

2006-07 Skyline Catalog

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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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Victoria P. Morrow, Ph.D., *President, Skyline College*

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.

SKYLINE COLLEGE

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

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*Please visit our
website at:*

www.skylinecollege.edu

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General Information

6 CALENDAR FOR 2006-2007

SUMMER SESSION, 2006

June 5	First Five-Week Summer Session Begins
June 19	Six, Seven & Eight-Week Summer Sessions Begin
July 4	Independence Day – Holiday
July 10	Second Five-Week Summer Session Begins
July 29	Six-Week Summer Session Ends
August 12	Eight-Week Summer Session Ends

FALL SEMESTER, 2006

August 16	Day and Evening Classes Begin
August 29	Last Day to Add Semester Length Classes
August 29	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
September 2 & 3	Declared Recess
September 4	Labor Day – Holiday
September 5	Census Day
September 8	Last Day to Drop Semester Length Classes without Appearing on Record
October 6	Last Day to Apply for AA/AS Degree or Certificate
November 10	Veterans' Day (Observed) – Holiday
November 11 & 12	Declared Recess
November 14	Last Day to Withdraw from Semester Length Classes
November 22	Declared Recess – Evening Classes Only
November 23	Thanksgiving – Holiday
November 24-26	Declared Recess
December 9-15	Final Examinations (Day, Evening & Weekend Classes)
December 15	Day, Evening & Weekend Classes End
December 18- January 14	Inter-Semester Recess

SPRING SEMESTER, 2007

January 15	Martin Luther King, Jr. Day – Holiday
January 16	Day and Evening Classes Begin
January 29	Last Day to Add Semester Length Classes
January 29	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
February 5	Census Day
February 9	Last Day to Drop Semester Length Classes without Appearing on Record
February 16	Lincoln's Birthday – Holiday
February 17 & 18	Declared Recess
February 19	Presidents' Day – Holiday
March 2	Last Day to Apply for AA/AS Degree or Certificate
March 17	Declared Recess (Skyline Only) – Expanding Your Horizons Conference
April 2-8	Spring Recess
April 26	Last Day to Withdraw from Semester Length Classes
May 19-25	Final Examinations (Day, Evening & Weekend Classes)
May 25	Day, Evening & Weekend Classes End
May 26 & 27	Declared Recess
May 28	Memorial Day – Holiday

TENTATIVE SUMMER SESSION, 2007

June 4	First Five-Week Summer Session Begins
June 18	Six, Seven & Eight Week Summer Sessions Begin
July 4	Independence Day – Holiday
July 9	Second Five-Week Summer Session Begins
July 28	Six-Week Summer Session Ends
August 11	Eight-Week Summer Session Ends



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,

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

Victoria P. Morrow, Ph.D.
President

8 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 Guaranteed Transfer Program, many Skyline graduates transfer to numerous four-year colleges and universities. Other Skyline college students graduate and achieve an Associate in Arts (A.A.) or Associate in Science (A.S.).

Students achieve employment and advancement in business and industry after earning certificates from Skyline's 43 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

Knowledge, leadership, and community...

Skyline College opens doors!

MISSION STATEMENT

Skyline College is a comprehensive community college that provides learner-centered education in a culturally rich and socially responsible environment. The College is proud of its tradition of open access and its climate of innovation. Technology, community partnerships, and economic development are hallmarks of the College. Skyline offers an array of services and instructional programs to support students in achieving their educational goals and to prepare them for a rapidly changing world.

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.

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 promotes and provides technical assistance in international trade to small and medium-sized companies located in San Mateo, San Francisco and Marin counties. In doing so, the CITD helps manufacturing and technology-based industries compete successfully in the rapidly changing economy and global markets.

Contact the CITD at (650) 553-9071 and/or send an email to admin@bayareacitd.com. You may also visit the Center's website at www.bayareacitd.com.

THE CENTER FOR WORKFORCE DEVELOPMENT

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 also works with business to provide customized training and education solutions for both credit and not-for-credit on-site workforce preparation and development needs. The CWD is responsible for coordinating the delivery of contracted credit and not-for-credit courses, associated services, and programs requested by business, industry, governmental or community agencies.

The CWD is located in Building 1, Room 1214. For more information, please contact the Center for Workforce Development at (650) 738-7035 or visit www.skylinecollege.edu/workforce.

COMMUNITY EDUCATION PROGRAMS

In addition to enrolling in college credit courses at Skyline, residents of North San Mateo County also are encouraged to attend a wide variety of not-for-credit, fee-based Community Education programs offered by the Office of Community Education.

Community Education classes and workshops, which are designed for personal enrichment and professional development, include: small business entrepreneurship, arts and crafts, health and wellness, travel, personal financial management, test preparation, writing workshops and much more. Community Education classes are offered at Skyline College as well as Cañada College and College of San Mateo. Call (650) 574-6149 to request a schedule of Community Education classes, or visit the the website at <http://communityed.smccd.edu>.

CORPORATE & CONTINUING EDUCATION

If you are an organization looking to strengthen the skills of your workforce, the contract services division of the San Mateo County Community College District, Corporate & Continuing Education (C&CE), is uniquely positioned to assess the performance of your operations, identify opportunities for performance improvement, and deliver training and non-training solutions. We bring our services to you when you want and need them, at your site or at ours, after hours or during the workday. Call (650) 574-6173 for information.

THE LEARNING CENTER (TLC)

The TLC is a learning resource center that houses instructional computer laboratories for student use along with a variety of online and computer-driven instructional materials. To support effective learning in all Skyline courses, the TLC also offers workshops, audio-visual materials, and individual and small-group tutoring. Students may fulfill their Hour By Arrangement requirement in reading, writing, speech, ESOL, or math, and may enroll in a learning skills course (LSKL 800) that provides support for academic success in all classes.

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

The Writing and Reading Lab (WRL) provides drop-in assistance with reading and writing assignments for any Skyline course. For students who want to earn college credit while working on their papers, the WRL offers three courses: English 650 (English Supplement for STAARS Students), ESOL 655 (English as a Second Language Supplement), and English 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 online tutoring, 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. **The Math Assistance Program (MAP)** offers drop-in tutoring to help students improve their skills and confidence in math at any level from basic arithmetic to Calculus. The MAP also offers four courses: MATH 111 (Elementary Algebra I), MATH 112 (Elementary Algebra II), MATH 650 (Mathematics Supplement for TRIO Students), and MATH 650 AA (Mathematics Supplement). In addition, the MAP offers workshops taught by Skyline faculty on a variety of math-related topics.

Computer Lab: PCs and Macs are available to students for working on any academic assignment. The computer lab also offers tutorial assistance in basic academic computing skills on a drop-in basis. In addition, Learning Center computers allow students to access computer-assisted instruction in a variety of academic subjects.

Tutorial Assistance Program (TAP): Provides one-on-one and small group tutoring in student success skills and in a variety of subject areas. The TAP 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.

TRIO/STAARS (Student Transfer, Academic Achievement, and Retention 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 STAARS program is to help students meet their educational goals through succeeding in college, graduating, and transferring to a four-year college. To apply, please fill out an application in the Learning Center or online at <http://www.smccd.edu/accounts/skytlc/trio/index.htm>.

For general information about the Learning Center, call (650)-738-4144 or see our website:

<http://www.smccd.edu/accounts/skytlc/index.htm>.

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 three courses: LSCI 100 – Introduction to Information Research, LSCI 106 – Online Research, and LSCI 110 – Digital Oral Research Project.

MEDIA SERVICES

Media Services houses audiovisual materials and players for use by students and faculty. Students may also have audiotapes duplicated for study in specific classes. In addition, Media Services provides off air recording, audio/video production and reproduction.

CENTER FOR ADVANCED LEARNING AND TECHNOLOGY

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. Adjacent to the CALT is the Center for Teaching and Learning (CTL), a technology resource center for faculty and staff.

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Admission, Registration &
Academic Policies

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ELIGIBILITY REQUIREMENTS FOR ADMISSION

Individuals interested in attending Skyline College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate, 18 years of age or older, and able to benefit from the instruction offered, is eligible to attend Skyline College. Individuals who are not high school graduates or are under the age of 18 may also attend Skyline if they have passed the High School Proficiency Examination or the General Education Development (GED) test. Current high school students should see section titled **High School Students** on this page.

PROCEDURES FOR ADMISSION

Prospective students must complete an Application for Admission available on the web at <https://websmart.smccd.edu> or in the Class Schedule. When the application has been submitted to the Office of Admissions and Records, the next step(s) is/are:

New Students: Complete the following steps, unless exempt from Matriculation requirements (see Matriculation Policy, page 17, for more information):

1. Take the college placement tests. Contact the Assessment Office at (650) 738-4164 or consult the Class Schedule or the web for dates, times and locations for testing.
2. Attend an orientation session.
3. Meet with a counselor for program planning. Bring a high school and/or college transcript for your counselor to review.

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

Transfer Students: Provide prior transcripts to a counselor to determine completion of prerequisite and/or graduation requirements.

Disabled Students: Contact the DSPS Office at (650) 738-4280 for information on accommodations.

CALIFORNIA RESIDENCY

Students who have not been California residents for a full year before the opening day of a given term must pay a nonresident tuition fee in addition to the fees paid by California residents. See Residence Requirements in this Catalog for further details and non-resident fees on the web or in the Class Schedule.

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.

SPECIAL PROGRAMS ADMISSIONS

Registration Information – To ensure timely submission of your application to all special programs, students should contact the Office of Admissions and Records or the department for appropriate deadline information. Applications are available online at www.skylinecollege.edu, from the appropriate Division Office, or from the Office of Admissions and Records.

Automotive Technology – Admission to the day Automotive Technology Program is by special application only. Applications are available in the Automotive Department Office and in the Office of Admissions and Records. No application is required for the evening or Saturday programs.

Cosmetology Program – Admission to the Cosmetology program is by special application only. Applications are available in the Cosmetology Department Office and on the Skyline College website.

Respiratory Therapy – Admission to the Respiratory Therapy Program is by special application only. One class of students begins each year. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/Math/Technology Division Office.

Surgical Technology – Admission to the Surgical Technology Program is by special application only. This is a ten-month program that includes hospital rotations. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/ Math/Technology Division Office.

Honors Transfer Program – Admission to the Honors Transfer Program is by special application only. Applications are available from the program coordinator, Katharine Harer, and are also available at www.smccd.edu/accounts/skyhon. Qualified students are invited to apply at any time. All Honors classes are open to students who are not in the program but who wish to do honors level work in a particular subject.

HIGH SCHOOL STUDENTS

High School Concurrent Enrollment Program – High school students may be admitted to selected courses in either day or evening when their high school schedule permits attendance and when there is reasonable expectation of success in the courses.

Students attending high school as juniors or seniors may register concurrently for Skyline College classes with the approval of the Dean of Enrollment Services. Interested students must submit an Application for Admission, Concurrent Enrollment Request Form, and a high school transcript.

Applications are available on the College website under High School Students, from the High School Counselors Office, or from the Admissions and Records Office.

Requirements for admission are as follows:

1. Enrolled as a junior or senior in high school.
2. High school academic grade point average of 2.0, a C.
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 less than 12 units. The Student Union fee (Fall and Spring Semesters only) of \$1 per unit (\$5 maximum per semester) and the Health fee are charged. 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.

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

In special cases, with a high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

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. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. 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 successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

INTERNATIONAL STUDENTS

Skyline College is authorized under Federal law to enroll non-immigrant international students. This program is intended to serve students possessing or seeking F-1 student visas. Applicants must complete the International Student Application available in the Office of Admissions and Records or on Skyline's website: www.skylinecollege.edu. Applicants are required to submit additional documents that demonstrate satisfaction of the following requirements:

1. Completion of the equivalent of a United States high school education with satisfactory grades equivalent to "C" (2.0 grade point average) or above.
2. Completion of TOEFL (Test of English as a Foreign Language) with a paper based score of 480 or a computer based score of 157.
3. Demonstration of sufficient command of the English language to profit from instruction at Skyline College.
4. Sufficient resources to meet annual student expenses (including all living expenses) of approximately \$18,500 per year (see Schedule of Classes for the current schedule of College fees).
5. Provide proof of having a valid medical health insurance policy with a minimum coverage amount of \$35,000. Applicants may choose to 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 \$500 per year.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester with a minimum of a "C" (2.0 grade point average) to remain in good standing.

Complete information about the International Student Program is available from the International Student Program Coordinator at (650) 738-4315 or online at www.skylinecollege.edu.

FOREIGN STUDY PROGRAM

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students of all ages the opportunity to study and live abroad, earning up to 15 units toward an Associate degree which are transferable for Bachelor's degree credit. Current offerings include a London Semester in the fall, a Semester in Paris or Florence in the spring, and a summer program in Costa Rica. 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. Call (650) 574-6595 for details and a brochure.

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 Associate degree program, or certain certificate and transfer programs, for benefits under Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All veterans, except those under Chapter 31, 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.

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, or 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

College policy regarding Academic Probation (explained on page 25) applies 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 the College is required to report a termination of veterans the Department of Veterans Affairs). 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 interested in attending Skyline College and collecting 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 Student Services section of this Catalog.

