequisite is discriminatory or is being applied in a discriminatory manner;
 - c. the prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites or corequisites;
 - d. the student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.

4. Obtain a Petition to Challenge a Prerequisite form for any prerequisite or corequisite course for a particular term. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Dean of Counseling, Building 2, Student Services Center; or on the website, www.SkylineCollege.edu.
5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the office of the Dean of Counseling, Building 2, Student Services Center.
6. Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Dean of Counseling, Building 2, Student Services Center.

Registration (Step 5)

Registration is conducted through WebSMART at <https://websmart.smccd.edu> to enroll in classes, add and/or drop classes, access final grades, and pay college fees.

Students who have been continuously enrolled will receive an appointment to register each semester by email or mail. Registration can be done on or after the registration appointment date.

New students who intend to earn an Associate degree, transfer to a four-year college or university, earn a certificate from a vocational program, discover career interests/prepare for a new career, improve basic skills in English, reading or math, and those students who are undecided about their goal are expected to:

- take the Math and English placement tests
- attend an orientation
- attend a counseling session to begin development of a Student Educational Plan (SEP).

New students who wish to take courses for personal enrichment, improve present job skills, satisfy requirements for another educational institution, or who have already earned an Associate or higher degree may use the services listed above but are not required to do so.

All registration functions may be done through WebSMART. Students should consult WebSMART, the Web Schedule, or the current Class Schedule for registration details and deadlines for adding, dropping, withdrawing, and fee payment or refund.

UNITS OF CREDIT

A “unit” of credit represents attendance for one class hour per week for a total of 16 hours throughout one semester in lecture or recitation, with study/preparation outside of class, or three hours in laboratory or other exercises not requiring homework for preparation per week for a total of 48 hours, or an equivalent combination.

Students planning to complete their Associate degree in two years must enroll in and complete 15-16 units per semester. A schedule of 15 college units assumes that the average student will devote approximately 45 hours per week to class attendance and preparation.

Grade Options

Courses will be designated as Letter graded and/or Pass/No Pass. The default for registration when options are offered is a letter grade. Students must select the Pass/No Pass option when registering or within the first 30% of the course. No change can be made in the option after the deadline to change. Be aware of degree and/or transfer requirements when selecting a P/NP option.

REGISTRATION LIMITATIONS

1. A student may take no more than 19 units in Fall and Spring semesters or 11 units in Summer Session without the special approval of a counselor, the Dean of Counseling, or the Dean of Enrollment Services. This unit limitation is inclusive of all courses in the day, evening, or weekend program, or at another college or university.

A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements.

Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-5.5 units.

2. A student may enroll in two sections of the same course during the same term if one section ends before the other begins.
3. A student is not permitted to enroll in two or more different courses when the meeting times for the courses overlap. A petition may be made for extenuating circumstances. Forms are available in the Admissions Office.
4. A student will not be permitted to register in a course if four (4) withdrawals have been processed for the same course. A petition may be presented to request an additional registration. If a petition is approved, certain registration restrictions will be applied.

REGISTRATION CHANGES/WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, schedule changes are completed using WebSMART. **All schedule changes are the responsibility of the student.** A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student's responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule, **on the Class Schedule Summary on WebSMART**, or by looking at course information on the Web Schedule. Refer to “Withdrawal from Classes” in this Catalog for complete details on withdrawal procedures. Refer to “Refund Policy” in this Catalog for information on refunds.

REMEDIAL COURSEWORK LIMIT

Remedial basic skills coursework is limited to 30 semester units of credit. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may request a waiver of this limitation. Students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

FIRST CLASS MEETING ATTENDANCE

Students who register for a class but do not attend the first class meeting may be replaced by other students. It is the student's responsibility to notify the instructor of delayed attendance or officially withdraw following established procedures and timelines published in the Class Schedule.

AUDITING OF COURSES

Skyline College has identified certain courses that may be audited. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded with the professor's signature on an Audit Petition form and on a space available basis. A \$15 per unit fee (subject to change), the Health Services Fee, the Student Representation Fee, the Student Body Fee, and the Student Union Fee will be charged at the time of enrollment. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course. Credit is not issued for the class.

Auditable courses are listed in the Class Schedule each term.

VARIABLE UNIT COURSES

Some courses are offered for variable units that are earned according to the amount of subject matter the student completes during the length of the course. When registering for a variable unit course, students should enroll in the number of units they plan to complete. Units may be adjusted using WebSMART registration. There will be no refunds for units not earned. Students earning additional units will be charged accordingly.

OPEN CLASSES

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets the prerequisites of the course, provided space is available. The policy is established pursuant to Chapter 11, Division 2, Part VI of Title 5 of the California Administrative Code, commencing with Section 51820. Enrollment may be limited in some courses due to space and equipment constraints.

WEBSMART REGISTRATION AND SERVICES FOR STUDENTS

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Using WebSMART (skylinecollege.edu; access the Quick Link to WebSMART) you can:

- View the College Catalog
- View the most accurate representation of the Schedule of Classes
- Schedule an appointment to complete placement testing
- Schedule an appointment to meet with a college counselor
- Check registration appointment and status
- Register for classes
- Add/drop classes within the published deadlines
- Confirm and print your schedule of classes
- View and pay enrollment fees
- Purchase a parking permit
- Purchase textbooks
- Apply for financial aid
- View status of financial aid awards
- View grades
- View/print an unofficial transcript
- Order an official transcript
- Monitor academic standing
- Secure enrollment and/or degree verifications
- Obtain an evaluation of your progress toward an associate degree or certificate*
- Obtain an evaluation of your progress toward CSU GE or IGETC certification*
- Update address, phone number, emergency contact information and other personal information
- Update educational goals
- View any holds on your records
- Obtain annual tax information

Students can use WebSMART to review progress toward the following educational goals: associate degree, certificate, CSU GE certification, and IGETC certification. Find this degree evaluation tool under Student Services and Student Records. Be sure to consult with a college counselor to review and confirm the information at the degree evaluation site and to discuss the evaluation process for coursework completed outside of the SMCCCD.

Note: *Fee holds will block your access to all Web SMART functions; therefore it is important to satisfy financial obligations to the college in a timely manner.*

Fees/Refund Policy

STUDENT FEES

The fees listed in this Catalog are those in effect at the time of publication. **Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees.** A list of fees is published in each semester's Class Schedule and is available on WebSMART.

All fees marked with an "*" are waived for Concurrent High School Students.

Estimated fees paid by the student may be claimed for a tax credit. A 1098-T will be available on WebSMART in January for the prior year's tax information.

ENROLLMENT FEE*

A state-mandated enrollment fee of \$20 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Skyline College, Cañada College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available on WebSMART under "Financial Aid."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. See details under "Nonresident Tuition Fee."

HEALTH SERVICES FEE*

All students, except those enrolled ONLY in off-campus, weekend or Distance Learning courses, or the Concurrent Enrollment Program, are required to pay \$17 for each Fall & Spring semester and \$14 for Summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions & Records Office. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

STUDENT REPRESENTATION FEE*

This fee of \$1 per student per semester was established by an election of the student body of Skyline College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. A petition to waive the fee may be obtained at the Student Activities Office. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

NONRESIDENT TUITION FEE

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the current Class Schedule or the Fees link on the Skyline College website for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to "Determination of Residency" in the Admission section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition, a nominal capital outlay fee, and the Enrollment fees.

INTERNATIONAL STUDENT (F-1 VISA) HEALTH INSURANCE

Required of international students without the required level of private health insurance.

STUDENT BODY FEE (OPTIONAL)*

All students, except for students enrolled ONLY in off-campus, weekend or Distance Learning courses, or the Concurrent Enrollment Program, are assessed the Student Body Fee. The Student Body Fee of \$8 per semester (Fall & Spring only) is automatically assessed and is payable at the time of registration. Students who pay the fee receive an Associated Student Body card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for some on-campus products and services. All fees must be paid in full to receive a Photo ID. Funds collected also help support student activities, services and scholarships.

Students who choose to waive the fee must contact the Student Activities Office by the deadline listed in the Class Schedule printed each semester. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

STUDENT UNION FEE*

Students will be assessed a Student Union Fee of \$1 per unit up to a maximum of \$5 per semester (Fall and Spring only). Funds collected will be used to support the operation, maintenance and refurbishment of the Student Union. The assessment of this fee was authorized by a vote of the Skyline Student Body in February 2001. The fee is not covered by the California Community Colleges Board of Governor Fee Waiver (BOGFW) and is not refundable unless an action of the college prevents the student from attending.

PARKING PERMIT FEE

Skyline College is committed to keeping the campus as accessible as possible to the community. The Public Safety Office applies strict and fair application of all 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.

Parking options are as follows:

- \$40 for each semester (Fall or Spring)
- \$70 for a Two-Term Permit (Fall and Spring)
- \$20 for the Summer Session
- \$2 for one day parking permits available at daily permit dispensers in Parking Lots A, C, F, G, L, N (adjacent to the perimeter road) and P. Refer to the campus map for dispenser locations.
- Visitor pay-by-space parking is available in lots D and M at \$0.25 cents for every 15 minutes. Permits sold in the pay-by-space lots are only valid in the numbered space for which they are purchased and void in all other parking lots on campus.

Policy:

- Parking fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student's classes) prevents the student from attending.
- There are **NO** refunds for lost, stolen or damaged permits. Replacement of any lost or stolen permit is at full cost to the student.
- Parking permits may be transferred from one vehicle to another.