MILITARY SERVICE CREDIT

For academic credit purposes for graduation, 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 be exempted from the Physical Education requirement and 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) 738-4242.

MATRICULATION POLICY

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of Associate or higher degrees, students taking courses only for personal enrichment or related to job skills, and students whose primary institution is another college or university), are expected to complete the components of matriculation.

The College provides matriculation services through several interrelated components:

1. **Admissions:** Collects and analyzes admissions information on each applicant, identifies students needing special services, and assists students with enrollment in a program of courses to attain their educational goals.
2. **Skills Assessment and Placement Testing:** Measures a student's abilities in English, reading, mathematics, learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.
3. **Orientation:** Acquaints students with College facilities, special programs and services, and academic expectations and procedures.
4. **Advisement/Counseling and Course Selection:** Provides for a student to meet with a counselor/advisor to develop an individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.
5. **Student Follow-Up:** The academic progress of each student is regularly monitored. Special efforts are made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Each component of matriculation is subject to the student appeal process. 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 course-work.
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 Matriculation Coordinator, Student Services Center, Room 2218.
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 Matriculation Coordinator, Room 2218; or on the web site, 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 Matriculation Coordinator, Room 2218.
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 Matriculation Coordinator, Room 2218.

ATHLETICS

Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

Varsity

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

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all 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 wish to seek financial assistance and be eligible for competition must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) manual.

Questions regarding eligibility should be addressed to the Dean of Physical Education/Athletics, Building 3, Room 3176, or call (650) 738-4271. Eligibility questions may also be researched by visiting www.coasports.org.

CREDIT BY TEST

Advanced Placement Test (APT): Skyline College awards content area credit based on the results of the Advanced Placement tests from the College Board's Entrance Examinations. Content area credit will be granted based on the current California State University (CSU) General Education policy for Advanced Placement. Such credit may be used toward meeting requirements for an Associate degree. Credit is normally given for test scores of 3 or above in each subject area of Advanced Placement. Content area credit will be posted to a student's Skyline transcript when the Office of Admissions and Records receives the official APT results. For a list of the Advanced Placement Tests and the corresponding content area credit, contact the Office of Admissions and Records.

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

Please see the Advanced Placement Chart on the following two pages.

College Level Examination Program (CLEP): Skyline participates in the College Level Examination Program (CLEP). Such credit may be used toward meeting 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. CLEP units will be posted to a student's Skyline transcript upon receipt of official examination results by the Office of Admissions and Records. CLEP credit units are not applicable for meeting unit load requirements for enrollment status, or for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. 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 obtain credit for courses if they are especially qualified through previous training or instruction and can demonstrate such qualifications by successfully completing an examination approved by the faculty of the appropriate division. Credit will not be allowed for a course for which credit has previously been granted or for which 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 granted for credit earned by Credit by Examination. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. A student may complete a course through Credit by Examination procedures only once.

A student wishing to pursue the Credit by Examination option should obtain a Credit by Examination form from the Office of Admissions and Records. The Office of Admissions and Records approves eligibility. The student must then 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. Skyline credit earned through Credit by Examination may not be used for meeting unit load requirements for enrollment status, or for programs such as financial aid, athletic eligibility, veterans' benefits, or for graduation residency requirements. All grades issued upon completion of Credit by Examination will be used for the calculation of the student's grade point average and for determining scholarship awards.

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. One official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division course work. At the time of evaluation, the Academic Standards Policy of Skyline College will be applied (see Academic Standards section in this Catalog). 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.

Transfer Admission Agreements are available for some universities. Students are assured admission into the university upon completion of the courses on the agreement. Information regarding course-to-course agreements and Transfer Admission Agreements may be obtained through a counselor or the Transfer Center.

ADVANCED PLACEMENT EXAM CREDIT POLICY

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 9/25/97	IGETC+	GENERAL UC POLICY RE: AP
Art Art History	3 semester units in the Humanities area	3 sem units C1	Area 3A	*UC 8 quarter units
Studio Art: Drawing	None	None	None	*UC 8 quarter units
Studio Art: General	None	None	None	*UC 8 quarter units
Biology	3 semester units in the Natural Sciences	3 sem units B2	Area 5B	*UC 8 quarter units
Chemistry	6 semester units in Natural Sciences area	6 sem units B1&B3	Area 5B with lab	*UC 8 quarter units
Computer Science Comp Science A	None	None	None	*UC 2 quarter units
Comp Science AB	None	None	None	*UC 4 quarter units (4 qt. Unit maximum for both tests)
Economics Macroeconomics	Each test generates 3 semester units in Social Sciences Area	3 semester units D3	Area 4	*UC 4 quarter units
Microeconomics		3 semester units D3	Area 4	*UC 4 quarter units
English Language & Comp	Meets ENGL & READ competency 3 sem units in English (E2) and 3 sem units in Language & Rationality (F4A)	3 semester units A2	Area 1A	*UC 8 quarter units
Literature & Comp: Meets English & Read Competency	3 sem units in E2 and 3 sem units in F4 and 3 sem units in F2 (Humanities)	6 semester units in A2 and C2	Area 1A or 3B	*UC 8 quarter units
Environmental Science	None	None	None	*UC 4 quarter units
History European	3 sem units Social Sciences area	3 sem units in D3	Area 3B or 4	*UC 8 quarter units
United States	3 sem units Social Sciences also fulfills US HIST/GOV req.	3 sem units in D1 (clears US Hist only for CSU)	Area 3B or 4	*UC 8 quarter units
World	3 sem units Social Sciences area	*new test in review	*new test in review	*UC new test in review
French French Language	Each test generates 6 semester units in the Humanities area	6 sem units in C2	Each course meets foreign language proficiency requirement One course in 3B	*UC 8 quarter units
French Literature		6 sem units in C2	One course in 3B	*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

ADVANCED PLACEMENT TEST*	SKYLINE COLLEGE GENERAL EDUCATION	INCLUSION OF AP IN CSU** GEN ED CERTIFICATION 9/25/97	IGETC+	GENERAL UC POLICY RE: AP
Government & Pol 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	6 sem units in B1&B3 3 sem units in B1&B3 3 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	6 sem units in C2 6 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 views, as do many colleges and universities, the Advanced Placement Test as a transcript from an independent college. 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.

+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.

***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.

RESIDENCE REQUIREMENTS FOR ADMISSION

Legal Requirement: California State law (California Education Code, Chapter One, Article One, beginning with Section 68000-70902) requires that each student enrolled in or applying for admission to a California Community College provide such information and evidence as deemed necessary to determine his/her residence classification. The burden of proof to establish residence is on the student.

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 has been verified by:
 - living in California for two consecutive years
 - owning residential property or continuously occupying rented or leased property in California
 - registering to vote and voting in California
 - obtaining a license from California for professional practice
 - holding active membership in service or social clubs
 - showing California as a home address on California State and Federal Tax forms
 - having spouse, children, or other close relative reside in California
 - paying California State tax as a resident
 - possessing a California driver's license
 - possessing California motor vehicle license plates and registration
 - maintaining California as legal state of residence on Leave and Earnings statement and W-2 form while in the armed forces
 - establishing and maintaining active California bank accounts
 - being a petitioner for divorce in California.
3. Not be involved in conduct inconsistent with a claim of California residency. Some examples of inconsistent conduct which nullify intent are:
 - maintaining voter registration in another state
 - attending an out-of-state institution as a resident of that state

- declaring non-residency 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
- being a petitioner for divorce in another state.

Rules of Residency – Married Minors: A married student under 18 years of age may establish residency in the same manner as an adult.

Rules of Residency – Unmarried Minors: 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 as defined in Section 3077 of the labor code, and enrolling in apprentice or related classes only.
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. A student 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.
4. 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.

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.

Limitation of Residency Rules: The student is cautioned that this summation of rules regarding residency determination may not provide a complete explanation of their meaning. For further information, 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.

DETERMINATION OF RESIDENCY

A student classified as a non-resident will be required to pay tuition at the time of enrollment, in an amount set forth by the Board of Trustees. 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, C, D, F, H-2, H-3, J and M visas and their dependents. Also, any student not holding a valid visa is precluded from establishing California residence. Other 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.

24 REGISTRATION

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.

(A) 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:

Attended high school in California for three or more years; Graduated from a California high school or attained the equivalent of such graduation; and

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.

(B) Any student seeking an exemption under subdivision (A) 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 so provided shall be confidential and shall not be disclosed unless required by law.

(C) Any student without lawful immigration status who is seeking an exemption under subdivision (A), shall, in the questionnaire described in (B), 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.

(D) A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.

(E) Nothing in this statute modifies eligibility standards for any form of student financial aid.

(F) Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

REGISTRATION

Procedures students must follow prior to registration are determined according to their educational goal on the Admissions Application.

Students who have been continuously enrolled will receive an appointment to register 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 avail themselves of the services listed above but are not required to do so.

Registration is conducted through WebSMART to enroll in classes, add and/or drop classes, access final grades, and pay any college-related fees using the internet. When admissions requirements have been completed along with placement testing, orientation and counseling, if applicable, complete instructions are provided, including a Personal Identification Number (PIN) which allows access to WebSMART. All registration functions may also be done in person in the Admissions and Records Office if needed. Students should consult the current Class Schedule for registration details and deadlines.

ADMISSION REQUIREMENT FOR NEW STUDENTS

The following steps are required for all students planning to enroll at Skyline College who are seeking a degree or vocational certificate from the college, who are intending to transfer to a four-year college or university, or who are undecided about their educational goal.

Placement Tests

Placement tests are designed to assess a student's skills in reading, English and mathematics. The results of the tests, along with other criteria, are used to determine appropriate English and mathematics courses that a student may take. Placement tests in English or English for Speakers of Other Languages (ESOL) and mathematics are given to all new matriculating students. Placement tests are required to enroll in any English, English for Speakers of Other Languages, and/or mathematics course and any course that has an English or mathematics prerequisite. Placement tests are also recommended for students pursuing associate degree and university-level courses.

Certain students may have met this matriculation requirement:

1. Students who have taken the Placement Tests at Skyline College, College of San Mateo or Canada College within the last two years and the test results are available.
2. Students who have taken a placement test at another California Community College within the last two years and have had a counselor review this placement information.

3. Students who have completed coursework in English or mathematics with grades of "C" or better and have had a counselor review their transcript.
4. Students who have completed the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5 or the College Board Advanced Placement Test in Mathematics with a score of 3, 4 or 5.

For further information about the placement tests, call the Assessment Office at (650) 738-4164.

Note: Any student who needs assistance in taking the placement tests because of a physical, hearing, visual or learning limitation should call Disabled Students Program and Services (738-4280) at least one week prior to the test date so that appropriate arrangements can be made.

Orientation

The purpose of orientation is to provide essential information about registration procedures, college policies, student services, academic expectations, and information about how to accomplish educational goals. Students may select to complete the orientation program in-person or online. For further information about the Orientation Programs, see the Class Schedule or call the Counseling Office at (650) 738-4317.

Selecting Classes/Counseling

Students who have completed the Placement Tests and Orientation Program will receive assistance from a counselor in reviewing assessment results, exploring educational goals and selecting appropriate courses. Through the counseling process, students will learn about course prerequisites and about the required courses for a certificate, degree, to transfer, or to meet career goals. Students will be shown how to use the Class Schedule and College Catalog to plan courses. Counseling appointments may be made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4317.

UNITS OF CREDIT

A "unit" of credit represents attendance for one class hour per week throughout one semester in lecture or recitation with some preparation time required outside of class, or three hours in laboratory or other exercises not requiring homework for preparation, or an equivalent combination.

Students planning to complete their Associate degree in two years should enroll in 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.

UNIT LOAD LIMITATIONS

The combination of work hours and class hours should be carefully considered when completing a Student Educational Plan. No student may take more than 19 units in each of the fall and spring semesters or 12 units (more than 9 upon request) in summer session without the special approval of a counselor or the Dean of Counseling. 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 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.

EDUCATIONAL PLANNING

Students enrolling at Skyline College should plan a program of study that will meet their educational goals by consulting with a counselor early in the educational process to develop an individual Student Educational Plan (SEP). The objective may be to transfer to a four-year college or university. Depending on the program followed, transfer students may also receive an Associate in Arts or Science degree from Skyline College. Students may qualify to enter an occupational field after completing a Certificate or Associate in Arts or Science Degree Program.

If, in the course of enrollment at Skyline College, students find it advisable to change their program of study, they should consult a counselor. Students should be aware that any changes may result in extending the time necessary to fulfill all program requirements. Students have the ultimate responsibility for planning their programs.

PROGRAM CHANGES/ WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, program changes are completed using WebSMART. All program 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. Students should review the class schedule summary on WebSMART or check with the Admissions and Records Office for specific deadline dates for short courses and summer session classes. 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

No student shall receive more than 30 semester units of credit for remedial/basic skills coursework. Any student who can show significant progress toward the development of skills appropriate to his/her college enrollment may obtain a waiver of this limitation. Students enrolled in ESL courses or those with learning disabilities are exempt from this limitation.

TRANSFER OF CREDIT

Students expecting to transfer to an accredited four-year college or university can complete the first two years of their course work at Skyline College. The student may decide to spend more than two years at Skyline College or to transfer to a four-year institution with less than junior standing. It is important to consult with a counselor in order to arrange a program that will meet the requirements for transfer to the institution of the student's choice. Transfer information is also available in the Transfer Opportunity and Career Center, Building 2, Room 2227, by calling 738-4232, or by accessing www.assist.org.

Students should make an early choice of a transfer college to begin satisfying all requirements as soon as possible. Students unable to make this decision upon entering Skyline College may elect to follow the requirements shown in the curricula of the California State Universities and Colleges or the University of California. Private or independent colleges and universities have their own requirements and should be contacted directly.

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 officially withdraw following established procedures and timelines published in the Class Schedule.

AUDITING OF COURSES

In compliance with State regulations, 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 enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course. 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. 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.

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 and in this Catalog under Fees.

ENROLLMENT FEE

A state-mandated enrollment fee of \$26 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 in the Financial Aid Office, in the Class Schedule, and 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 high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$15 Health Services Fee each semester for day or evening classes, or \$12 for each 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 Health Center, Building 2, Room 2207, or by calling the Health Center at (650) 738-4270.

STUDENT REPRESENTATION FEE

The Student Representation 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 Cashier's Office. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) 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 Class Schedule or the Fees link on the Skyline College homepage for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Determination of Residency" section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

INTERNATIONAL STUDENT (F-1 VISA) HEALTH INSURANCE

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

STUDENT BODY FEE (OPTIONAL)

The optional Student Body Fee of \$8.00 per semester (Fall and 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. Funds collected also help support student activities, services and scholarships. Students who choose to waive the fee must contact the Cashier's Office by the deadline listed in the class schedule printed each semester.

STUDENT UNION FEE

Students will be assessed a Student Union Fee (Fall and Spring semesters only) of \$1.00 per unit up to a maximum of \$5.00 per semester and no more than \$10.00 per student per academic year. Funds collected will be used to support the financing, construction and operation of the Student Union. The assessment of this fee was authorized by a vote of the Skyline Student Body in February 2001.

PARKING PERMIT FEE

The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college. Parking permits are not required for motorcycles if parked in designated motorcycle parking. Parking permits are not required for students enrolled exclusively in weekend or off-campus classes. Students may purchase only one parking permit per semester. Parking permits may be transferred from one vehicle to another. One replacement parking permit may be purchased if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin-operated parking permit dispensers in Parking Lots 4, 5 and 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Bldg 2, Student Services Center. The permit, once purchased, must be picked up either at the Cashier's Office or the Security Office, Bldg 2, third floor, Room 2319. Contact the Cashier's Office (650) 738-4101 or the Security Office (650) 738-4199 for office hours.

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard in addition to purchasing a student parking permit in order to park in designated disabled parking spaces on campus.

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

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 written request by the student. Transcripts may be requested in person or at WebSMART (<https://websmart.smccd.edu>). Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Express 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 \$10 is charged for each returned check.

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, BUSINESS, COMPUTER APPLICATIONS & OFFICE TECHNOLOGY, COMPUTER SCIENCE, DEVELOPMENTAL SKILLS, MATH – \$3 to \$25 materials fee is required for certain courses.
2. AUTOMOTIVE TECHNOLOGY – Approximately \$1,300 tool costs for the first semester with an additional \$900 over the remaining semesters.
3. COSMETOLOGY – Approximately \$1,500 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) via WebSMART at <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

Please refer to the Class Schedule printed each semester for fee payment deadlines. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared. Bills are not routinely sent to collect past due balances. Students are expected to review their account on WebSMART regularly.

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. Check your WebSMART class schedule summary for exact 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 30 days for bank clearance before refunds can be processed.
7. A \$10 non-refundable processing fee (plus an additional \$50.00 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. If a parking permit has been issued, it must be returned to the Cashier's Office by the deadline stated in the Class Schedule printed each semester for a credit or refund of the parking fee to be processed.
11. The Student Body fee is fully refundable on or before Friday of the fourth week of instruction for semester length courses (for exact dates refer to the Class Schedule printed each semester). For late-start courses, the deadline to waive the fee is 30% of the period of instruction.
12. 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.
13. 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 GRADE POINTS

There are two systems of grading at Skyline College:

1. **Letter Grades:** Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 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. **Credit/No Credit:** Each division of the College may designate courses in which a student is evaluated on a "Credit/No Credit 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
CR	Credit (at least satisfactory – C or better)	0
NC	No credit (less than satisfactory or failing)	0

3. **Credit/No Credit Options:** Students may elect to receive a letter grade or be graded on a "Credit/No Credit" 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 so designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a "Credit/No Credit" option must submit the appropriate form to the Office of Admissions and Records within the first 30% of the term. Changes will not be accepted after this time.

The utilization of courses graded on a "Credit/No Credit" 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 "Credit/No Credit" option.

Four year colleges and universities vary widely in the number of units of "Credit/No Credit" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard.

Nonevaluative Symbols

1. **I – Incomplete:** This symbol is 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 removal. 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. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances. Students who have received an "Incomplete" cannot register in the same course during the time period in which the "Incomplete" is in effect.

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

2. **IP – In Progress:** This symbol is used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. 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:** This symbol is 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”).

In calculating a student’s grade point average for a degree, grades earned in non-degree applicable credit courses shall not be included.

SCHOLASTIC HONORS

A Dean’s List of students who have achieved academic honors is published at the end of each semester. The list contains all the names of students who 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.

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	Honors
3.5	High Honors
4.0	Highest Honors

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.”

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.

An earned grade of A, B, C, D, F, W, CR, or NC may be changed by the professor **within one year** if an error has occurred. Grades cannot be changed on the basis of a student completing 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. Company or business requests for enrollment and degree verifications can be made directly to **www.studentclearinghouse.org**, by phone (703) 742-4200, or fax (703) 742-4239. A nominal fee is charged to the company 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**. No fee is charged for this service. 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.

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.

In addition to the following academic standards, special program eligibility requirements for financial aid, athletics, Veteran's Educational Benefits (see "Veterans and Veterans Dependents" section in this Catalog), 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:

- 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.
- 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 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 petition the Academic Standards and Policies Review Committee, in accordance with College procedures, 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 any two subsequent semesters either or both of the following criteria are applicable:

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

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards and Policies Review Committee for reinstatement.

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 maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

- A period of at least three years must have elapsed since the course work to be alleviated was completed.
- A student seeking alleviation must have completed:

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

since the course work to be alleviated was completed.

- 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 the Admissions and Records counter.

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 or obtain an Add/Drop form from the Office of Admissions and Records, Building 2, second floor. 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.

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 (i.e., letter from physician, official accident report, obituary notice, etc.).

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. REPEAT FOR CREDIT

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses that are not so designated may not be repeated under this policy.

A student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students who wish to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

Further information on this policy is available from the Office of Admissions and Records.

B. GRADE ALLEVIATION

A student who has received a substandard grade of D, F, or NC in a credit course taken at Cañada College, College of San Mateo, and/or Skyline College may repeat the course for purposes of grade alleviation. Normally, a student may repeat a credit course only once. Under unusual circumstances, a student may petition the Dean of Enrollment Services for permission to repeat a course more than once.

Upon satisfactory completion of the repeated course, only the grade earned in the repeated course will be used in the computation of the grade point average. In no case will the unit value of the repeated course be counted more than once. The student's permanent academic record shall be annotated to ensure that all entries are legible and that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record.

To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made to the Dean of Enrollment Services. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.

C. SPECIAL CIRCUMSTANCES

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Dean of Enrollment Services before such course repetition will be authorized. Courses repeated under this provision shall be subject to the same terms and conditions outlined in “Grade Alleviation,” section B above. Grades awarded for courses repeated under this provision shall not be considered in calculating the student’s grade point average and in no case will the unit value of the repeated course be counted more than once.

Students should consult with a counselor regarding repetition of courses for purposes of meeting graduation and transfer requirements.

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 Matriculation Coordinator, Building 2, Room 2218; or the Skyline College website at www.skylinecollege.edu. (See Matriculation Policy in this Catalog for further information about prerequisites and corequisites.)

SEQUENTIAL COURSES

To enroll in and receive credit for sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must be completed before 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., French 111 cannot be taken after successful completion of French 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 2208.

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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Support Services &
Special Programs**

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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. The right to inspect and review the Student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Enrollment Services, a written request that identifies the record(s) they wish to inspect. The College Official will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Enrollment Services for the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of 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 of a hearing.
3. The right 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 the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Enrollment Services that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Dean of Enrollment Services in writing each term or semester.

Only the following "Directory Information" at the College is available to external entities: (1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, and (6) height and weight of members of athletic teams. Appropriate College personnel as noted in #3 will have access to full address information.

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 2, Room 2319, (650) 738-4301.

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 College website at www.skylinecollege.edu/smccd/skyline/sts/research/srtk.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 www.srtk.cccco.edu/index.asp.

HOLDS ON STUDENT RECORDS

A hold will be placed on a student's record by the Office of Admissions and Records 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.

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 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, you may be subject to:

- A warning
- Temporary exclusion from an activity or class
- Censure
- Disciplinary probation
- Suspension
- Expulsion

The Dean of Enrollment Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

Student Appeals:

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

ATTENDANCE REGULATIONS

The more class sessions students miss, the greater the chances that grades may suffer. 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 considered excessive is when the student has been absent 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 the student believes that 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.

CONDUCT

Students enrolled in Skyline College are expected to conduct themselves as responsible citizens 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. Each student has the obligation to know and uphold College Rules and Regulations as detailed in the **Student Handbook**.

Social or other functions which have been approved by the appropriate administrative office may use the name of the College and are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not College functions. No off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus, in class, or at any college sanctioned activity or event off campus, are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student

will have access to established due process and appeals procedures.

TEMPORARY LEAVE OF ABSENCE

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

EXTENDED LEAVE OF ABSENCE/ WITHDRAWAL FROM COLLEGE

College Policy permits the granting of a leave of absence to students who find it necessary to withdraw from all of their courses for reasons involving extenuating circumstances. For the purpose of this policy, only cases of verified accident, illness or other extraordinary circumstances, beyond the control of the student, will be considered.

1. A petition for an Official Leave of Absence may be filed at any time during the semester. Circumstances warranting the leave must be verified and/or documented, where applicable.
2. After 75% of the semester has passed, all petitions for an Official Leave of Absence, along with all supporting documentation, must be reviewed by the Academic Standards and Policies Committee to determine eligibility. Students will be notified within seven calendar days of the Committee's decision.
3. Students who have completed a short course or completed units in a variable unit course prior to the effective date of the Leave of Absence will be issued those units and will be liable for any applicable fees.
4. Courses for which a student receives a "W" as a result of receiving an Official Leave of Absence will not be included in the computation of academic progress.

Petitions for an Official Leave of Absence are not granted automatically and must be filed, along with all supporting documentation, to avoid the possibility of receiving penalty grades.

STUDENT GRIEVANCES AND APPEALS

Students are encouraged to pursue their academic studies and become involved in other sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, the student should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he/she has been subject to unjust actions, or denied his/her rights, redress can be sought through the filing of an appeal or grievance. Detailed information is provided in the Student Handbook, which is available in the Student Activities Office. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Dean of Enrollment Services at (650) 738-4238.

FINES

Fines are assessed for failure to comply promptly with library regulations. Students are also required to pay for care-less 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.

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.

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.

POLICY ON SEXUAL HARASSMENT

It is the Policy of the San Mateo County Community College District and Skyline College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students or other staff, is considered intolerable behavior that will be investigated and acted upon immediately.

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.

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 SMOKING

In order to provide a safe and healthy learning and working environment for students, employees, and the general public; and to comply with state law (AB846), smoking is prohibited in all indoor locations. Smoking outside of buildings and other outdoor locations is also prohibited, except in designated smoking areas only. Designated smoking areas are identified and clearly marked in various locations on campus.

Students, employees, and the general public are expected to adhere to the College's smoking policy. Violation of the policy could lead to disciplinary action. For a copy of Skyline College's Smoking Policy and Guidelines, and a map of designated smoking areas, please contact the Student Activities Office at (650) 738-4275.

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.

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.

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BOOKSTORE

HOURS: Skyline College Bookstore will be open during the regular Fall and Spring semesters Monday through Thursday from 7:45 am to 7:15 pm and Friday 7:45 am to 3:00 pm. The FIRST TWO WEEKS OF THE FALL and SPRING SEMESTER and the FIRST WEEK OF THE SUMMER SESSION, the hours will be posted in the Bookstore and on the Bookstore's website at <http://bookstore.skylinecollege.edu>. Regular summer session hours vary.

Textbooks: A required book is a must for the course, while a recommended book is one that the instructor feels would be a useful and valuable addition. The shelf tags indicate whether the book is required or recommended.

Checks: First party bank imprinted checks with at least your name are accepted for purchases and may be cashed with presentation of a California Drivers License or California ID and your student ID card. All checks are limited to \$10 over the amount of purchases. A fee is assessed for returned checks. NO TWO PARTY OR COMPANY CHECKS ARE ACCEPTED.