Students may purchase a parking permit online via WebSMART at any time during the semester. A convenience fee will be applied to all online payments. Students may also use the Student Services One Stop Center computer station designated for OVER THE COUNTER PARKING PERMIT PURCHASE and then proceed to the Cashier's Office (Bldg. 2, Room 2225) to pick up and pay for their student parking permit.

See "Parking" in the Programs and Services section of this Catalog for more information on parking policies and procedures.

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. 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.

AUDIT FEE

A fee of \$15 per unit is charged for designated courses only. This fee is subject to change. See "Auditing of Courses" section in this Catalog for further information.

TRANSCRIPT FEE

An official 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 request by the student. Transcripts may be requested through WebSMART (<https://websmart.smccd.edu>). Transcripts from high schools and other colleges will not be forwarded. The first two transcripts requested are free. There is a \$5 fee for each transcript requested after the first two. Rush Service, usually within twenty-four hours, is available at an additional \$10 per transcript. For additional information, contact the Transcript Department in the Office of Admissions and Records at (650) 738-4254.

RETURNED CHECK FEE

A fee of \$20 is charged for each returned check.

Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

ADDITIONAL EXPENSES

Students must purchase their own textbooks and supplies. Considerable savings are possible through the purchase of used textbooks from the Skyline College Bookstore. For the approximate cost of books, contact the Bookstore at (650) 738-4211 or check the website at <http://bookstore.SkylineCollege.edu>.

Some courses require special equipment or materials fees at student expense:

1. ACCOUNTING, ART, AUTOMOTIVE TECHNOLOGY, BUSINESS, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, COMPUTER SCIENCE, DEVELOPMENTAL SKILLS, MATH, RESPIRATORY THERAPY, WELLNESS – \$2 to \$380 materials fee is required for certain courses.
2. AUTOMOTIVE TECHNOLOGY – Approximately \$1,000 tool costs for the first semester with an additional \$900 over the remaining semesters.
3. COSMETOLOGY – Approximately \$1,800 over the length of the program for uniforms and equipment.

Please refer to the course description in the Class Schedule for specific course fee information.

PAYMENT OF FEES

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express, Diners Club or Discover) or checking account via WebSMART (<https://websmart.smccd.edu>) .
- By mailing a check or money order to the Cashier's Office; please write your Student ID number on the check/money order for proper crediting.
- In person at the Cashier's Office, Building 2, Student Services Center.
- By inserting a check or money order payment in the drop box at the main entrance to Building 2.

Fees are due and payable at the time of registration. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Students are expected to review their account on WebSMART regularly. **Outstanding student account balances are subject to referral to a collection agency.**

REFUND POLICY FOR REGISTRATION FEES

1. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. Students should check their WebSMART Class Schedule Summary for specific refund dates.
2. It is the student's responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations. A withdrawal initiated by a professor may not result in a refund.
3. A student may either maintain a credit balance on account or request a refund.
4. Refunds are not issued automatically. Students must contact the Cashier's Office to request a refund.
5. Credit balances remain on student accounts for a maximum of five (5) years.
6. Fees paid by personal check(s) require 10 days for bank clearance before refunds can be processed.
7. A \$10 non-refundable processing fee (plus an additional \$50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes. A refund processing fee may be charged only once per semester or summer session. For students who owe less than \$10 and withdraw from all classes before the deadline, the processing fee shall equal the amount owed.
8. Students who receive Financial Aid and withdraw from classes are advised to contact the Financial Aid Office regarding possible repayment owed to federal funds if funds are received prior to withdrawal – (650) 738-4236.
9. Fees will be credited or refunded if an action of the College (e.g. class cancellation) prevents a student from attending.
10. The Student Body fee is fully refundable by the deadline stated on the Class Schedule printed each semester. For short courses or for late-start courses, the deadline to waive the fee is 10% of the period of instruction (often this is the first day).
11. Variable Unit Courses: No enrollment fee or nonresident/international student tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
12. Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique and extraordinary circumstances beyond the control of the student.

Grades and Scholarship

GRADES AND GRADE POINTS

There are two systems of grading at Skyline College:

1. **Letter Grades:** Grades 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 0 points, using the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

2. **Pass/No Pass:** Each division of the College may designate courses in which a student is evaluated on a "Pass/No Pass" basis only. Courses with this grade option will be identified in the Announcement of Courses section of this catalog and will use the following evaluative symbols:

Symbol	Definition	Grade Point
P	Pass (satisfactory – C or better)	0
NP	No Pass (less than satisfactory or failing)	0

Note: Transcripts with courses prior to 2008-2009 will reflect symbols of Credit (CR) and No Credit (NC).

3. **Pass/No Pass Options:** Students may elect to receive a letter grade or be graded on a "Pass/No Pass" basis.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a "Pass/No Pass" option must select this grade option via WebSMART registration within the first 30% of the term. Changes will not be accepted after this time.

The use 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 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 "Pass/No Pass" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations before selecting this option.

4. **Other Symbols on Transcript:** A "#" symbol indicates a non-degree applicable course. An "E" next to a grade indicates grade points are excluded from the GPA calculation.

Nonevaluative Symbols

1. **I – Incomplete:** Used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the professor in a written record which also indicates the grade to be assigned in lieu of completion. The student will receive a copy of this record and a copy will be filed with the Dean of Enrollment Services. A final grade will be assigned by the professor when the stipulated work has been completed and evaluated. If the work is not completed within the prescribed time period, the grade previously determined by the professor will be entered in the permanent record by Admissions and Records.

An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. A time extension may be requested in cases involving unusual circumstances. Students who have received an "Incomplete" cannot register in the same course during the year in which the "Incomplete" is in effect or until a grade is issued.

The "I" shall not be used in the computation of grade point average.

2. **IP – In Progress:** Used in the student's permanent record to confirm enrollment. It indicates that work is "in progress" and that the assignment of unit credit and grade will be given when the course is completed.

The "IP" shall not be used in the computation of grade point average.

3. **RD – Report Delayed:** Used only by Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible.

The "RD" shall not be used in the computation of grade point average.

4. **W – Withdrawal:** (See "Withdrawal from Class(es)")

GRADE POINT AVERAGE

GPA (Grade Point Average) 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”).

A student’s grade point average for a degree will not include grades earned in non-degree applicable credit courses.

Courses transferred to Skyline College, Credit by Exam, and Advanced Placement are not included in the District GPA.

SCHOLASTIC HONORS

Dean’s List

A Dean’s List of students who have achieved academic honors is published at the end of each semester. The list contains the names of students who previously completed 12 units or more of letter-graded coursework and during the subsequent semester at Cañada College, College of San Mateo, and Skyline College earned a grade point average of 3.3 or above for six or more units.

Honors at Graduation

Recognition of a student’s academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

Grade Point Average	Acknowledgment
3.3	Cum Laude
3.5	Magna Cum Laude
4.0	Summa Cum Laude

FINAL GRADE REPORTS

Each student is responsible for his/her own academic progress. Final grade reports are not mailed to students but are available on WebSMART. **All fees must be paid to be able to access grades.** Dates of final grade availability for specific semesters are published in the current Class Schedule. Final grades are available at:

www.skylinecollege.edu

Click on “WebSMART.” Log into your account.

CHANGE OF FINAL GRADES

The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. See “Student Grievance and Appeals Policy” in the Student Records, Responsibilities and Rights section of this Catalog for information on the grade grievance process.

An earned grade of A, B, C, D, F, W, P, NP, 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 class work subsequent to the assignment of the final grade.

ENROLLMENT/DEGREE VERIFICATION

Skyline College subscribes to the National Student Clearinghouse (NSC) for enrollment and degree verifications. Requests for enrollment and/or degree verifications can be made directly to www.studentclearinghouse.org, by phone at (703) 742-4200, or by fax at (703) 742-4239. No fee is charged to students for this service. Students may obtain an official Enrollment or Degree Verification Certificate at any time by accessing the NSC website at www.studentclearinghouse.org. To process a request: 1) click on the Students icon, 2) click on the link for Performing Enrollment Verifications and follow instructions, 3) print your Enrollment Verification Certificate. This Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer products companies, banks, etc. when asked to provide official evidence of enrollment at Skyline College. A nominal fee is charged to a company or business that requests this service.

Academic Standards

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 coursework completed at Cañada College, College of San Mateo, and Skyline College.

Special program academic eligibility requirements for financial aid, athletics and Veteran's Educational Benefits may differ. Students should consult with the specific office for applicable program eligibility requirements.

ACADEMIC PROBATION

A student will be placed on academic probation under the following criteria:

1. **Based on low grade point average:** A student who has attempted at least 12 semester units, as recorded on their official college transcript, is placed on academic probation if the student has earned below a cumulative 2.0 (C) grade point average.
2. **Based on lack of satisfactory progress:** A student who has enrolled in a total of at least 12 semester units, as recorded on their official college transcript, is placed on academic probation when the percentage of all units recorded as W, I, NP and NC reaches or exceeds 50 percent. (See Calendar for deadline dates for withdrawal.)

A student may be placed on probation under either or both criteria.

A student on probation may schedule an appointment with a counselor for clearance for removal from probation if that status has resulted from circumstances beyond the student's control.

REMOVAL FROM PROBATION

A student on academic probation on the basis of grade point average is removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress is removed from probation when the percentage of units completed is 50 percent or above.