Refunds – Extended Policy: During the first two weeks of Fall/Spring semester or the first week of Summer session, textbooks (web orders determined by return postmark date) are returnable with your cash register receipt, drop slip, and your ID. A credit voucher will be issued and redeemable thirty (30) working days for all check purchases. Bankcard purchases are credited to the bankcard. Textbooks are returnable for the full value only if they are in new or original condition. Do not write on or remove wrappings until you are sure that you will be keeping the merchandise. Paperbacks, electronics, software and diskettes are not returnable. If a book has become marked or soiled in any way, it is a used book, and the Bookstore may refund the used book price.

Returns – Standard Policy: Most items purchased in the Bookstore may be returned within 3 days from date of purchase (web orders may be returned within 3 days from date of ship date) if accompanied by the cash register receipt and ID. The merchandise must be in its original condition for full refund. The merchandise must not be marked, soiled or unwrapped. Paperbacks, electronics, software and diskettes are not returnable. NO REFUNDS WILL BE ISSUED FOR MERCHANDISE PURCHASED DURING THE LAST 5 WEEKS OF ANY SEMESTER.

Used book Sell-Back Policy: The Bookstore will buy back undamaged books during the final exam period of each semester. You will receive up to one half of the purchase price, provided the book has been requested for use again on this campus, that it is the current edition, is not a workbook, and is not a government or campus publication. If an instructor has not requested a book to be used again on this campus, a wholesale price will be offered which is approximately 25% or less of the market value. A discontinued book may be worth more in your personal library.

CalWORKs

The Skyline College CalWORKS program provides assistance to persons who are receiving TANF or AFDC benefits, or who have received them within the last two years. Assistance is available to help eligible students with costs related to child care, enrollment fees, books, parking permits, bus passes, work study, and counseling.

The CalWORKs office is located in Building 2, Room 2239. For more information about CalWORKs, call (650) 738-4480.

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 orientated 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.

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) 359-8637.

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. Drop-in counseling is also available for brief informational questions. Check the Class Schedule for drop-in 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 880 – 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 1, Room 1206, 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., Zoom-Text), 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 1, Room 1206, 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 in the Learning Resource Center, Building 5, Room 5104, 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 in the Student Services Center, Building 2, Room 2210, or call (650) 738-4467.

Skyline College and these programs 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 2208. The telephone number is (650) 738-4280; TDD (650) 738-4329.

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 a 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. The purpose of financial aid is to provide access and resources to those students who need financial assistance to meet the basic costs of attending college. All students who apply for admission to the college 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.
- 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.

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.

To Apply for Financial Aid

Most of the resources mentioned require a student to complete and submit the Free Application for Federal Student Aid (FAFSA), either by completing a paper application or an electronic application available at www.fafsa.ed.gov. Some additional College forms must be completed to provide information required before financial aid can be awarded. Applications may be submitted at any time during an academic year. The deadline to apply for the California Grant programs only is March 2 or September 2 (for community college students only) prior to the next academic year. Scholarship applications do not require completion of the FAFSA. Skyline College Scholarship applications are available on the website. Awards are made in the spring of each year. The deadline for applications is generally the end of February. Students should check the Scholarship bulletin board outside the Financial Aid Office on a regular basis for announcements about scholarships.

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. Students' checks will be 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.

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.

For more detailed information about Financial Aid, students should visit the Financial Aid Office in Building 2, Student Services Center, visit the Skyline College website, or call (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

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 feel free to drop in or call the Center at (650) 738-4270.

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 recertifications. 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, 201, 268, 301, 390
- Respiratory Therapy 430, 445, 450, 475, 485, 490
- Sociology 105, 141, 665
- Spanish 110, 111, 112, 120, 121, 122, 130, 140
- Speech 120

HOUSING

Available housing opportunities in the community are posted in the College Cafeteria. All arrangements are made between the owner and the student. Dormitories or college sponsored housing facilities are not available. Questions regarding housing should be directed to the Student Activities Office, (650) 738-4275.

PARKING

Skyline College is committed to keeping the campus as accessible as possible to the community; however, parking can be challenging during this time of construction. The Skyline College Security Office is committed to the 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 if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college.

Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in the visitors Parking Lot 4, Parking Lot 5 or Parking Lot 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of **WebSMART** registration, or in person at the Cashier's Office, Bldg. 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Bldg. 2, third floor, Room 2319. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Day students must park in student lots only. Evening students may park in student lots and staff lot 8. All other staff lots are reserved for staff only. Please 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. **Backing into parking spaces is prohibited, and violators will be cited.**

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect 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. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 2, Room 2319, (650) 738-4199.

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 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 & 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 three weeks 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 Fresh and Natural, Skyline College's food service provider. Refunds are processed in the cafeteria during regular business hours.

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 Student Council.
2. Discount rates for selected services on campus and in the community.
3. Opportunity to hold Student Council 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.

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 and the Student Handbook.

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.

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

STUDENT PUBLICATIONS

The following publications are published for the student body:

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

The Skyline View, a biweekly, student-run 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 in Building 2, 2nd floor. 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. Campus Ambassadors are available day and evening hours and can arrange for campus tours.

TRANSFER CENTER

The Transfer Center is located in Building 2, Room 2227. The Center provides comprehensive transfer services, resources

and activities to help students select and prepare for transfer to a wide variety of universities, including the California State University, University of California, and Independent Colleges.

Transfer support services include transfer counseling, transfer, financial aid and application workshops, university tours, visits with university representatives, a yearly Transfer Day, and extensive transfer information and articulation resources. The Transfer Center also coordinates guaranteed transfer programs with selected universities, including UC Davis, UCLA, UC Santa Cruz, UC Riverside, UC Santa Barbara, and Notre Dame de Namur University. Extensive transfer information and a full calendar of activities is also available online through the Transfer Center web page, which can be accessed at www.skylinecollege.edu. The Center also works in cooperation with multicultural campus support services in activities that promote transfer for underrepresented students.

The Center has both day and evening hours. Students are invited to visit the Transfer Center in Building 2 to pick up calendars of transfer events, or call (650) 738-4232 for further information.

VETERANS AND VETERANS' DEPENDENTS

Skyline College is listed by the Veterans Administration as qualified to receive students under various programs. Students interested in 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. The amount of 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.

Veterans may also receive college credit upon presentation of discharge papers (DD214) showing honorable discharge and active service of one year or more. Eligible veterans may receive a total of six units of credit and may qualify for up to 14 additional units for work satisfactorily completed under certain training programs in the armed forces. Proof of such work should be presented to the Office of Admissions and Records, where these records will be evaluated and any credit awarded will be posted to the student's record. These units cannot be counted toward the semester unit requirement for collecting benefits.

Students in the six-month Reserve Training Programs are not eligible for this credit. This is in accordance with the recommendation of the American Council on Education, issued September, 1968.

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.

ASTEP

(AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program offers a variety of 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.

An upcoming feature of the program will be tours of local colleges and universities that will allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by contacting Dr. Tony Jackson at (650) 738-4156, or by visiting the ASTEP webpage at www.skylinecollege.edu.

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 adheres to the California Community College Athletic Code and to the Coast Conference eligibility rules and regulations. Final decisions rest with the Coast Conference Commissioner or the California Community College Commission on Athletics.

For further clarification contact the Athletic Director, Building 3, Room 3176, or call (650) 738-4271.

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.

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 has earned five star status – 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.

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 four core English courses which students need in order to earn their Associate Degrees or transfer to a four-year university: English 846, 100, 110, and 165. 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 reading, literature, history and music.

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

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, Nursing, Physical Therapy, 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, or access the internet using the program’s computers.

The MESA Center is located in Building 7, Room 7207. For more information contact Tiffany Reardon at (650) 738-4244.

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 resume 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 Puente Program Coordinator Jacqueline Escobar at (650) 738-4305, Building 2, Room 2230B.

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 Occupation 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), Opportunities Industrialization Center West (OICW), and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications/Office Technology, Computer Science, Early Childhood Education, Electronics Technology, 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 after completing at least 6 units with a minimum of 2.0 GPA at one of the three colleges within the District. These units are posted to an individual's college transcript after the 6 units of course work has been successfully completed. The number of college units students may earn through these Tech Prep articulation agreements varies according to the specific occupational program.

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 Business Division Dean at (650) 738-4201.

TRIO/STAARS

TRIO/STAARS (Student Transfer, Academic Achievement, and Retention 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 STAARS 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 or online at <http://www.skylinestaars.org/trio/index.cfm>.

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

WOMEN IN TRANSITION (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition back 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.

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54 INFORMACION PARA PERSONAS DE HABLA HISPANA

REQUISITOS DE ADMISION

Las personas interesadas en asistir a Skyline College deben ser aceptadas antes de matricularse en cualquier clase. De acuerdo con nuestra abierta política de matriculación, cualquiera que sea graduado de la escuela secundaria (High School) o que tenga 18 años o más, y se pueda beneficiar de la educación ofrecida, es elegible para asistir al Skyline College. Las personas que no sean graduados de la escuela secundaria (High School), que no tengan 18 años de edad, pueden también asistir al Skyline College si han pasado el examen de habilidad y competencia a nivel secundario (High School Proficiency Examination) o la prueba de desarrollo educacional general (GED test). Los estudiantes actuales de secundaria deberían ver la sección titulada "Estudiantes de Secundaria" ("High Schol Students") en esta página.

PROCEDIMIENTOS PARA ADMISION

Los posibles estudiantes tienen que completar una aplicación para admisión disponible en la red Internet: <https://websmart.smccd.edu> o en el Horario de Clases (Class Schedule). Una vez que la solicitud haya sido introducida en la Oficina de Admisión y Archivos, el (los) próximo(s) paso(s) es(son):

Estudiantes Nuevo: a menos que estén exentos de los requisitos de matriculación, (para más información, ver Matriculación, página 17). Completar los siguientes pasos:

- Tomar el examen de ubicación del Skyline College. Contactar la Oficina de Evaluación Académica al (650) 738-4164, o consultar el Horario de Clases (Class Schedule) o la red Internet para verificar fechas, horarios y lugares de exámenes.
- Asistir una sección de orientación.
- Ver a un consejero para planificar su programa. Traer sus calificaciones escolares (transcripts) para que sean revisados por su consejero.

Veteranos: Introducir el formulario DD-214 en la Oficina de Admisión y Archivos para recibir beneficios educacionales.

Alumnos Transferidos: Presentar sus calificaciones escolares anteriores a un consejero para determinar la finalización del prerrequisito y/o requisitos de graduación.

Alumnos con Impedimentos: Para información sobre facilidades, contactar la Oficina de Programas y Servicios para los Estudiantes con Impedimentos al (650) 738-4280.

RESIDENCIA EN CALIFORNIA

Los estudiantes que no hayan sido residentes de California por un año completo antes del día de apertura de un semestre dado, deben pagar matrícula de no residentes además del monto de matrícula de los residentes de California. Para mayores detalles, vea los Requerimientos de Residencia en este Catálogo y el monto de no residentes en la red Internet o en el Horario de Clases.

ESTUDIANTES INTERNACIONALES

El Skyline College está autorizado por la ley Federal para aceptar estudiantes internacionales no inmigrantes. Este programa está dirigido a estudiantes que tienen o buscan obtener visas de estudiante F-1. Los solicitantes tienen que completar la Aplicación para Estudiantes Internacionales disponible en la Oficina de Admisión y Archivos o en el sitio de la red: www.skylinecollege.edu. Se requiere que los solicitantes sometan documentos adicionales que satisfagan los siguientes requisitos:

- Haber completado la Educación Secundaria, o el equivalente, finalizada en una escuela de secundaria de Los Estados Unidos con grados satisfactorios equivalentes a "C" (con un promedio de 2.0) o superior.
- Tener los resultados del TOEFL (Test of English as a Foreign Language) con un puntaje mínimo de 480, en papel, o de 157 en computadora.
- Demstrar suficiencia en el comando de la lengua inglesa para beneficiarse de la instrucción del Skyline College.
- Demstrar capacidad para costear los gastos anuales (incluyendo su sostenimiento personal) de aproximadamente US\$18,000 por año (vea el Horario de Clases para los precios actualizados del Skyline College).
- Proveer prueba de tener un seguro médico de salud válido que cubra al menos US\$35,000. Los solicitantes pueden escoger un plan de seguro de salud ofrecido por una compañía privada a través del Distrito de Colegios de la Comunidad del Condado de San Mateo a un costo de US\$500 por año aproximadamente.

Se espera que los estudiantes aceptados en el Programa de Estudiantes Internacionales se matriculen y completen un mínimo de 12 unidades cada semestre con un mínimo de "C" (promedio de 2.0) para permanecer con una buena posición académica.

La información completa acerca del Programa de Estudiantes Internacionales esta disponible a través del Coordinador del Programa de Estudiantes Internacionales en el (650) 738-4315 o en el Internet en www.skylinecollege.edu.