DISMISSAL

A student in probationary status shall be subject to dismissal if in two subsequent semesters either or both of the following criteria are applicable:

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

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Students in dismissal status are restricted to a limited number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard coursework (i.e., D, F and NC) within a limit of two semesters and one summer session, which are not reflective of the student's current demonstrated scholastic ability, may be alleviated and excluded from the computation of the grade point average under the following conditions:

1. A period of at least one year must have elapsed since the coursework to be alleviated was completed.
2. A student must complete coursework and meet unit/GPA requirements **subsequent** to the term they are requesting for review (see below):

Units	Grade Point Average
9	3.5
15	3.0
21	2.5
24	2.0

3. The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo and/or Skyline College. 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. The academic renewal policy may be applied when alleviation of prior work 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, a student must submit an Academic Renewal petition to the Office of Admissions and Records. The form is available at www.SkylineCollege.edu.

When academic course work is alleviated from the computation of a grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible providing a true and complete academic history. Although course work is being alleviated from the computation of grade point average, the courses and the actual grades will remain on the transcript.

WITHDRAWAL FROM CLASSES

To withdraw from a class, students should access WebSMART registration. Official withdrawal is the responsibility of the student. A withdrawal with a refund is subject to refund deadlines. A student who does not withdraw in accordance with established procedures may receive a penalty grade. If you experience a problem with registration, contact Admissions and Records, Building 2, second floor.

A student may withdraw from a semester-length class during the first four weeks of instruction and no record of the class will appear on the student's academic record. In courses less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no record of the class will appear 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 (or 75 percent of a term, whichever is less). 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 using an authorized symbol other than "W" (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (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 this policy. Any extenuating circumstance must be verified in writing, including, but not limited to, a letter from a physician, official accident report, obituary notice, etc.). Supporting documentation is required.

No more than four withdrawals from a single course are allowed.

MILITARY WITHDRAWAL

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request a refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

COURSE REPETITION

A petition for Repetition of a Credit Course is NOT required if a student has up to two substandard grades (D, F, NP or NC). The student can register on WebSMART unless they are on academic dismissal.

A Standards and Policies Petition is required for the reasons below and must be submitted to the Dean of Enrollment Services in the Office of Admissions and Records. If approved, the student must bring the signed petition to Admissions and Records and register in person. If the petition is not approved before the first day of classes, students must follow late registration procedures (i.e., obtain an authorization code from the instructor or an Incomplete Registration form) in order to be permitted to register.

Reasons to Repeat

Whether or not the petition will be approved is indicated in italics below each reason for repeat.

1. Student received an A, B, C, P or CR and wants to improve grade.
No, unless reasons #3, 4 or 5 apply.
2. Student received a D, F, NP or NC after repeating a class three times.
No, unless reason #6 applies.
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment.
Yes; student can repeat an unlimited number of times. Student must provide statement from employer mandating the course for training.
4. Class content has changed substantially.
Yes, for students with standard (A, B, C, P, CR) and sub-standard (D, F, NP, NC) grades.
5. Most recent course was completed more than three years ago.
Yes, for students with standard (A, B, C, P, CR) and sub-standard (D, F, NP, NC) grades.

6. Extenuating Circumstances – accident, illness, evidence of caretaking responsibilities, job change, death in immediate family, or a documented disability.

Yes, for students with up to three substandard (D, F, NP, NC) grades. Documentation is required to support circumstances that specifically relate to the date(s) of the course to be repeated.

7. Four (4) withdrawals have been processed for the same course.

No, unless #6, extenuating circumstances, existed. Documentation is required to support the petition.

Before attempting to file a petition, it is highly recommended that the student see a counselor (650-738-4317) and/or contact the Learning Center (650-738-4144) for tutorial assistance that may help with success in the course.

PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in accordance with Title 5 regulations in the California Administrative Code.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. Prerequisites are so designated in course descriptions in this Catalog.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Advisories or recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as “recommended” in course descriptions in this Catalog.

Students who wish to challenge a prerequisite or corequisite must complete a Petition to Challenge a Prerequisite form. Petitions are available from the Student Services Information Counter, Building 2; the Division Dean; the Dean of Counseling, Building 2, Student Services Center; or the Skyline College website at www.SkylineCollege.edu.

SEQUENTIAL COURSES

To enroll in sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must be completed with a “C” or better grade before a student enrolls in English 100. Also, a student may not enroll in or receive credit for a course taken after successful completion of an equivalent course – e.g., Spanish 111 cannot be taken after successful completion of Spanish 110.

POLICY AND PROCEDURES FOR PROVIDING ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Federal and state legislation requires that community colleges 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 create an educational environment where they have equal access to instruction. The San Mateo County Community College District is responsible to make 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 a procedure for responding, in a timely manner, to accommodation requests involving academic adjustments. This procedure shall provide for an individualized review of each request. The procedure shall also permit the Section 504 Coordinator, or other designated District official with knowledge of accommodation requirements, to make an interim decision pending a final resolution. Further information about this policy may be obtained from the Disabled Students Program and Services Office, Building 2, Room 2350.

ACADEMIC STANDARDS AND POLICIES REVIEW COMMITTEE

The Academic Standards and Policies Review Committee considers requests for waivers and/or exceptions to academic policies. Inquiries should be directed to the Office of Admissions and Records.

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Student Records, Responsibilities and Rights

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. To inspect and review the student's education records within 45 days of the day Skyline College receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student shall be advised of the correct official to whom the request should be addressed.
2. To request an amendment of the student's education records that the student believes are inaccurate. Students may ask Skyline College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Skyline College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Skyline College in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Skyline College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Skyline College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by Skyline College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605. At its discretion, Skyline College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Skyline College may include the following: address, telephone number, dates of attendance, degrees and awards received, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, final theses/dissertation, photograph, full-time/part-time status, and most recent previous school attended. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. Although the initial request must be filed during the first two weeks of the enrollment period, requests for non-disclosure will be honored by the College for no more than one academic year. Reauthorization to withhold Directory Information must be filed annually in the Registrar's Office within the first two weeks of any semester.

The Solomon Act requires colleges to release full directory information to the U.S. Armed Forces.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions & Records, Building 2, Student Services Center, during normal business hours or on the web.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 6, Room 6106, (650) 738-4301, or view the information on the web at <http://www.smccd.edu/accounts/skypro/research4/security.html>.

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Public Information Office, Building 1, Room 1318, (650) 738-4324, or view the information on the web at <http://www.smccd.edu/accounts/skypro/research4/srtkrate.html>. Contact the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251, for additional information.

More information about SRTK may be found on the California Community Colleges Chancellor's Office website at <http://srtk.cccco.edu/index.asp>.

ACADEMIC INTEGRITY

Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses and its degrees and certificates. The college community has the responsibility to make every reasonable effort to foster honest academic conduct.

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill that he or she does not possess. The two most common kinds of academic dishonesty are "cheating" and "plagiarism." Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive, or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

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 which 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 that 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, when 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 and student disciplinary sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

- Receive a failing grade on a test, paper, or examination.
- Have your course grade lowered, or possibly fail the course.

Under the standards of Academic Sanctions and Disciplinary 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/Disciplinary Officer 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.

Student Appeals:

In all instances, a student who has been subject to an academic or disciplinary sanction has the right to appeal the decision of the professor or administrator in accordance with established College due process procedures. Refer to Student Grievance and Appeals Policy in the Student Handbook.

ATTENDANCE REGULATIONS

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor's plan for the presentation of the subject matter in the course.

It is the student's responsibility to withdraw when absences have been excessive. Absence means non-attendance for whatever reason. It is the prerogative of the professor to determine when absences are excessive. A guideline used by many professors to determine when absences are excessive is twice the number of clock hours that the class meets during a week, or a pro-rata value designed to relate to shorter than semester length courses or practicum intensive programs. This is strictly a guideline and will vary with each professor depending on the subject matter of the course or laboratory. The professor may drop a student from a course if absences, in the opinion of the professor, have placed the student's success in jeopardy.

If there were extenuating circumstances related to the absences which resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. The petition must contain an explanation of the absences, progress in the course to date, and justification for reinstatement. If the absences were due to illness, the petition must include a physician's written confirmation or a confirmation from the College Health Center. A student submitting a petition may, with the permission of the professor, remain in class until the decision of the Academic Standards and Policies Committee is reached. After considering the petition, the Committee will make a recommendation to the professor. In all cases, the decision of the professor is final.

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 at any function sponsored or supervised by the College.
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 or supervised 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 statutes 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 Dean of Enrollment Services. 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 College President or his/her designee 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:

1. Removal from any or all College organizations or offices;
2. 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 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 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:

The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.

1. The student shall have the opportunity to examine any materials upon which the charges are based.
2. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
3. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record. The student's instructors and counselor shall be informed in writing of the suspension.

At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.

A student under suspension at any District College may not enroll in any other District College during the period of suspension.

The President of the College shall report all suspensions of students to the Chancellor. 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.

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 an executive session to consider his/her expulsion. Unless the student requests a public hearing in writing within at least 48 hours prior to the scheduled hearing, the hearing shall be conducted in closed session.
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

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. If a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance within the framework of policy and procedures.

Skyline College complies with Federal regulations (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992) designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability. 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 website at <http://www.smccd.edu/accounts/smccd/departments/humanresources/policies.shtml>.

Students filing grade grievances must be able to demonstrate mistake, fraud, bad faith or 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 dispute grievances must be filed within one year of issuance of the grade in dispute.

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

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.

Timelines

1. 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.
2. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
3. 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.

TEMPORARY LEAVE OF ABSENCE

Students who will be absent for more than one week should notify their professors and make arrangements for work assignments.

HOLDS ON STUDENT RECORDS

A hold will be placed on a student's record by the Business Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Students are advised to check WebSMART for holds that have been placed on their records. A student's educational records will not be released, including transcripts, while an outstanding balance remains on their account.

FINES

Fines are assessed for failure to comply promptly with library regulations. Students are also 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.

FIELD TRIP/EXCURSION GUIDELINES

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents, and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

NON-DISTRICT SPONSORED TRANSPORTATION

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommended travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

POLICY ON DRUG-FREE CAMPUS

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 are expected to conduct themselves as responsible citizens and in a manner compatible with the Community College function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations. Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing or using controlled substances, as defined in California statutes, on any District 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.

POLICY ON SEXUAL ASSAULT EDUCATION AND PREVENTION

In accordance with California Education Code, Section 67382, and District Rules and Regulations 2.29, the San Mateo County Community College District is committed to providing programs and services that educate all students, faculty and staff on the prevention of sexual assault. In partnership with various community agencies, individuals who are victims of sexual assault or have concerns related to sexual assault shall receive support and assistance. Students, faculty and staff who need information or assistance related to sexual assault prevention, sexual assault services, and procedures related to the reporting of sexual assault incidents on campus may contact the Student Health Center, the Public Safety Department Office, or call the Public Safety Dispatch at (650) 738-4199. Information may also be obtained on the Skyline College Public Safety Department website at www.skylinecollege.edu.

POLICY AND PROCEDURES FOR SEXUAL HARASSMENT COMPLAINTS

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.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services, Building 1, Room 1315, (650) 738-4333.

In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal Court.

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 has implemented a smoke free policy. Smoking is 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 smoke free policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Room 2207, 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 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.

POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the District is also 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 unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

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)¹.

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767.

Authority: Cal. Code Regs., tit. 5, § 59300; Gov. Code, §§ 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

¹ If the federal statutes cited above would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Model Policy.

POLÍTICA DE NO DISCRIMINACIÓN

Skyline College no discrimina por razones de raza, color, nacionalidad, sexo, orientación sexual, edad, incapacidad física, religión, u otros factores en sus leyes, procedimientos o prácticas conforme a los reglamentos establecidos por el Título VI del Acta de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de 1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504.104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.-6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado "Política sobre Discriminación y Acoso Sexual y Procedimiento para la Presentación de Quejas". Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su número de teléfono es: (650) 358-6767.

非歧視政策

聖馬刁縣社區學院教區的方針是提供一個無人因種族、出生國度、宗教、年齡、性別、膚色、世系、性愛傾向、或生理及智力殘障而受到非法歧視或遭到非法拒絕參與或受益於由加州教育署總長或加州社區學院總監董事會所掌管、撥款、或資助的任何項目或活動的教育及工作環境。

本教區規定在此學習和工作的環境中杜絕非禮示愛、性要求、以及其它白語言或肢體接觸或表白而導致的性騷擾。

任何教職工、學生、或代表學區的其他人士一旦觸犯本文規定或加州以及聯邦法律，即被視之為從事非法歧視，繼而受到懲戒，最高處分包括解雇、開除、或終結合同的處罰。

聖馬刁縣社區學院教區依法制定以上政策並履行以下法案：加利福尼亞政府法規第 11135 至 11139.5 部分的規定、教育法案中的男女平權法（教規, § 66250 et seq.）、1964 年頒布的民權法案第六項（42 U. S. C. § 2000d）、1972 年通過的教育修正案中之第九條（20 U. S. C. § 1681）、1973 年制定的復興法中的第 504 章（29 U. S. C. § 794）、1990 年美國殘障人法案（42 U. S. C. § 12100, et seq.）、以及年齡歧視法案（42 U. S. C. § 6101）。

典據： Cal. Code Regs., tit. 5 § 59300; Gov. Code, §§11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101

如上這聯邦法規能更廣泛地保障民權，那麼此一更大範圍的保障即按其經典規定適用於、且在相互沖突時取代第五條規定的 59300 部分。

REVISIONS OF REGULATIONS OR POLICIES

Any changes in regulations or policies adopted by the San Mateo County Community College District Board of Trustees or the administration of Skyline College will be considered an official ruling and will supersede any regulation or policy on the same subject which appears in this Catalog and/or other official publications, provided that the new regulation or policy has been officially announced and posted.

Programs and Services

ATHLETICS

Skyline College sponsors men's and women's intercollegiate athletic competition within the Coast Conference for the benefit of those students interested in team competition. Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

VARSIITY

Varsity Baseball
Men's Varsity Basketball
Men's Varsity Soccer
Varsity Wrestling
Women's Varsity Badminton
Women's Varsity Basketball
Women's Varsity Soccer
Women's Varsity Volleyball

Intercollegiate athletic competition is governed by the Coast Conference and the California Community College Athletic Association Constitution. Obtaining clearance for athletic eligibility often requires considerable checking of records and code provisions. These procedures should be started well in advance of the opening of each athletic season. The Athletic Director will interpret the State Athletic Constitution and Conference regulations for all persons concerned. Students will be assisted in establishing athletic eligibility. In general, the following principles pertain to matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport. Such eligibility is required for non-conference, conference, and post-conference participation.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 (C) grade point average. These units must be completed prior to the beginning of the semester of the second season of competition. All units must be completed and passed at a regionally accredited post-secondary institution.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 (C) grade point average in accredited post-secondary coursework computed since the start of the semester of first participation.
5. The 12 unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.

6. In meeting the unit requirements, courses in which grades of D, F, or NC were received may be repeated. Under special circumstances, courses that have been completed with a grade of C or better may be repeated; however, the units will not be counted toward the minimum unit requirement in the semester of competition.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with their counselor/advisor and verify eligibility status for transfer based on past work and test scores from high school.

Those students who transfer to a four-year school for athletic competition and wish to seek financial assistance must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) or the National Association of Intercollegiate Athletics (NAIA).

Questions regarding eligibility should be addressed to the Dean of Physical Education/Dance/Athletics, Building 3, Room 3130, or call (650) 738-4271. Eligibility questions may also be researched by visiting www.coasports.org, www.ncaa.org/wps/portal, and, naia.cstv.com.

BOOKSTORE

HOURS: Skyline College Bookstore is open during the Fall and Spring semesters Monday through Thursday from 7:45 am to 7:15 pm and Friday 7:45 am to 3:00 pm. Summer session hours vary. During the FIRST TWO WEEKS OF THE FALL/SPRING SEMESTERS and the FIRST WEEK OF THE SUMMER SESSION, the Bookstore has extended store hours. Visit the Bookstore's website at <http://bookstore.SkylineCollege.edu> for current store hours.

Course Materials: Course materials may consist of textbooks, supplies, and/or software. A required item is a must for the course, while an optional item, a recommended item, suggested item, or study aid are ones that may be a useful and valuable addition to your studies. The shelf tags and/or your syllabus will indicate whether the item is required, recommended, optional, or study aid. Selected textbooks and supplies may be rented for the semester/term, if available.

Methods of Payment: The Bookstore accepts cash, check (personal, cashier's and traveler's), credit cards, debit cards, and financial aid/scholarships. Valid government issued ID is required for credit cards and checks. Valid SMCCCD Student ID may also be required for select purchases. The SMCCCD Bookstores do not accept post dated, out of state, multi-party, or company checks.

Refund Policy: The Bookstore's refund policy varies depending on when your purchase was made during the semester. Please refer to the deadline at the bottom of your receipt and the return policy attached to your receipt. You can also view the return policy on our website at <http://bookstore.SkylineCollege.edu>.

Book Buy-Back Policy: The Bookstore buys back undamaged books during the final exam period of each semester. You will receive up to 50% of the original purchase price; provided that in the upcoming semester the book has been requested for use and there is an inventory need for it. If an instructor has not requested a book to be used again on this campus, a wholesale price will be offered that is approximately up to 25% of the original purchase price. A discontinued book may be worth more in your personal library.

If you have missed the book buy-backs during the final exam period, you can sell your books online to our vendor partner. Visit our website (<http://bookstore.SkylineCollege.edu>) for more information.

CALWORKS

The Skyline College CalWORKS program provides assistance to persons who are receiving TANF or AFDC benefits. Assistance is available to help eligible students with costs related to child care, enrollment fees, work study, and counseling.

The CalWORKs office is located in Building 2, Room 2211. For more information about CalWORKs, call (650) 738-4480.

CAMPUS HOUSING

Skyline College does not provide campus housing. The College occasionally receives calls and rental listings from rental agencies, landlords or individuals who are looking for roommates. All rental information received is posted on the second floor of Building 6, Student and Community Center. To post rental information or advice on apartment searches, please contact the Student Activities Office at (650) 738-4275.

CAREER CENTER

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. The Career Center sponsors a variety of classes and career oriented workshops, as well as career panels and career expos to provide students the opportunity to establish career networks with local employers. A Holiday Job Fair is held annually in November and a Career Expo is offered in mid-April. Students may also explore computerized guidance systems such as EUREKA to become better informed about their career options. On-line job postings are available at www.skylinejobs.com, or students may

search for jobs on the website at www.smccd.edu/accounts/skycareer. In addition to online postings, the Career Center's job binders assist students with job openings for full-time and part-time employment. These job postings are regularly updated providing current employment listings.