ESTUDIANTES QUE SE TRANSFIEREN

A los estudiantes que se transfieren al Skyline College de otra universidad acreditada, les serán evaluadas sus calificaciones escolares, cuando se reciban en la Oficina de Admisión y Archivos. Se debe someter una calificación escolar oficial para su evaluación por cada universidad que haya asistido. Solo se dará crédito a cursos de "lower-division". Se aplicará la Política de Patrones Académicos del Skyline College al momento de la evaluación (ver la sección de Patrones Académicos de este Catálogo). Los créditos transferidos y aceptados se indicarán en el historial académico del estudiante.

Los créditos de “upper-division” completados en una facultad de cuatro años o en una universidad no pueden ser aceptados o contados para el Grado Asociado (Associate Degree). El Skyline College, y otras facultades de cuatro años o universidades, tienen acuerdos de articulación que permiten que cursos comparables sean usados en lugar de cursos universitarios al transferirse del Skyline College a una facultad de cuatro años o universidad.

Los acuerdos de Admisión y Transferencia están disponibles para ciertas universidades. Los estudiantes tienen garantizada la admisión en la universidad si han completado los cursos listados en el acuerdo. La información en relación a los acuerdos de curso a curso y los Acuerdos de Admisión y Transferencia se pueden obtener por medio de un consejero o por medio del Centro de Transferencia.

REQUISITOS DE RESIDENCIA PARA ADMISION

Requisito Legal: La ley del estado de California (Código de Educación de California, Capítulo Uno, Artículo Uno, empezando con la sección 68000-70902) requiere que cada estudiante matriculado o que está solicitando admisión en un Community College de California provea tal información y evidencia según la necesidad para determinar la clasificación de su residencia. La veracidad de la evidencia presentada para probar la condición de su residencia es enteramente del estudiante.

Reglas de Residencia: Adultos con más de 19 años de edad: un estudiante de más de 19 años de edad puede establecer residencia en California cumpliendo con los siguientes criterios:

1. Verificando su presencia física en California un año antes del inicio del semestre. La residencia es determinada por acciones e intenciones. El período de un año empieza cuando una persona **no solamente está presente** en California sino que **también** ha demostrado clara intención de llegar a ser residente permanente de California.
2. Intento de hacer de California un lugar de residencia permanente ha sido verificado por:
 - Vivir en California por dos años consecutivos
 - Tener propiedad donde se reside o continuamente ocupar propiedad en California
 - Registrándose para votar y votar en California
 - Obteniendo una licencia de California para práctica profesional
 - Siendo miembro activo de un club social o de servicio
 - Mostrando una dirección de domicilio en California en los documentos de impuestos estatales y federales
 - Teniendo un cónyuge, hijos u otros parientes cercanos que sean residentes de California
 - Pagando impuestos al estado de California como residente
 - Teniendo una licencia de conducir de California

- Teniendo placas y registro de un vehículo motorizado en California.
 - Manteniendo California como su estado legal de residencia en el Permiso Pagado y en el formulario W-2 mientras está en las fuerzas armadas
 - Establecer y mantener activas cuentas bancarias en California
 - Entablar una petición de divorcio en California.
3. No estar envuelto en conducta inconsistente con la declaración de residencia de California. Algunos ejemplos de conducta inconsistente que invalidan la intención son:
 - Manteniendo registro de voto en otro estado.
 - Asistiendo a una institución en otro estado como residente de este otro estado.
 - Declarando no ser residente de California para efectos de impuesto.
 - Renovando una licencia de conducir y/o registrando un vehículo en un otro estado durante el tiempo en que se afirma tener la residencia de California
 - Entablar una petición de divorcio en otro estado

Reglas de Residencia – Menores de Edad Casados: Un estudiante casado con menos de 18 años de edad puede establecer residencia de la misma manera que un adulto.

Reglas de Residencia – Menores Solteros: Un estudiante soltero con menos de 18 años de edad adquiere residencia de uno de los padres con quien vivió por último. El estudiante puede ser clasificado como residente si el padre con quien vivió por último ha sido residente legal de California por más de un año inmediatamente anterior al semestre de admisión.

Clasificación como Residente: Un estudiante puede ser considerado residente bajo las siguientes circunstancias:

1. El estudiante que ha estado presente en California por más de un año antes del semestre de admisión y se ha sostenido independientemente por ese tiempo y presenta los requisitos de residencia.
2. El estudiante extranjero que es residente permanente mayor de 18 años y ha residido en California como residente permanente por más de un año antes del semestre de admisión.
3. El estudiante extranjero que es residente permanente menor de 18 años y ha residido con su(s) padre(s) quien(es) ha(n) sido residente(s) permanente(s) por más de un año antes del semestre de admisión.
4. El estudiante que es empleado tiempo completo de una escuela pública del distrito en una posición que requiere certificación.
5. El estudiante que es aprendiz, como definido en la sección 3077 del código de trabajo, y que se matricula en clases de aprendiz o clases relacionadas solamente.
6. El estudiante que gana su dinero básicamente teniendo empleo de trabajo agrícola en California por al menos dos meses por año en cada uno de los dos años anteriores al semestre de admisión.

7. El estudiante que vivió con padre(s) quien(es) es(son) trabajador(es) rural(es) como especificado en el número 6 arriba y lo declara como dependiente en los impuestos.
8. El estudiante menor de edad que ha estado bajo continuo cuidado y control de un(os) adulto(s), por más de dos años antes del semestre de admisión. El adulto tiene que haber sido residente de California durante el año más reciente.

Excepciones: Un estudiante tiene derecho a ser clasificado residente por el tiempo mínimo necesario para llegar a ser residente si se aplican las siguientes circunstancias:

1. El estudiante que es menor de edad con asistencia continua al Skyline College, cuyos padres han establecido residencia en California (por un año), y quienes dejaron el estado, puede ser clasificado como residente hasta que haya cumplido la edad de 18 años y consiga residencia por sus propios medios.
2. El estudiante que es activo en el servicio militar, basado en California, y que no haya sido asignado a California por razones académicas.
3. El estudiante que es hijo(a) dependiente (natural, adoptado, hijastro), o cónyuge de una persona activa en el servicio militar y basado en California, es clasificado como residente por el mínimo tiempo necesario para ser residente.
4. El estudiante que trabaja tiempo completo, o es hijo/a, o cónyuge de una persona que trabaja tiempo completo en una institución educacional o cualquier agencia estatal de California puede, ser considerado para la residencia de California hasta que el/ella haya residido en California por un mínimo de tiempo necesario para establecer residencia.

DETERMINACION DE RESIDENCIA

El estudiante clasificado como no-residente tendrá que pagar la matrícula en el momento de la inscripción, en una cantidad establecida por la Junta Directiva. Los no- inmigrantes impedidos por el Acto de Inmigración y Nacionalidad (Immigration and Nationality Act) de establecer residencia en los Estados Unidos incluyen, pero no se limitan a los que tienen visas tipo B, C, D, F, H-2, H-3, J y M y a sus dependientes. Además, un estudiante que no tenga una visa válida, está excluido de establecer residencia en California. Los otros no inmigrantes no están excluidos de establecer residencia solamente sobre la base de su situación como extranjeros. Ellos pueden ser clasificados como residentes si satisfacen los requisitos de la ley estatal. La información sobre el precio de matrícula y reembolso puede ser encontrada en la sección "Política de Precios de Matrícula/Reembolso" de este catálogo.

Clasificación Incorrecta: Los estudiantes no residentes inscritos sin pago de matrícula a causa de información falsificada deben ser excluidos de las clases al recibir una notificación sobre el pago de matrícula pendiente. Una notificación por escrito puede ser dada en cualquier momento. Los estudiantes excluidos por falsificación no deben ser readmitidos durante el semestre o sesión de verano del cual fueron excluidos, ni deben ser admitidos en ningún otro semestre o sesión de verano hasta que toda las matrículas y obligaciones anteriores sean pagadas.

Si un estudiante es erróneamente considerado no residente de California y su matrícula ha sido pagada, esta será totalmente reembolsada, cuando la prueba de residencia del estado se presente dentro del período en que el pago haya sido hecho.

Reclasificación: La reclasificación a la categoría de residente debe ser requerida por el estudiante. La independencia financiera durante el presente año y los dos años anteriores será considerada en el momento en que el estudiante requiera la reclasificación. La información sobre los requisitos para la reclasificación se encuentra en la Oficina de Admisión y Archivos.

Limitación de Reglas de Residencia: Se previene al estudiante que la suma de reglas sobre la determinación de la residencia, puede que no provea una explicación completa de su significado. Para más información, contacte la Oficina de Admisión y Archivos. Los estudiantes deben notar que pueden haber ocurrido cambios en los estatutos y reglas entre el momento de la publicación de este catálogo y el inicio del semestre al cual están solicitando admisión.

EXCEPCION DE MATRICULA PARA EL ESTUDIANTE NO RESIDENTE

Las formas para la excepción de matrícula están disponibles en la Oficina de Admisión y Archivos para los estudiantes que deseen ser considerados para esta excepción bajo la Ley Estatal AB540.

- A. Cualquier estudiante que no sea inmigrante bajo 8 U.S.C. 1101 (a) (15), debe estar exento de pagar matrícula de no residente en cualquier Community College del Distrito si todas las siguientes condiciones existen:

Cursó la escuela secundaria por tres años o más;

Se graduó de un High School de California o recibió equivalencia de tal graduación;

Se inscribió o está inscrito en un curso ofrecido por cualquier community college en el distrito, en cualquier semestre comenzando el primero de enero del 2002, o después.

- B. El estudiante que busca una excepción bajo la subdivisión (A) debe completar un cuestionario recomendado por la oficina del Canciller del Estado elegibilidad para esta excepción de la matrícula de no residente. Al estudiante y se le puede requerir que provea documentación para la información proveída por el cuestionario para verificar la elegibilidad para una excepción. Toda la información no pública del estudiante deberá ser confidencial y no deberá ser revelada a menos que lo requiera la ley.
- C. Cualquier estudiante que no tenga la posición de inmigrante legalizado y que busque excepción de la matrícula bajo la subdivisión (A) debe, en el cuestionario descrito en (B) afirmar que el/ella ya ha llenado una aplicación para legalizar su posición de inmigrante, o introducirá una aplicación tan pronto como el/ella sea elegible para hacerlo.

- D. El estudiante que busca este tipo de excepción de matrícula tiene la responsabilidad de proveer evidencia según los requisitos de esta sección.
- E. Nada en este estatuto cambia los patrones de elegibilidad de alguna forma de ayuda financiera para el estudiante.
- F. Nada en los estatutos autoriza el reembolso de matrícula a no residentes que pagaron antes del primero de enero de 2002.

REQUERIMIENTOS DE ADMISION PARA ESTUDIANTES NUEVOS

Se requieren los siguientes pasos para todos los estudiantes que planean inscribirse en el Skyline College que están buscando un grado o un certificado vocacional del colegio, que están intentando transferirse a un college o universidad de cuatro años, o que están indecisos acerca de su meta educacional.

Exámenes de Ubicación

Los exámenes de ubicación son designados para medir habilidades en la lectura, Inglés y matemáticas. Los resultados de los exámenes, junto con otros criterios, se usan para determinar cursos de matemáticas e Inglés apropiados que el estudiante debe tomar. Los exámenes de ubicación en Inglés o Inglés para Personas de Otra Lengua (ESOL) y matemáticas se le dan a todos los estudiantes nuevos que se inscriben. Los exámenes de ubicación son requeridos para inscribirse en cualquier curso de Inglés, Inglés para Personas de Otra Lengua, y/o matemáticas y cualquier curso que tenga Inglés o matemáticas como pre-requisito. Los exámenes de ubicación se recomiendan también para estudiantes que buscan obtener un grado asociado y cursos a nivel universitario.

Ciertos estudiantes pueden haber completado este requerimiento de matriculación:

1. Los estudiantes que ya han tomado el examen de ubicación en el Skyline College, College de San Mateo o Cañada College en los últimos dos años y los resultados están disponibles.
2. Los estudiantes que han tomado el examen de ubicación en los últimos dos años en otro Community College de California y han tenido un consejero que revisó esta información de ubicación.
3. Los estudiantes que han completado cursos en Inglés o matemáticas con un grado "C" o superior y han tenido un consejero que revisó sus calificaciones.
4. Los estudiantes que han completado el Examen Avanzado de Ubicación del Consejo de Colegios ((AP)) en la Lengua Inglesa o Literatura Inglesa con un grado 3, 4 ó 5 o el Examen de Ubicación en Matemáticas de la Junta del Consejo de Colegios, con un grado 3, 4 ó 5.

Para más información sobre exámenes de ubicación, llame la Oficina de Exámenes (Assessment Office) al número (650) 738-4164.

Nota: Cualquier estudiante que necesite ayuda para tomar el examen de ubicación a causa de limitaciones físicas, auditivas, visuales o de aprendizaje, debe llamar al Programa de Estu-

diantes con Impedimentos y Servicios al (650) 738-4280 por lo menos una semana antes de la fecha del examen, para hacer arreglos apropiados.