Job placement opportunities are made available through postings in a job binder in the TOCC.

The Center has both day and evening hours. Students are invited to visit the Career Center in Building 2, Room 2227, to pick up calendars of career events, or call (650) 738-4337 for further information.

CENTER FOR ADVANCED LEARNING AND TECHNOLOGY (CALT)

The Center for Advanced Learning and Technology (CALT) is located on the first floor of Building 2. The CALT houses general computer classrooms utilized by a number of departments for instruction. In addition, the CALT houses the Computer Science lab, a lab to support beginning computer networking coursework, and the PC Repair and Configuration lab. The CALT also provides use of networked PC-platform computers to any registered student doing specific course-related work in a drop-in area. The CALT is open when the College is in session.

CENTER FOR INTERNATIONAL TRADE DEVELOPMENT (CITD)

The Center for International Trade Development (CITD) at Skyline College is a California Community College Economic Development Initiative. The CITD contributes to the academic environment at Skyline College, as well as the economic growth of the Bay Area, through an array of services and programs.

The CITD promotes economic development through international trade by providing one-on-one consulting to small- and medium-sized companies located in San Mateo, San Francisco and Marin counties.

The CITD also contributes to the academic/learning environment at Skyline College, as well as throughout the Bay Area, through the development of new degree and certificate programs that impact the community and create opportunity for economic viability of the Bay Area.

Additionally, the CITD works with different community colleges in the Bay Area to develop international exchange programs that further expose the institution, as well as the Bay Area communities, to the global world.

The CITD at Skyline College has established partnerships with different community-based organizations and economic development groups to develop and/or implement cutting edge training programs that target often ignored communities in the Bay Area, elevating their economic potential.

The combination of all CITD activities and community involvement helps manufacturing and technology-based industries compete successfully in the rapidly changing global economy/markets.

Contact the CITD at (650) 738-7098, admin@bayarea.citd.com, or www.bayareacitd.com.

THE CENTER FOR WORKFORCE DEVELOPMENT/CORPORATE EDUCATION

The Center for Workforce Development (CWD) facilitates the delivery of workforce development programs and services designed to meet local labor market needs and to support entry or advancement in the workplace. The CWD collaborates with Skyline College departments and programs, business and industry, community based organizations, and governmental agencies to connect individuals, agencies or organizations to effective career programs that provide college credit while preparing for upwardly mobile careers. The CWD develops and administers grants and contracts for economic and workforce development projects and initiatives.

The CWD is responsible for coordinating the delivery of contracted worksite or campus-based customized training and educational solutions using credit and not-for-credit courses, associated services, and programs requested by business, industry, governmental or community agencies.

The CWD can help identify opportunities for performance improvement and deliver training and non-training solutions. The CWD provides services when and where they are needed and wanted, during the workday or after hours, at the worksite or on the campus.

The CWD is located in Building 1, Room 1221-A. For more information, please contact the Center for Workforce Development at (650) 738-7035 or visit www.SkylineCollege.edu/workforce.

CHILD CARE

The Skyline College Child Development Center is located in a portable unit across the street from the campus next to the Loma Chica School. The Center provides a comprehensive child development program as a service to assist students, staff and faculty who have young children ages 2-1/2 to 5 years. It is open from 7:30 am to 5:00 pm during the fall and spring semesters. One parent must be enrolled at one of the SMCCCD colleges. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For more information, call (650) 738-7070.

COMMUNITY EDUCATION PROGRAMS

The Community Education department of the San Mateo County Community College District offers a wide variety of short courses, workshops and fun activities designed for personal enrichment and professional development. Classes include: small business entrepreneurship, investing and personal finance, fitness and relaxation, arts and crafts, food and wine, languages, music, dance, test preparation, real estate, pet care, notary public workshop, and much more. New classes start each week. Classes are offered on campus as well as online. Call (650) 574-6149 to request a Community Education catalog, or visit <http://CommunityEd.smccd.edu>.

In addition, Community Education offers a popular summer academic enrichment program, **College for Kids**, for youth entering the 5th through the 9th grades. The program was voted the "2009 Best After-School Enrichment Program" and the "Enrichment Program that Most Inspired My Child" by readers of the Bay Area Parent Magazine. College for Kids combines the fun of summer camp with the educational benefits of a college setting. Children have an opportunity to participate in on-campus classes such as computers, art, math, science, language arts, and other topics of academic merit and interest to them. It promotes student success by providing students with the opportunity to explore new areas of interest and develop new skills and abilities. The program is held at College of San Mateo and Skyline College and serves over 450 children. For more information, visit www.smccd.edu/CollegeForKids.

CONTINUING EDUCATION HOURS FOR HEALTH PROFESSIONALS

The following courses comply with the requirements of the Board of Registered Nursing for continuing education hours taken by registered nurses and vocational nurses for their re-licensure. The general public is welcome unless course description states otherwise.

Skyline College will issue a certificate to each licensee as verification that the established criteria for successful completion of these courses have been met. One unit of credit equals 15 CEU hours. Skyline College provider number is CEP 13325.

Courses approved for CEU hours include, but are not limited to, the following:

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123
- Career 665
- Computer Science 155

Family & Consumer Sciences 212, 313
 Health Science 130, 150
 History 235
 Italian 111, 112, 121, 122
 Japanese 111, 112
 Mathematics 200
 Philosophy 103, 240
 Psychology 105, 110, 171, 200, 201, 268, 301, 390
 Respiratory Therapy 430, 445, 450, 475, 485, 490
 Sociology 105, 141, 201, 665
 Spanish 110, 111, 112, 120, 121, 122, 130, 140
 Speech 120

COUNSELING CENTER

The Counseling Division is designed to assist students in all aspects of their development as students. The division's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which is their guide to achieving their goals. All students are required to have an SEP on file once they have completed 15 units at Skyline College. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the One-Stop Student Services Center, Building 2, second floor, or by calling (650) 738-4317. Quick answer and walk-in counseling is also available for brief informational questions. Check the current Class Schedule for counseling times.

DISABLED STUDENTS PROGRAM

Skyline College's Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of physically and learning disabled students. Skyline offers services to students with learning disabilities, psychological disabilities, and long or short-term physical disabilities. Services include, but are not limited to, note taking, ASL interpreting, registration assistance, extended time placement testing, lockers, assistive technology classes, adaptive physical education classes, alternate formats of textbooks and printed materials upon request, and tutoring services.

Assistive Technology Program

The Assistive Technology (AT) Program gives students with disabilities access to computers using adaptive software and hardware. When students enroll in DSKL 825 – Assistive Computer Technology, they receive individualized training in the adaptive software that is unique to their learning and/or computer access needs. Students learn to use these tools while completing coursework from other classes in which they are enrolled. Students with disabilities have access to the computers with adaptive hardware and software throughout the day and evenings at various locations on campus and in Building 2, Room 2309, during Assistive Technology Lab hours. The software available for students includes, but is not limited to, scan and read programs (e.g., Kurzweil 3000/1000), voice recognition (e.g., Dragon NaturallySpeaking), word prediction (e.g., WordQ), screen magnification (e.g., ZoomText), and a screen reader (e.g., JAWS).

As part of the Assistive Technology Program, students with learning or physical disabilities may request and receive their textbooks, tests and classroom materials in alternate format (e.g., electronic text, Braille or large print) from the Alternate Media Specialist. For more information, contact the Assistive Technology Program Office, Building 2, Room 2311, or call (650) 738-4497

Differential Learning Skills Program

The Differential Learning Skills Program (DSKL) 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, visit the Learning Skills Office, located on the third floor of the Student Services Center, Building 2, Room 2317, or call (650) 738-4125.

Workability III Program

The Workability III (WAIll) Program assists persons with disabilities to obtain and retain 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, contact the WAIll Program Office, located on the third floor of the Student Services Center, Building 2, Room 2321, or call (650) 738-4467.

Skyline College and the DSPS program are committed to providing services that will enhance the educational experience of the disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, Room 2350, or call (650) 738-4280.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals by students who are both low income and educationally disadvantaged. EOPS students have the potential to succeed in college but have not been able to realize their potential because of economic and/or educational barriers.

EOPS offers a range of services such as 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 calculator loan program. In addition, EOPS students who are single heads of households receiving AFDC/TANF or CalWORKs with a child under the age of 14 are eligible for the Cooperative Agencies Resources for Education (CARE) program. CARE provides additional services and support to students by way of child care, transportation assistance, grants, and special workshops specifically tailored to the needs of CARE students.

EOPS is committed to helping students access the resources necessary to succeed in college and works cooperatively with other programs and services on campus whose goals are enhancing scholastic achievement and academic excellence. EOPS also sponsors activities and workshops that provide cultural enrichment and promote personal growth.

The EOPS office is located in Building 2, Room 2212. Hours of operation are 7:30 am to 5:30 pm. For additional information call (650) 738-4139, email skyeops@smccd.edu, or visit the EOPS web page at www.SkylineCollege.edu.

FINANCIAL AID

Skyline College is dedicated to the concept that no individual should be denied an education solely for financial reasons. Financial aid provides access and resources to those students who need financial assistance to meet the basic costs of attending college. All students are encouraged to apply for financial aid.

There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Employment, and 4) Loans. There are two primary sources of financial aid – the Federal government and the State of California. To be eligible for all federal and most state grants and loans, students must meet the following criteria:

- Be a U.S. citizen or an eligible non-citizen (permanent resident, resident alien, refugee, asylee).

NOTE: The Board of Governor's Waiver may have less restrictive residency requirements for non-U.S. citizens.

- Be enrolled or eligible for enrollment at Skyline College.
- Have completed the Skyline College matriculation process.
- Be enrolled in a degree or certificate program or an eligible transfer program. Certificate programs less than 16 units do not qualify for federal aid.
- Meet Financial Aid academic progress requirements; these requirements are not the same as the college academic progress requirements.
- Have financial need.
- Not be in default on a Federal student loan or owe a repayment of a federal grant.
- Have a high school diploma, a GED (General Equivalency Diploma), or state certificate of completion, or pass an assessment test to determine an ability to benefit from college coursework.
- Male students must be registered with Selective Service unless not required to register.
- Must not have been convicted of the possession or sale of drugs.

Awards and Disbursement of Financial Aid

When a financial aid file is completed, the file will be reviewed within three weeks of receipt of all documents required. Students will be notified of eligibility for financial aid and amounts of funding that will be available in an award letter sent by email or mail from the Financial Aid Office. All awards are based on full-time enrollment. An adjustment in payment is made for less than full-time enrollment. Students' checks are mailed approximately one week before classes begin or two weeks after notification of an award during a semester. Students who seek and attain employment on campus must work to earn the funds provided and are paid on a monthly payroll. Students who desire a loan must complete additional paperwork to apply for the loan.

Return of Federal Funds

When a Student Withdraws:

Students who receive federal financial aid and do not attend any classes or who withdraw from all classes prior to completing more than 60% of the semester will be required to repay all or part of any unearned funding that was paid to them. A student's withdrawal date, for purposes of federal financial aid, will be determined as follows:

1. The date the student officially notified the Admissions Office of his or her intent to withdraw, or
2. The midpoint of the semester for a student who leaves without notifying the college, or
3. The student's last date of attendance at a documented, academically-related activity.

MAJOR FINANCIAL AID PROGRAMS

GRANTS – Need-based financial aid that does not have to be repaid				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Cal Grant B	Undergraduates	\$1,551	March 2 and Sept. 2	FAFSA, verified GPA
Cal Grant C	Technical and Career Education Students	\$576	March 2 and Sept. 2	FAFSA
Cal Grant A or B Transfer Entitlement	California Community College Students	Tuition at University on reserve until transfer	March 2 and Sept. 2	FAFSA, verified GPA
California Community College Board of Governors' Fee Waiver (BOGFW)	California Community College Students	Waives "per unit" registration fee Limits parking fee to \$20 per semester	Applications accepted throughout the year	FAFSA or Fee Waiver Application
Chaffee Grant	Current and Former Foster Youth	\$5,000	Go to www.csac.ca.gov	FAFSA and Application Form
Child Development Grant	Undergraduates	\$1,000-\$2,000	June 1	FAFSA and Application Form
Federal Pell Grant	Undergraduates	\$5,550	End of term or by end of school year	FAFSA
Federal Supplemental Grant	Undergraduates	\$800	May 2 priority	FAFSA
Federal Academic Competitiveness Grant	1st and 2nd Year Students	\$1,300	Contact the Financial Aid Office	FAFSA
Law Enforcement Personnel Dependents Grant	Surviving Spouses and Dependents of Firefighters and Law Enforcement Personnel	Same as Cal Grant awards	Applications accepted throughout the year	FAFSA and Application Form
Special Fee Waivers (See BOGFW form)	Surviving Dependents of: Law Enforcement Personnel, Firefighters, VA, National Guard, Congressional Medal of Honor, Victim of 9/11	Waives \$20 per unit registration fee	Contact the Financial Aid Office	Submit documentation to the Financial Aid Office
LOANS – Money borrowed for college costs that must be repaid, with interest				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Federal Stafford Loan (subsidized and unsubsidized)	Undergraduate/ Graduate Students	\$3,500 – \$5,000	Contact the Financial Aid Office	FAFSA and Master Promissory Note
Additional Unsubsidized Federal Stafford Loan	Undergraduate/ Graduate Students	\$5,000	Contact the Financial Aid Office	FAFSA
Federal PLUS Loan	Parents of Dependent Undergraduate Students	Variable	Contact the Financial Aid Office	FAFSA, plus Loan Application and Promissory Note

WORK STUDY – Money for college earned by student				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Federal Work-Study Student Assistant	Undergraduate and Graduate Students	Up to \$8,000	Contact the Financial Aid Office	FAFSA
College-funded Student Assistant	Undergraduate and Graduate Students	Variable	Contact the Financial Aid Office	
SPECIAL PROGRAMS – Funding that does not have to be repaid				
PROGRAM	WHO CAN APPLY	ANNUAL AWARDS UP TO...	FILING DEADLINE	FORMS REQUIRED
Extended Opportunity Programs and Services (EOPS)	California Community College Students	\$900	Contact the EOPS Office	FAFSA or Fee Waiver Application
Cooperative Agencies Resources for Education (CARE)	California Community College Students	Variable	Contact the EOPS Office	Contact the Financial Aid Office
College Scholarships	Skyline College Students and Incoming High School Students	\$100-\$2,000	Contact the Financial Aid Office	Scholarship Application

Students will be billed for any funds that are required to be repaid. Funds must be repaid immediately or the student may be reported to the U.S. Department of Education for a grant overpayment.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook at www.SkylineCollege.edu under Financial Aid, or at the Financial Aid Office in Building 2, Student Services Center, or by calling (650) 738-4236

HEALTH SERVICES

The following services are available from the Skyline College Health Center:

- Emergency care and first aid
- Health screening for blood pressure, hearing, vision, Tuberculosis, and pregnancy
- Consultation and evaluation of present health condition
- Nutrition and stress counseling
- Counseling and referrals for problems related to alcohol and drugs, eating disorders, acquaintance/date rape, and other related matters
- Anonymous HIV counseling and referral
- Psychological counseling services
- Brochures and information on health topics

Emergency and accident insurance coverage is in effect when students are on campus or attending college sponsored events. Students are encouraged to carry their own health and dental insurance. An application for low cost medical and dental insurance is available through the College Health Center.

The Skyline College Health Center is located in Building 2, Room 2209. Check the Class Schedule for hours of operation. The College Health Center is closed on weekends. College Health Center personnel assist students with health issues. Please drop in or call the Center at (650) 738-4270.

HONOR SOCIETY – PHI THETA KAPPA

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Beta Theta Omicron is a Most Distinguished Chapter – the highest status awarded to a chapter. Members of Phi Theta Kappa are eligible for the National Dean's List, the All-USA and All-California Academic teams, and a wealth of scholarships at four-year colleges and universities that are available only to Phi Theta Kappans.

Students who have completed 12 units at Skyline College with a GPA of 3.5 in degree-applicable courses and who are currently enrolled are eligible to join. All members of Beta Theta Omicron are lifetime members of Phi Theta Kappa.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Beta Theta Omicron. Additional information and applications are available at www.SkylineCollege.edu/boo. Applications are also available in the Office of Admissions and Records.

THE LEARNING CENTER (TLC)

The Learning Center (TLC) is a flexible learning environment providing academic support through individual or small group tutoring, short courses, workshops, computers and instructional media for students enrolled in Skyline courses. The goal of the Learning Center is to offer students opportunities to learn more effectively with greater confidence through individualized assistance and instructional approaches that engage diverse modes of learning and intelligence systems. The Center offers a comprehensive program of support for all levels of English, ESL, reading and math, and provides tutoring in a variety of academic subject areas.

Located on the first floor of Building 5, the TLC houses the following laboratories:

Computer Lab: PCs and Macs are available to students working on any academic assignments by enrolling in LSKL 820 – Computer-Based Independent Study. Computers can be used to conduct research, write papers, create presentations and reports, and access computer-assisted instruction in a variety of subjects through online support services.

ESL Lab: Offers a quiet space for greater practice in pronunciation, speaking and listening through conversation groups, computer-based learning materials, and one-on-one tutoring to improve English language acquisition.

The Language Lab is designed to support and assist students in the Foreign Languages, ESOL, English and Reading departments. With 35 student stations and an instructor station, all complete with headphones, the Language Lab offers many language-enhancing software programs for student use, including

- Rosetta Stone for Arabic, Chinese, Filipino and Spanish
- Houghton Mifflin English Composition and Grammar
- Audacity (voice reading software).

Students may use the lab to access audio/visual materials for their courses.

The Math Lab offers drop-in tutoring to help students improve their skills and confidence in math at any level from basic arithmetic to Calculus. The Math Lab also offers MATH 650 (Mathematics Supplement for TRIO Students). In addition, the Math Lab offers workshops taught by Skyline faculty on a variety of math-related topics.

The Science and Other Subjects Lab offers tutoring in chemistry, biology, anatomy, psychology, social sciences, and other subjects. The Science/Other Subjects Lab offers two choices for assistance through one of two open entry courses: LSKL 800 – *Supplemental Learning Assistance* offers variable credit (.5 to 3.0) to students working with a professional Instructional Aide. Students working with peer tutors should enroll in LSKL 803 – *Supervised Peer Tutoring*, a non-credit, open entry/open exit course.