Orientación

El propósito de la orientación es proveer información esencial acerca de los procedimientos de registro, las políticas del college, los servicios a los estudiantes, las expectativas académicas y la información acerca de cómo alcanzar los objetivos educacionales. Los estudiantes pueden escoger completar el programa de orientación en persona o por el Internet. Para mayor información acerca de los Programas de Orientación, vea el Horario de Clases o llame a la Oficina de Consejería al (650) 738-4317.

Selección de Clases/Consejería

Los estudiantes que han completado el Examen de Ubicación y el Programa de Orientación recibirán asistencia de un consejero para revisar los resultados de la evaluación, explorar los objetivos educacionales y seleccionar los cursos apropiados. A través del proceso de consejería, los estudiantes aprenderán acerca de los prerrequisitos de los cursos y acerca de los cursos que se requieren para un certificado, un grado, para transferirse, o para cumplir con los objetivos de la carrera. Se les enseñará a los estudiantes cómo usar el Horario de Clases y el Catálogo del Colegio para planear los cursos. Las citas para Consejería se pueden hacer en el Centro de Servicios de Estudiantes Uniparada, Edificio 2, o llamando al (650) 738-4317.

LIMITACIONES EN EL NUMERO DE UNIDADES

La combinación de horas de trabajo y horas de clases deben ser consideradas cuidadosamente cuando se complete el Plan Educativo del Estudiante. Ningún estudiante puede tomar más de 19 unidades en cada uno de los semestres de otoño y primavera o 12 unidades (más de 9 unidades al ser requerido por el estudiante) en la sesión de verano sin la aprobación especial de un consejero, o el Decano de Consejería. Esta limitación de unidades incluye todos los cursos del día, de la noche, del programa de fin de semana, o de cualquier otro college o universidad.

Un programa de 12 unidades o más es considerado tiempo completo para establecer elegibilidad para atletismo, ayuda financiera, visas para Estudiantes Internacionales, beneficios para Veteranos, y muchos otros beneficios que dependen de la matriculación a tiempo completo para máximos beneficios. Algunos programas pro-ratean los beneficios basados en la reducción en la carga de unidades. Los estudiantes deben chequear con su coordinador de programa para los requerimientos específicos de unidades.

La condición de la matriculación se define de la siguiente manera:

Tiempo-completo=12+ unidades; tres cuartos de tiempo =9-11 unidades; medio tiempo =6-8 unidades; y menos de medio tiempo =.5-5.5 unidades.

PLAN EDUCACIONAL

Los estudiantes que se matriculan en el Skyline College deben planear con anticipación un programa de estudios que llene sus objetivos educacionales consultando a un consejero temprano en el proceso educacional para desarrollar un Plan Educacional del Estudiante individual (Student Educational Program). El objetivo puede ser el de transferirse a un colegio de la comunidad o universidad de cuatro años. Dependiendo del programa que se siga, los estudiantes que se transfieren, también pueden recibir un grado asociado en artes (Associate in Arts) o en ciencias (Associate in Science) del Skyline College. Los estudiantes pueden calificar para entrar a un campo ocupacional después de completar un Certificado o Asociado en Artes o Ciencias.

Si en el proceso de inscribirse en el Skyline College, los estudiantes encuentran conveniente cambiar su programa de estudios, deben consultar un consejero. Los estudiantes deben estar conscientes de que cualquier cambio puede resultar en tiempo adicional necesario para satisfacer todos los requisitos del nuevo programa. Los estudiantes tienen la última responsabilidad al planear sus programas.

CAMBIOS EN EL PROGRAMA/RETIRO

Antes del principio del semestre o de la sesión de verano y durante el período de Matriculación Tardía, los cambios en el programa se completan usando WebSMART. Todos los cambios en el programa son responsabilidad del estudiante. Un estudiante quien está matriculado en un curso, y deja de asistir a las clases no será automáticamente sacado del curso y puede ser penalizado en sus calificaciones. Es responsabilidad del estudiante retirarse de la clase oficialmente siguiendo las instrucciones indicadas y fechas límite publicadas en el Horario de Clases. Los estudiantes deben revisar el resumen del horario de clases en WebSMART o chequear con la Oficina de Admisiones y Archivos para fechas específicas para las clases de cursos cortos y de verano. Refiérase a "Retiro de Clases" en este Catálogo para detalles completos sobre procedimientos de retiro. Refiérase a "Política de Reembolso" en este Catálogo para información acerca de reembolso.

ASISTENCIA AL PRIMER DIA DE CLASE

Los estudiantes que se matriculan en una clase pero no asisten el primer día pueden ser reemplazados por otros estudiantes. Es responsabilidad del estudiante retirarse oficialmente siguiendo procedimientos establecidos y fechas límites publicadas en el Horario de Clases.

CALIFICACIONES ESCOLARES

Las calificaciones escolares oficiales que resuman el registro completo de clases que un estudiante ha tomado en Cañada College, College de San Mateo, y Skyline College se mandarán directamente a colegios, empleadores y otras agencias si es requerido por escrito por el estudiante. Las calificaciones escolares de secundaria y otras instituciones educativas no serán enviadas. No hay cobro por las dos primeras calificaciones requeridas. Hay un cargo de US\$5 por cada calificación adicional requerida. Un Servicio Expreso, generalmente dentro de veinticuatro horas o menos, puede estar disponible por \$10 adicionales por calificación. Contacte el Departamento de Calificaciones en la Oficina de Admisiones y Archivos para información adicional.

GASTOS ADICIONALES

Los estudiantes deben comprar sus propios libros de texto y material escolar. Se ahorra considerablemente si se compran libros usados en la Librería de Skyline College. Para el costo aproximado de los libros, contacte la Librería al (650)738-4211 o visite la librería en el Internet en <http://bookstore.skylinecollege.edu>.

Algunos cursos requieren equipo especial o gastos de materiales a expensas del estudiante:

1. CONTABILIDAD, ARTE, NEGOCIOS, APLICACION DE COMPUTADORAS Y TECNOLOGIA DE OFICINAS, CIENCIAS DE LA COMPUTACION, DESARROLLO DE HABILIDADES, MATEMATICAS – de US\$3 a US\$25 de gastos de material se requieren para ciertos cursos.
2. TECNOLOGIA AUTOMOTORA- Aproximadamente US\$1,300 de costo para el primer semestre con US\$900 más para el resto de los semestres.
3. COSMETOLOGIA – Aproximadamente US\$1,500 a lo largo de todo el programa para uniformes y equipo.

Por favor, refiérase a la descripción de cursos en el Horario de Clases para información sobre gastos específicos.

POLITICA DE REEMBOLSO DE MATRICULA

1. Para ser elegible por un crédito o reembolso, un estudiante debe oficialmente retirarse de un curso dentro de los límites de tiempo establecidos. Chequee en su WebSMART el resumen de su horario de clases para fechas exactas.
2. Es responsabilidad del estudiante retirarse oficialmente dentro de los límites de tiempo establecidos para evitar penalidades en las calificaciones y en las obligaciones para pagar. Un retiro iniciado por un profesor, puede no resultar en un reembolso.
3. El estudiante puede mantener un balance a su favor en su cuenta o requerir un reembolso.

4. Los reembolsos no se hacen automáticamente. El estudiante debe contactar la Oficina del Cajero para requerir un reembolso.
5. El balance permanece en la cuenta del estudiante por un máximo de cinco (5) años.
6. Los pagos hechos con cheque(s) personal(es) requieren 30 días para que el banco corrobore los fondos antes de que esos fondos puedan ser reembolsados.
7. Un pago no reembolsable de \$10 (además de \$50.00 por gastos de procesamiento para matrícula de no-residente) se retendrá por el Skyline College si el reembolso es dado a un estudiante que se retira de todas las clases. Un cargo por procesamiento de reembolso puede ser cobrado solamente una vez por semestre o sesión de verano. Para los estudiantes que deben menos de \$10 y se retiran de todas las clases antes de la fecha límite, el cargo por procesamiento será igual al monto que se debe.
8. Se le avisa a los estudiantes que reciben Ayuda Financiera y se retiran de las clases, que contacten la Oficina de Ayuda Financiera en relación al posible re-pago que se le debe a los fondos federales si se reciben antes del retiro (650) 738-4236
9. Los pagos se acreditarán o reembolsarán si una acción del colegio (cancelación de una clase) previene al estudiante de atenderla.
10. Si se ha dado un permiso de estacionamiento, éste debe regresar a la Oficina del Cajero para la fecha límite estipulada en el horario de clases que se imprime cada semestre, para crédito o reembolso del pago de estacionamiento a ser procesado.
11. El pago por pertenecer al cuerpo de estudiantes (Body Fee) es completamente reembolsable antes del Viernes de la cuarta semana de instrucción para los que duran un semestre (para fechas exactas refiérase al horario de clases que se imprime cada semestre) para cursos que comienzan tarde, la fecha límite para renunciar al gasto es 30% del período de instrucción.
12. Cursos de Unidad Variable. No habrá reembolso o crédito de los gastos de matrícula o matrícula de estudiantes no-residentes/internacionales a estudiantes inscritos en cursos de unidad variable que ganan menos unidades o créditos que el número por el cual ellos originalmente se registraron. Los estudiantes que ganen unidades adicionales se les cobrará en conformidad.
13. Las excepciones a la política de reembolso pueden ser autorizadas pidiéndolas al Comité de Revisión de Normas Académicas y Políticas en casos de únicas y extraordinarias circunstancias más allá del control del estudiante.

NOTAS Y PROMEDIOS

Hay dos sistemas de notas en el Skyline College:

1. **Notas por letras:** Las notas de una escala de calificación serán promediadas sobre la base de equivalencias a puntos para determinar el promedio del estudiante. La nota más alta debe recibir 4 puntos, y la nota más baja recibirá 0 puntos, usando los siguientes símbolos evaluativos.

Símbolo	Definición	Promedio
A	Excelente	4
B	Bueno	3
C	Satisfactorio	2
D	Pasa, menos que satisfactorio	1
F	Reprobación	0

2. **Crédito/No Crédito:** Cada división del college puede designar cursos en los que un estudiante es evaluado en base a Crédito/No Crédito. Cursos con esta opción serán identificados en la sección de Anuncios de Cursos de este catálogo y usaran los siguientes símbolos evaluativos:

Símbolo	Definición	Promedio
CR	Crédito (al menos satisfactorio C o mejor)	0
NC	No crédito (menos que satisfactorio o reprobación)	0

3. **Opciones de Crédito/ No Crédito:** El estudiante puede elegir ser calificados con letra o "Crédito/No Crédito".

Los cursos que tienen opción de calificación permiten que los estudiantes exploren varios campos de estudio y amplíen su conocimiento, particularmente fuera de su campo, sin poner en peligro su promedio. Los cursos en los cuales tales opciones existan serán designados por la División del Decano en consulta con miembros apropiados del profesorado de la división.

Los estudiantes que optan por "Crédito/No Crédito" deben someter el formulario apropiado a la Oficina de Admisión y Archivos dentro del primer 30% del semestre. Cambios no serán aceptados después de este periodo.

La utilización de cursos calificados con "Crédito/No Crédito" para satisfacer requisitos de carrera o de obtención de un certificado deben ser aprobados por la División del Decano, en consulta con miembros apropiados del profesorado de la división. Un máximo de 12 unidades hacia el Grado Asociado o 6 unidades hacia la obtención de un certificado pueden ser aplicadas de cursos en los cuales el estudiante haya elegido la opción "Crédito/No Crédito".

Las facultades de cuatro años y universidades varían grandemente en el número de cursos que aceptan unidades de "Crédito/No Crédito". Los estudiantes deben consultar el catálogo del colegio al cual se pueden transferir en lo que se refiere a estas regulaciones.

Símbolos no Evaluativos

1. **I – Incompleto:** Este símbolo es usado en caso de trabajo académico incompleto por razones imprevisibles, de emergencia y razones justificables. Las condiciones para remover “Incompleto” deben ser fijadas por el profesor/a por escrito en archivo donde esté indicado el grado a ser asignado si este se removiera. El estudiante recibirá una copia de este “Incompleto”, y una copia se archivará con el Decano a de Servicios de Registración.

El “Incompleto” debe hacerse no más de un año después del final del término en el cual fue asignado. Los procedimientos establecidos por el colegio deben ser utilizados para requerir una extensión de tiempo en casos de circunstancias fuera de lo común. Los estudiantes que hayan recibido un “Incompleto”, no se pueden matricular en el mismo curso durante el período de tiempo en el cual el “Incompleto” está vigente.

El “Incompleto” no será usado en el cálculo del promedio.

2. **IP – En Curso:** Este símbolo es usado en el registro permanente del estudiante para confirmar su matriculación y para indicar que la clase se extiende por más tiempo de lo normal. Esto indica que el trabajo está “en curso” y que la asignatura de unidad de crédito y grado se le otorgará cuando el curso esté completo.

El “IP” no será usado en el cálculo del promedio.

3. **RD – Reporte Atrasado:** Este símbolo es usado por el Decano/a de Admisión y Archivos con el propósito de indicar que ha habido un atraso en el reporte de la nota que va más allá del control del estudiante. Debe ser reemplazado por un símbolo permanente lo más pronto posible.

El “RD” no debe ser usado en el cálculo del promedio.