The Speech Lab is designed to support and assist students in Speech Communication. The Speech Lab consists of two hi-tech studios equipped with cameras, HD monitors – including one large flat panel monitor for slide-show presentations, microphones, and computers for simple video recording.

TRIO/SSS (Student Support Services) provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the TRIO program is to help students meet their educational goals, to graduate, and to transfer to a four-year college. To apply, please fill out an application in the Learning Center.

Study Skills and Tutor Training: Provides one-on-one and small group tutoring in student success skills and in a variety of subject areas. The center also offers the tutor training course LSKL 110, Directed Experience in Tutoring, which is a variable credit, open-entry course for students who are acting as tutors either at Skyline College or in one of our partner schools. LSKL 801, Applied Study Skills Assistance, offers variable credit (0.5-3.0 units) in the skills necessary for academic success.

The Writing and Reading Lab (WRL) offers students assistance with reading and writing assignments from any Skyline course. For students who want assistance on more than an occasional basis, the WRL offers three courses: English 650 (English Supplement for TRIO Students), ESOL 655 (English as a Second Language Supplement), and LSKL 853 (Writing Assistance Lab). Students can enroll in these courses at any time up until two weeks before the end of the semester for extra help with reading and writing assignments. These courses offer tutoring in an open-entry, self-paced, variable unit format (0.5-3.0 units). The WRL also offers an array of self-paced materials to allow students to build their skill in reading and writing, and a series of reading and writing-related workshops taught by Skyline faculty.

For general information about the Learning Center, call (650)-738-4144 or see our website: <http://www.SkylineCollege.edu/general/learningcenter/index.html>.

THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 47,000 volumes and subscriptions to 235 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases. The Library's web address is SkylineCollege.edu/library.

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer demonstration area for class orientations.

Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.

The Library offers two courses: LSCI 100 – Introduction to Information Research and LSCI 110 – Digital Oral Research Project.

LEARNING COMMUNITIES

What is a Learning Community?

Learning Communities are two or more classes, often in different departments, designed to be taken together by the same group of students in each class of the Learning Community. Learning Communities are designed to connect students to each other, to their teachers, to the college, and to student learning. The classes have a common theme and coordinate their assignments. This allows students to work on themes from more than one perspective.

In Learning Communities, faculty members assist learning and innovation as everyone works together to create community in a positive learning environment. Students participate in groups to share ideas and help each other learn. There is a greater sense of involvement with students and professors.

Please see the current Class Schedule for specific Learning Community opportunities.

ASTEP

(AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program offers a variety of classes and support services, such as academic counseling, group tutoring, priority registration and academic skills workshops. In addition, student leadership training seminars and community service learning opportunities are provided. ASTEP also sponsors activities, colloquiums and field trips that encourage cultural enrichment and promote personal growth.

Connected to the program is a first of its kind learning community called the **African-American Experience Learning Community**. Students in this learning community learn about African-American culture, tradition, identity, history, psychology and contemporary life through lectures, discussions, film, guest speakers and presentations. Each course prepares students to take that very important step towards transferring to a four-year college or university.

The ASTEP program includes the Math Academy, an innovative approach to mathematics classes that offers in-class counseling and in-class tutoring to provide the support students need to succeed.

The program offers tours of local colleges and universities that allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by contacting Patricia Deamer at (650) 738-4217, or by visiting the ASTEP webpage at www.SkylineCollege.edu.

Honors Transfer Program

The Skyline College Honors Transfer Program provides enhanced transfer and educational opportunities for highly motivated students who seek a challenging academic experience for intellectual and personal growth. The program provides special Honors sections of regular courses and seminars taught by outstanding instructors, as well as enriched cultural and leadership activities to help Honors students achieve their academic and personal goals. The Honors Transfer Program is a member of the Transfer Alliance Program of UCLA.

The program is committed to making it possible for Honors students to maximize their potential by expanding their intellectual capabilities, developing creative and critical thinking skills, practicing leadership skills, and opening new pathways to educational and personal quests.

Some of the advantages of being in the Honors Transfer Program are enhanced transfer and educational opportunities in the form of scholarships, priority consideration to selective universities, honors recognition on transcript, leadership and community service activities, and cultural enrichment. In addition, students are taught by inspiring instructors in a stimulating environment among other students who seek intellectual challenges to prepare them to succeed in a university setting. Honors students work with a designated Honors counselor who provides them with academic and personal counseling in planning both short- and long-term educational and career goals.

Eligibility criteria for the program are:

- Eligibility for English 100 and
- Eligibility for Intermediate Algebra (Math 120)

And at least one of the following:

- Minimum 3.5 high school GPA, or
- Minimum cumulative college GPA of 3.25 in at least 9 units of college degree applicable courses.

Interested students who do not meet the eligibility criteria above may be admitted into the program on a provisional basis. In addition to the application form, these students must also:

1. Be referred by an instructor or counselor, and
2. Be interviewed by the Honors Coordinator and Honors Counselor.

To complete the program, students must graduate with a minimum 3.25 overall GPA and a 3.25 GPA in at least 15 units/4 courses of Honors coursework. In addition, students must complete a 16-hour community service requirement. Each Honors course completed will be noted “Honors” on the student’s transcript. The designation of “Honors Transfer Program Graduate” will appear on the transcript and the degree, if applicable, of those students who complete the program. They will also be recognized at graduation. In addition, many universities recognize academic excellence as reflected by completion of the program.

For more information and an application form, contact Katharine Harer, HTP Coordinator, at (650) 738-4412, or email her at harer@smccd.edu, or visit the Honors Transfer Program web page at www.SkylineCollege.edu, click on Honors at Skyline.

Kababayan Program

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. By using culturally appropriate texts – about the Filipino and Filipino American experience – the Kababayan Program instructors, tutors and mentors generate lively and timely discussions about the students themselves and the community around them, making the students’ coursework “come alive” and providing a solid foundation for their academic success.

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. Students also engage in extracurricular activities, including art, music and literary events, college tours, and community functions to foster a sense of community within the Kababayan Program.

The Kababayan Program consists of three core English courses which students need in order to earn their Associate Degrees or transfer to a four-year university: English 846, 100 and 110. 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. Other courses include Filipino, reading, literature, history, music and sociology.

For more information, please contact Liza Erpelo, Kababayan Program Coordinator and English instructor, by telephone at (650) 738-4119 or by email at erpelol@smccd.edu, or visit the Kababayan Program web page at www.SkylineCollege.edu/kababayan.

Puente

Founded in 1981, the Puente Program (Spanish for “bridge”) is a national-award-winning program that has improved the college-going rate of thousands of California’s educationally underrepresented students. The original program mission was to increase the number of Chicano/Latino students transferring to four-year colleges and universities. Today the program is open to all students. Through the reading of texts highlighting the Chicano/Latino experience, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities such as college tours, mentor networking socials, art and literary events, and family nights to foster a sense of community within the program. Initiating its program in 1992, Skyline is one of 54 community colleges participating throughout California.

Puente Program courses begin in Fall Semester and continue in Spring Semester. In the fall, Puente students are strongly advised to concurrently enroll in English 846 AP (Reading and Writing Connections) and Counseling 100 AP (College Success), since their curriculum is related. In the spring, students will continue on to English 100 AP (Composition).

For more information, please contact the Puente Program Coordinator at (650) 738-4146.

Women In Transition (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition into the academic environment. Whether you are a re-entry student with a few college courses under your belt, a first-generation college student, or trying to become self-sufficient and learn new skills, the WIT Program can assist you. Our goal is to encourage women to expand their horizons and reach their intellectual, professional and personal goals. It is our philosophy that central to a student's success is a comprehensive academic and social support system that extends from pre-orientation through graduation. To that end, the WIT Program combines the rigors of an academic program with an integrated support network that helps women persist and succeed. This includes pre-registration counseling, career and life planning courses, the Women in Transition seminar, and core WIT courses in English and Math, in addition to information on transferable coursework and job placement. For further information, contact Lori Slicton, WIT Coordinator, at (650) 738-4157 or via email at slicton@smccd.edu, or visit the program's website at www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html.

MEDIA SERVICES

Media Services provides media equipment such as laptops, LCD projectors, and DVD/VHS players to faculty and staff. Media Services provides off-air recording and video of special events and can have it set up for Podcasting. Media Services also does special setups for conferences, clubs, etc.

Media Services is located next to the Learning Center in Building 5, Room 5116. For assistance please contact Kamla Bucceri at (650)-738-4142 or Ira Lau at (650) 738-4132.

MESA

(MATH, ENGINEERING & SCIENCE ACHIEVEMENT)

The MESA (Math, Engineering, & Science Achievement) Program at Skyline College provides support, encouragement and assistance to students with math and science based majors. MESA serves economically disadvantaged students who plan to transfer to a four-year university and major in such subjects as Biology, Chemistry, Computer Science, Earth Science, Engineering, Math, Physics, and Pre-Med. The MESA Program offers academic and transfer counseling, field trips to universities and industries, Academic Excellence Workshops, and leadership development opportunities. Students also have access to the MESA Center, which gives them a chance to work on school projects, meet other students with similar majors, and participate in MESA activities.

The MESA Center is located in Building 7, Room 7309. For more information contact the MESA Director at (650) 738-4244.

PARKING

Skyline College is committed to keeping the campus as accessible as possible to the community. The Public Safety Office applies strict and fair application of all 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.