4. **W – Withdrawal** (Ver Retirada de Clases)

PROMEDIO – (GPA)

El promedio o (GPA) es determinado dividiendo el número de puntos acumulados por el número total de unidades gradadas con letras (ver “Política de Patrones Académicos”).

Al calcular el promedio de un estudiante para su grado, los grados obtenidos de manera Crédito/No Crédito no serán incluidos.

HONORES ACADEMICOS

Una lista del Decano de estudiantes que han conseguido honores académicos se publica al final de cada semestre. La lista contiene todos los nombres de estudiantes que han completado 12 unidades o más de cursos gradados con letras, y durante el subsecuente semestre en Cañada College, College de San Mateo y Skyline College obtenido un promedio de 3.3 o superior por 6 o mas unidad.

El reconocimiento la excelencia académica del estudiante será hecho en la ceremonia de graduación, basado en su promedio de acuerdo con la siguiente escala:

Promedio	Reconocimiento
3.3	Honores
3.4	Altos Honores
4.0	Los Mas Altos Honores

REPORTES DE NOTAS FINALES

Cada estudiante es responsable de su propio progreso académico. Los reportes de notas finales no son enviados a los estudiantes pero están disponibles en WebSMART. Se requieren todos los pagos para tener acceso a las notas. La disponibilidad de las notas finales para semestres específicos está publicada en el actual Horario de Clases. Las notas Finales están disponibles en www.skylinecollege.edu. Vaya a WebSMART.

POLITICA DE PATRONES ACADEMICOS

La Política de Patrones Académicos de Skyline College y de los Community Colleges del Distrito del Condado de San Mateo está basada en un promedio acumulativo de 2.0 (C), el puntaje mínimo requerido para graduación o transferencia. Un promedio de menos de 2.0 es considerado deficiente.

El GPA, o promedio, es determinado dividiendo el número total de puntos acumulados por el número de unidades gradadas con letras.

La situación académica, incluyendo determinación del período de prueba o destitución del colegio, está basada en todos los cursos completados en Cañada College, College de San Mateo y Skyline College.

Además de los siguientes patrones académicos, los requisitos de elegibilidad para programas especiales de apoyo financiero, atletismo, Beneficios Educativos para Veteranos (ver “Veteranos y sus Dependientes” en el Catálogo), se pueden diferir. Los estudiantes deben consultar con la oficina específica para requisitos de elegibilidad en programas que se le apliquen.

PERIODO DE PRUEBA

Un estudiante está en período de prueba bajo los siguientes criterios:

- Período de Prueba Académica basado en el promedio:** Un estudiante que ha intentado tomar al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica si ha acumulado un promedio por debajo de 2.0 (C).
- Periodo de prueba académica basado en el fracaso para mantener un progreso satisfactorio:** Un estudiante que se ha inscrito en un total de al menos 12 unidades por semestre, como lo muestran sus calificaciones oficiales, se pone en período de prueba académica cuando el porcentaje de todas las unidades por cuyas entradas de W, I y NC que se han registrado alcanzan o exceden el 50%. (Ver el Calendario para la fecha límite de retirarse).

Un estudiante puede ser puesto en período de prueba, bajo cualquiera de esos dos criterios.

Un estudiante en período de prueba, puede pedir al Comité de Patrones Académicos y Revisión de Políticas, en conformidad con los procedimientos del College, ser removido del período de prueba, si su condición fue el resultado de circunstancias inusuales más allá del control del estudiante.

ELIMINACION DEL PERIODO DE PRUEBA

A un estudiante en período de prueba académica en base a su promedio, se le remueve el periodo de prueba cuando su puntaje acumulativo es de 2.0 (C) o mas alto.

Un estudiante en período de prueba académica en base al fracaso de mantener un progreso satisfactorio, se remueve del período de prueba cuando el porcentaje de unidades en esta categoría ya no es 50 por ciento o mas.

REGLAMENTOS DE EXPULSION

Un estudiante en período de prueba académica estará sujeto a expulsión si en dos semestres consecutivos, se aplica alguno o dos de los siguientes criterios:

- A. El promedio acumulativo del estudiante es menor de 1.75 en todas las unidades tomadas.
- B. El total de unidades acumuladas en las cuales el estudiante se ha inscrito, cuyas calificaciones de W, I, y NC se han registrado o exceden el 50 por ciento.

Normalmente, un estudiante expulsado debe permanecer fuera de las clases de día o de noche por un semestre antes de pedirle reintegración al Comité de Patrones Académicos y Revisión de Políticas.

Un estudiante expulsado debe reunirse con un consejero del Programa de Éxito Escolar para ser reintegrado al College y permitido inscribirse en las clases. El Programa de Éxito Escolar consiste de un taller y reunión con el consejero durante el semestre. Los estudiantes expulsados están restringidos a un número limitado de unidades. El estudiante debe demostrar progreso académico durante el semestre después de la reintegración para poder inscribirse en los siguientes semestres. Los estudiantes que deseen renunciar a los requerimientos del Programa de Éxito Escolar deben recibir la aprobación de un consejero o del Decano de Consejería.

POLITICA DE REANUDACION ACADEMICA

Hasta 36 unidades de cursos de semestre por debajo del nivel (D, F, y NC) dentro de un máximo de dos semestres y una sesión de verano los cuales no reflejan la habilidad escolar demostrada actualmente por el estudiante, pudiera ser mitigada y eliminada en el cálculo del promedio bajo las siguientes condiciones:

1. Deben haber transcurrido más de tres años desde que se completó el curso que va a ser mitigado.

2. Un estudiante que busca mitigación debe haber completado:

Unidades	Promedio
9	3.5
15	3.0
21	2.5
24	2.0

desde que el curso que será mitigado se completó.

3. Los cursos por debajo del nivel a ser mitigados deben haber sido tomados en Cañada College, College de San Mateo y/o Skyline College. El curso sobre el cual está basada la aplicación para mitigación puede ser completado en cualquier college o universidad acreditada por la Asociación de Escuelas y Colegios del Oeste o en una agencia equivalente acreditada. La política de reanudación académica puede ser aplicada cuando la mitigación de un trabajo anterior es necesaria para calificar para ayuda financiera, admisión a un programa, transferirse a otra institución, o para completar un certificado.

Para requerir reanudación académica, un estudiante debe introducir una petición de Reanudación Académica a la Oficina de Admisiones y Archivos. Esta forma está disponible en la recepción de Admisiones y Archivos.

Cuando un curso académico es mitigado de calcularse en el promedio, las calificaciones académicas permanentes del estudiante serán anotados apropiadamente de manera que se asegure que todas las entradas son legibles proveyendo una historia académica cierta y completa. Aunque el curso ha sido mitigado de calcularse para el promedio, los cursos y las calificaciones verdaderos permanecerán en las calificaciones finales.

REPETICION DE CURSOS

A. REPETIR POR CREDITO

El Consejo de Administración de los Community Colleges del Distrito, del Condado de San Mateo ha adoptado una política (Reglas y Regulaciones Distritales, Sección 6.12) la cual le permite a un estudiante repetir ciertos cursos por crédito por un máximo de tres veces (un total de cuatro inscripciones en la clase). Estos cursos requieren incrementos en los niveles de desarrollo del estudiante o proveer un contenido de clases significativamente diferente cada subsiguiente semestre. Tales cursos serán designados como “se pueden repetir por crédito” en la descripción del curso. Los cursos que no están designados así no se pueden repetir bajo esta política.

A un estudiante se le permitirá que repita los cursos indefinidamente donde lo necesite, para reunir los requisitos de entrenamiento legalmente obligatorios como condición para continuar empleo pagado o voluntario. La calificación recibida cada vez debe ser incluida para efectos de calcular el promedio del estudiante. Los estudiantes que deseen repetir cursos deben presentar la documentación de que la repetición del curso es necesaria para completar los requisitos de entrenamientos legalmente obligatorios

Más información sobre esta política, está disponible en la Oficina de Admisiones y Archivos.

B. ALIVIO DE GRADOS

Un estudiante que ha recibido un grado por debajo del promedio de D, F o NC en un curso de crédito tomado en el Cañada College, el College de San Mateo, y/o el Skyline College puede repetir el curso para efectos de alivio de grados. Normalmente, un estudiante puede repetir un curso de crédito solo una vez. Bajo circunstancias inusuales, un estudiante puede pedir permiso al Decano de Servicios de Matriculación para repetir un curso más de una vez.

Una vez que el curso repetido se ha completado satisfactoriamente, solo la calificación obtenida en el curso repetido se usará en el cálculo del promedio. En ningún caso el valor de la unidad del curso repetido se contara más de una vez. Las calificaciones académicas permanentes del estudiante se anotarán para asegurar que todas las entradas son legibles y que se mantiene una historia académica cierta y completa. Aunque el curso ha sido aliviado de calcularse para el promedio, los cursos y las calificaciones verdaderos permanecerán en las calificaciones finales.

Hasta donde sea posible, la preferencia para inscripción en un curso de crédito se le dará a los estudiantes que no han tomado el curso previamente. Las excepciones a esta política pueden ser hechas por el Decano de Servicios de Matriculación. La repetición de un curso que envuelva trabajo completado en una institución que no es del Distrito puede ser aceptada con una aplicación de la Oficina de Admisiones y Archivos.

C. CIRCUNSTANCIAS ESPECIALES

Bajo circunstancias especiales justificadas educacionalmente, puede ser permitida la repetición de cursos de créditos diferentes a esos por cuyo trabajo por debajo del nivel se ha registrado. El estudiante debe obtener permiso previo del Decano de Servicios de Matriculación antes de que tal repetición de curso sea autorizada. Los cursos repetidos bajo esta estipulación estarán sujetos a los mismos términos y condiciones especificados en "Alivio de Grados", sección B arriba. Los grados ganados por cursos repetidos bajo esta estipulación, no serán considerados para calcular el promedio del estudiante, y en ningún caso el valor de la unidad del curso repetido será contado más de una vez.

REGLAMENTOS DE ASISTENCIA

Mientras más clases pierda el estudiante, las posibilidades de que sus calificaciones sean dañadas se agrandan. La asistencia regular a las sesiones de clase y laboratorio es una obligación que todo estudiante asumió en el momento de la inscripción. La asistencia regular le da al estudiante la oportunidad de obtener el contenido de la sesión específica y, a lo largo del curso, la continuidad del plan del profesor para la presentación del tema de la materia en el curso.

Es la responsabilidad del estudiante sacar sus clases avando las ausencias han sido excesivas.

Ausencia significa no-asistencia por cualquier motivo. Es prerrogativa del profesor determinar cuando las ausencias son excesivas. Una guía usada por muchos profesores para determinar cuando las ausencias se consideran excesivas, es cuando el estudiante ha estado ausente dos veces el número de horas completas que tiene esa clase durante una semana, o un valor prorrateado designado que está relacionado con cursos mas cortos que el largo del semestre, o con programas prácticos intensivos. Esto es estrictamente una guía y variará con cada profesor dependiendo del tema de la materia del curso o laboratorio. El profesor puede sacar al estudiante del curso si las ausencias, en su opinión, han puesto el éxito del estudiante en peligro.

Si el estudiante cree que han habido circunstancias extenuantes relacionadas con las ausencias, las cuales resultaron en ser sacado del curso, el estudiante puede solicitar al Comité de Regulaciones Académicas y Políticas dentro de cinco días del calendario académico. La solicitud debe contener una explicación de las ausencias, el progreso en el curso hasta la fecha, y la justificación para la reintegración. Si las ausencias fueron causadas por enfermedad, la solicitud debe incluir una confirmación escrita del médico o una confirmación del Centro de Salud del Colegio. Un estudiante introduciendo una solicitud puede, con el permiso del profesor, quedarse en la clase hasta la que se tome la decisión del Comité de Regulaciones Académicas y Políticas. Después de considerar la solicitud, el Comité hará una recomendación al profesor. En todos los casos, la decisión final es del profesor.

AUSENCIA TEMPORAL

Los estudiantes que estarán ausentes por más de una semana deberían notificar a sus profesores y hacer arreglos para trabajos asignados.

AUSENCIA PROLONGADA/ AUSENCIA PERMANENTE DEL COLEGIO

La Política del Colegio permite el otorgamiento de ausencias a estudiantes que encuentran necesario salirse de todos los cursos por razones que envuelven circunstancias extenuantes. Para propósitos de esta política, solamente casos de un accidente verificado, una enfermedad u otra circunstancia extraordinaria, mas allá del control del estudiante, serán considerados.

1. Una solicitud para una Ausencia Oficial puede llenarse en cualquier momento durante el semestre. Las circunstancias que garantizan la ausencia deben ser verificadas y/o documentadas, donde se aplique.
2. Después que el 75% del semestre ha pasado, todas las solicitudes para una Ausencia Oficial, junto con todos los documentos que la soportan, deben ser revisadas por el Comité de Regulaciones Académicas y Políticas para determinar su elegibilidad. Los estudiantes serán notificados dentro de siete días de la decisión del Comité.