Parking options are as follows:

- \$40 for each semester (Fall or Spring)
- \$70 for a Two-Term Permit (Fall and Spring)
- \$20 for the Summer Session
- \$2 for one day parking permits available at daily permit dispensers in Parking Lots A, C, F, G, L, N (adjacent to the perimeter road) and P. Refer to the campus map for dispenser locations.
- Visitor pay-by-space parking is available in lots D and M at \$0.25 cents for every 15 minutes. Permits sold in the pay-by-space lots are only valid in the numbered space for which they are purchased and void in all other parking lots on campus.
- Parking fees are nonrefundable unless an action of the College (e.g., cancellation of all of the student's classes) prevents the student from attending.
- There are **NO** refunds for lost, stolen or damaged permits. Replacement of any lost or stolen permit is at full cost to the student.
- Parking permits may be transferred from one vehicle to another.

Please note that fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

Students may purchase a parking permit online via WebSMART at any time during the semester. A convenience fee will be applied to all online payments. Students may also use the Student Services One Stop Center computer station designated for OVER THE COUNTER PARKING PERMIT PURCHASE and then proceed to the Cashier's Office (Bldg. 2, Room 2225) to pick up and pay for their student parking permit.

Day and evening students must park in student lots only. All other 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.

At the beginning of Fall and Spring semester, ticketing is not enforced during the first two weeks (the first week during Summer Session) in student parking lots only. The grace period does not apply to staff lots and other restricted areas. Parking spaces are available on a first-come, first-served basis; 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 Public Safety Office, Bldg. 6, Room 6106, or (650) 738-4199.

An escort service to your car is available for evening students. Call the Public Safety Office at (650) 738-4199 when this service is needed.

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

STUDENT ACTIVITIES

The Student Activities Office is an excellent resource center for students who have questions related to campus life at Skyline College or are interested in creating or participating in campus activities. Skyline student activities include clubs, speakers, theatrical events, forums, publications, food drives, community outreach, and many other worthwhile and exciting student activities. The Student Activities Office also serves as the facilitator for the annual Student Recognition and Awards Ceremony and the Commencement Ceremony. For additional information, please call the Student Activities Office at (650) 738-4275.

Vending and Space Room Reservations: All student clubs and organizations, off-campus organizations, or vendors who want to facilitate a special event, hold a fundraising event on campus, sell their product, or hand out information about their group must make a space reservation at the Student Activities Office by calling (650) 738-4275. Additional information about event planning and space/room reservations is listed in the Time, Place and Manner Policy in the Student Handbook. Note: Facilities reservations must be made at least 15 business days in advance of the event.

Vending Complaints and Refunds: All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office. Refunds for loss of money in the vending machines are handled by Pacific Dining, Skyline College's food service provider and the Student Activities Office. Refunds are processed in the cafeteria or the Student Activities Office during regular business hours.

STUDENT CLUBS

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found in the current Class Schedule, in the Student Handbook, and at the Student Activities Office.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities at (650) 738-4275 or the Vice President of the Associated Students at Skyline College at (650) 738-4327.

Sororities, fraternities and other secret organizations are banned under the Education Code of the State of California.

STUDENT GOVERNMENT

(ASSOCIATED STUDENTS OF SKYLINE COLLEGE)

Experience and involvement in student government are provided for the students of Skyline College under the regulations of the governing board of the San Mateo County Community College District.

Students have an opportunity to develop skills in group leadership, to learn techniques of democratic government and citizenship, as well as to develop responsibility and desirable life habits and attitudes.

The purposes of the Associated Students of Skyline College (ASSC) are:

1. To promote the general welfare of the students.
2. To assure equality of opportunity among the students.
3. To offer an experience in practice of democratic government.
4. To encourage student participation in the planning and direction of student activities and shared governance as permitted under the California Education Code and the policies of the Board of Trustees.

The governing body of the Associated Students will coordinate the activities of all student clubs and organizations of the College.

With the advice and assistance of the Coordinator of Student Activities, the Student Council directs and supervises all student activities in which the College is represented. Because the direct financial support for many of the activities comes from the purchase of Student Body Cards, students wishing to support these activities will have the opportunity to purchase cards at registration. Once purchased, Student Body Cards may be picked up in the Student Activities Office.

Members of the ASSC who purchase Student Body cards receive the following benefits:

1. Admission to social and other activities at rates to be determined by the ASSC.
2. Discount rates for selected services on campus and in the community.
3. Opportunity to hold Student Government office.

ASSC activities are an important part of the educational experience at Skyline College. All registered students are encouraged to participate in the various offerings of the activity program.

How can I become a member?

The ASSC Governing Council is always looking for new members. If you are interested in developing communication and leadership skills, political activism, and increasing cultural awareness, please visit the Student Government webpage at www.SkylineCollege.edu, or the Student Activities Office, Building 6, Room 6212, for an application and additional information. Any interested student with a minimum GPA of 2.05 who is enrolled in at least six units is eligible to participate as a member of the ASSC Governing Council. Positions on the Governing Council are obtained through elections or by appointments.

Copies of the Associated Students of Skyline College Constitution and Constitutional Bylaws are available to students in the Student Activities Office or online at www.SkylineCollege.edu by clicking on Student Handbook. Students who would like additional information about Student Government may call (650) 738-4327 or stop by the Associated Students of Skyline College Office, Building 6, Room 6214.

STUDENT PUBLICATIONS

The following publications are published for the student body:

The **Student Handbook**, which is available online, contains information for incoming students about campus rules, student conduct, college staff, student organizations, and services of the college.

The Skyline View is a student-run print and online newspaper that covers the campus community and is produced by Skyline College journalism students. Publication opportunities for non-journalism students include guest opinion columns, letters to the editor, and more.

Talisman, the literary magazine produced by the English 161/162 Creative Writing class each May, 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.

STUDENT SERVICES ONE STOP CENTER

Skyline's Student Services One Stop Center is located on the second floor of Building 2. The majority of student support services are located in the Center. Students wishing to obtain more information about available services should check in at the One Stop Information Desk or call (650) 738-4465. Staff are available day and evening hours. Campus tours can be arranged upon request.

STUDY ABROAD PROGRAM

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students the opportunity to study and live abroad, earning up to 15 units toward an Associate degree which are transferable for Bachelor's degree credit. Current offerings include a London Semester in the fall and a Semester in Florence in the spring. Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.5. Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. Check the website for more information and contacts: <http://collegeofsanmateo.edu/studyabroad>.

TECH PREP

Skyline College Tech Prep programs link the last two years of high school and two years of community college study through a partnership with local high schools and the San Mateo County Regional Occupational Program (ROP). Tech Prep programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experience.

Tech Prep allows the granting of college credit for the articulated courses that are successfully completed by students while attending high school or ROP. College credit for articulated courses completed at the high school or ROP will be posted according to the criteria stipulated in the articulation agreement.

Tech Prep articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), Job Train, and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications/Office Technology, Computer Science, Early Childhood Education, Electronics Technology, Healthcare, International Trade, and Telecommunications. Other approved articulation agreements exist at Cañada College and College of San Mateo.

Articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students who earn Tech Prep certificates for articulated high school or ROP courses receive the college credits at one of the three colleges within the District. After enrolling at one of the three colleges within the District, earned credit will be granted and posted as credit-by-examination and entered into the student records system. The number of college units students may earn through these Tech Prep articulation agreements varies according to the specific career pathway.

Tech Prep units are not applicable for meeting such unit load requirements as those for financial aid, veterans' benefits, scholastic honors, or graduation residency requirements. For more information regarding Tech Prep, contact the Skyline College Tech Prep Coordinator at (650) 738-4248.

TRANSFER CENTER

The Transfer Center provides comprehensive transfer services, resources, activities, and events. Transfer assistance includes:

- Application and informational workshops
- University tours and off-campus events
- Visits from university representatives
- Transfer Admission Guarantee programs
- Transfer and articulation information
- Access to computers for college research

Sign-up to be on the transfer eNews mailing list to keep informed about on/off-campus transfer-related events and activities. Transfer information and a calendar of ongoing events are posted on the Center's webpage at www.SkylineCollege.edu. Please visit the Transfer Center in Building 2, Room 2227, or call (650) 738-4232 if we can be of assistance.

TRIO/SSS (STUDENT SUPPORT SERVICES)

TRIO/SSS (Student Support Services) provides intensive academic and counseling support for students who meet the program criteria (low income, first generation in family to have attended college, or disabled, either physical or learning). The mission of the TRIO program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, fill out an application in the Learning Center.

For general information about the Learning Center, call (650)-738-4144 or see our website: <http://www.SkylineCollege.edu/general/learningcenter/index.html>.

VETERANS AND VETERANS' DEPENDENTS

Skyline College is approved by the Veterans Administration to fund veterans for degrees and certificates. Students attending Skyline College under the veterans' programs should contact the Veterans' Affairs Assistant in the Office of Admissions and Records to initiate a claim for education benefits. Benefits received by each veteran will vary according to the following scale of units attempted:

- 12 units – full-time benefits
- 9 units – three-quarters benefits
- 6 units – one-half benefits

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Applications should be made to the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

See "Veterans and Veterans' Dependents" under the Admission section of this Catalog for further information.

LIMITATIONS ON PROGRAMS AND SERVICES

In order to be able to adjust to the changing availability of resources, Skyline College reserves the right to modify the programs, services, and regulations detailed in this catalog. Regulations are also subject to change by actions of the State legislature and the Board of Governors of the California Community Colleges.