3. Los estudiantes que han completado un curso corto o han completado unidades en un curso de unidad variable antes de la fecha efectiva de la Ausencia se les otorgarán esas unidades y serán responsables por los cargos que se le apliquen.
4. Los cursos por los cuales el estudiante recibe un "W" como resultado de recibir una Ausencia Oficial no se incluirán en el cálculo del progreso académico.

Las peticiones para una Ausencia Oficial no están garantizadas automáticamente y deben ser registradas, junto con la documentación que la apoya, para evitar la posibilidad de recibir penalidad en las calificaciones.

NORMAS SOBRE ACOSO SEXUAL

La Política del Distrito de los Community Colleges del Condado de San Mateo y del Skyline College es prohibir, en todas sus formas, el hostigamiento sexual de sus estudiantes y personal. El acoso sexual de estudiantes por otros estudiantes o personal, y/o el acoso del personal por estudiantes u otro personal, es considerado conducta intolerable que será investigada y sobre lo cual se actuará inmediatamente.

Los estudiantes o el personal que deseen más información en relación a esta política o que estén reclamando agravio de supuestas violaciones de esta política deberían contactar al Vice Presidente de Asuntos Estudiantiles, Edificio 1, Cuarto 1315, (650) 738-4333.

En suma a, y concurrentemente con el registro o el agravio por escrito, un estudiante tiene derecho a registrar una queja o cargos con otra agencia del gobierno apropiada tales como la Comisión de Oportunidades de Igual Empleo, la Oficina de Derechos Civiles, el Departamento de Empleo Justo y Vivienda, la Oficina del Rector de los Community Colleges de California, el Estado o la Corte Federal.

PROGRAMA PARA ESTUDIANTES CON IMPEDIMENTOS

El Programa para Estudiantes con Impedimentos y Servicios del Skyline College (DSPS) está designado para igualar las oportunidades educacionales de los estudiantes con impedimentos físicos y de aprendizaje. El Skyline ofrece servicios a estudiantes con impedimentos de aprendizaje, impedimentos psicológicos, e impedimentos físicos a corto y largo plazo. El servicio incluye, pero no está limitado a, tomar notas, interpretación de ASL, asistencia con la matriculación, tiempo extra para los exámenes de ubicación, armarios con llave, asistencia en clases de tecnología, clases de educación física adaptativa, formatos alternos de libros de texto y materiales impresos por pedido, y servicios de tutoría.

Programa de Aprendizaje de Habilidades Diferenciales

El Programa de Aprendizaje de Habilidades Diferenciales (DSKL) ofrece servicios a estudiantes con impedimentos sospechosos y documentados de aprendizaje/impedimentos relacionados al aprendizaje. Los servicios incluyen, pero no están limitados a, revisión de la evaluación y la documentación, asistencia con vivienda, desarrollo de la capacidad de abogar, revisión de los estilos de aprendizaje y las estrategias de estudio relacionadas. Para mayor información, pase por la Oficina de Aprendizaje de Habilidades, localizada en el Centro de Recursos de Aprendizaje, Edificio 5, Cuarto 5104, o llame al (650) 738-4125.

Programa sobre Capacidad para Trabajar III

El Cometido del Programa de Capacidad para Trabajar III es asistir personas con impedimentos a obtener y retener empleo competitivo. WAI es un programa cooperativo entre el Skyline College y el Departamento de Rehabilitación de California (DOR). WAIII sirve a las personas con impedimentos que son clientes de DOR. Para mas información y elegibilidad para el programa, contacte la oficina del programa WAI en el Centro de Servicios para Estudiantes, Edificio 2, Cuarto 2210, o llame al (650) 738-4467.

El Skyline College y esos programas están comprometidos a proveer servicios que realcen la experiencia educacional de la población de estudiantes con impedimentos. Para una descripción más detallada de Programa para Estudiantes con Impedimentos, pase por la Oficina de Programas y Servicios, Edificio 2, Cuarto 2208. El número de teléfono es (650) 738-4280; TDD (650) 738-4329.

PROGRAMAS Y SERVICIOS DE ASISTENCIA ESPECIALES (EOPS)

El Programa de Amplia Oportunidad y Servicios (EOPS) está diseñado para aumentar el acceso, la retención y finalización de los objetivos educacionales por estudiantes que son de bajos ingresos y están en desventaja educacional. Los estudiantes de EOPS tienen el potencial de tener éxito en el colegio, pero no han sido capaces de darse cuenta de su potencial por barreras económicas y/o educacionales.

EOPS ofrece una gama de servicios tales como consejería, asistencia en tutorías de uno-a-uno, consejería bilingüe en Español, asistencia con transferencias, matrícula diferida en UC y CSU, un programa de servicio de libros, subvenciones vocacionales, y un programa para calcular préstamos. Además, los estudiantes de EOPS que son solteros cabeza de familia que reciben AFDC/TANF o CalWORKs con un niño menor de 14 años, son elegibles para el Programa Recursos de Agencias Cooperativas (CARE). CARE ofrece servicios adicionales y apoyo a estudiantes por la vía del cuidado de niños, asistencia con transporte, y talleres especiales específicamente diseñados para las necesidades de los estudiantes de CARE.

EOPS esta comprometido a ayudar a los estudiantes a tener acceso a los recursos necesarios para tener éxito en el recinto y trabajar cooperativamente con otros programas y servicios que hay en el recinto cuyos objetivos están acrecentando el logro escolar y la excelencia académica. EOPS además patrocina actividades y talleres que proveen enriquecimiento cultural y promueve el crecimiento personal.

La oficina de EOPS está localizada en el Edificio 2, Cuarto 2212. Las horas de operación son de 7:30 am a 5:30 pm. Para información adicional, llame al (650) 738-4139, correo electrónico skyeops@smccd.edu o visite la página del Internet de EOPS www.skylinecollege.edu.

AYUDA FINANCIERA

El Skyline College está dedicado al concepto de que a ningún individuo se le debería negar de una educación solamente por razones financieras. El propósito de la ayuda financiera es de proveer acceso y recursos a esos estudiantes que necesitan asistencia financiera para cumplir con los costos básicos de ir al college. Todos los estudiantes que aplican para ser admitidos en el college están estimulados a aplicar por ayuda financiera.

Hay cuatro tipos de ayuda financiera: 1) Subvenciones, 2) Becas, 3) Empleo, y 4) Préstamos. Hay dos recursos principales de ayuda financiera – el Gobierno Federal y el Estado de California. Para ser elegible para todas las de los federales y para muchas de las subvenciones y préstamos del estado, los estudiantes deben llenar los siguientes criterios:

- Ser ciudadano americano o un no-ciudadano elegible (residente permanente, residente extranjero, refugiado, asilado). NOTA: El Consejo de Postergar del Gobernador puede tener menos requerimientos restrictivos de residencia para ciudadanos no-americanos.
- Estar inscrito o elegible para inscribirse en el Skyline College
- Haber completado el proceso de matriculación del Skyline College. Estar inscrito en una carrera o un programa con certificado o un programa elegible para transferir. Programas cortos con certificado de menos de 16 unidades no califican para ayuda federal.
- Reunir los requerimientos de Ayuda Financiera y progreso académico; estos requerimientos no son los mismos requerimientos que el progreso académico del college.
- Tener necesidad financiera.
- No estar en falta con el préstamo Federal para estudiantes o deber un repago en una subvención federal.
- Tener un diploma de Secundaria, un GED (General Equivalency Diploma o Diploma de Equivalencia General), o un certificado de haber terminado, o pasar un examen de evaluación para determinar una capacidad para beneficiarse.
- Los estudiantes masculinos se deben registrar con Servicio Selectivo a menos que no se les requiera registrarse.
- No debe haber sido convicto de posesión o venta de drogas.

Más información acerca de todos los programas y tipos de recursos disponibles se puede encontrar en el Manual de Ayuda Financiera del Estudiante en www.skylinecollege.edu bajo Ayuda Financiera.

PARA APLICAR PARA AYUDA FINANCIERA:

La mayoría de los recursos mencionados requieren que un estudiante complete e introduzca la Aplicación Gratis de Ayuda Federal para Estudiantes (FAFSA), ya sea completando una aplicación en papel o una aplicación electrónica disponible en www.fafsa.ed.gov. Algunas formas adicionales del college se deben completar para proveer información requerida antes de que la ayuda financiera sea concedida. Las aplicaciones pueden ser introducidas en cualquier momento durante el año académico. Las únicas fechas para aplicar los programas de Subvenciones de California son el 2 de Marzo o el 2 de Septiembre (para estudiantes de los community colleges solamente) antes del siguiente año académico. Las aplicaciones para Becas no requieren que se complete el FAFSA. Las aplicaciones para Becas del Skyline College estan disponible en la red Internet. Premios son hechos en la primavera de cada año. La fecha límite para las aplicaciones es generalmente a finales de Febrero. Los estudiantes deben revisar regularmente el tablero de anuncios para Becas afuera de la Oficina de Ayuda Financiera para anuncios sobre becas.

PREMIOS Y DESEMBOLSO DE AYUDA FINANCIERA:

Cuando se completa un archivo de ayuda financiera, el archivo será revisado dentro de tres semanas a partir del recibo de todos los documentos requeridos. Los estudiantes serán notificados de su elegibilidad para ayuda financiera y la cantidad de fondos que estarán disponibles en una carta enviada por correo electrónico o por correo de la Oficina de Ayuda Financiera. Los cheques se les enviarán a los estudiantes por correo aproximadamente una semana antes del comienzo de clases o dos semanas después de la notificación de una asignación durante el semestre. Los estudiantes que busquen y obtengan empleo en el recinto del colegio deben trabajar para ganar los fondos provistos y serán pagados mensualmente. Los estudiantes que deseen un préstamo deben completar papeles adicionales para aplicar por el préstamo.

REGRESO DE FONDOS FEDERALES CUANDO EL ESTUDIANTE SE RETIRA:

Los estudiantes que reciban ayuda financiera federal y no asistan a ninguna clase o se salgan de todas las clases antes de completar más del 60% del semestre, se les requerirá que devuelvan todo o parte de cualquier asignación que se les haya pagado. La fecha de retiro del estudiante, para efectos de ayuda financiera federal, será determinada como sigue:

1. La fecha en la cual el estudiante oficialmente notificó a la Oficina de Admisiones de su intención de retirarse, o
2. El punto medio del semestre para un estudiante que se va sin notificar al college, o
3. La última fecha en la cual el estudiante asistió a una actividad documentada, relacionada académicamente.

Se les cobrará a los estudiantes por cualquier financiamiento que se requiera que pague. La asignación debe ser pagada inmediatamente o el estudiante puede ser reportado al Departamento de Educación de los Estados Unidos por un sobrepagado de una asignación.

Para información más detallada acerca de Ayuda Financiera, los estudiantes deben visitar la Oficina de Ayuda Financiera en el Edificio 2, Centro de Servicios al Estudiante, visite la página de Internet del Skyline College, o llame al (650) 738-4236.

VETERANOS Y DEPENDIENTES DE VETERANOS

El Skyline College está listado con la Administración de Veteranos y está calificado para recibir estudiantes en muchos de sus programas. Los estudiantes interesados en asistir a Skyline bajo el programa de veteranos deben contactar al Asistente de Asuntos de los Veteranos en la Oficina de Admisiones y Archivos para iniciar un derecho para beneficios de educación. El monto de beneficios recibido por cada veterano variará de acuerdo a la siguiente escala de unidades tomadas:

- 12 unidades – beneficios completos
- 9 unidades – tres cuartos de beneficios
- 6 unidades – la mitad de los beneficios

El estado de California ofrece programas para los hijos de los veteranos que fallecieron o se han lisiado por causas relacionadas al servicio militar. Las aplicaciones deben dirigirse al California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Los Veteranos pueden además recibir crédito colegial al presentar sus documentos (DD214) indicando que han salido del servicio militar honorablemente y sirvieron activamente por un año o más. Los veteranos que llenen los requisitos pueden recibir un total de 6 unidades de crédito y pueden calificar para hasta 14 unidades adicionales si han completado ciertos entrenamientos especiales ofrecidos por las Fuerzas Armadas. Dicha prueba debe ser presentada en la oficina de Admisión y Archivos, en donde será evaluada, y cualquier crédito ganado se pondrá en el expediente del estudiante. Estas unidades no se pueden contar hacia las unidades requeridas para recibir los beneficios.

Los estudiantes en el programa de seis meses de Entrenamiento para Reservistas, no califican para recibir este crédito. Esto está de acuerdo con la recomendación del Concilio Americano de Educación del mes de Septiembre de 1968.

Vea “Veteranos y Dependientes de los Veteranos” bajo la sección de Admisión en este Catálogo para mayor información.

CENTRO DE ENSEÑANZA (TLC)

El Centro de Enseñanza provee ayuda académica para todos los programas y niveles a través de laboratorios instruccionales, cursos, talleres, y tutoría individual y en pequeños grupos. Los cursos de aprendizaje y habilidades proveen ayuda para el éxito académico a todos los niveles. La asistencia intensiva se provee para todos los estudiantes nuevos que toman cursos de lectura, escritura, ESOL, y matemáticas. El TCL tiene 100 computadores para el uso de los estudiantes; los estudiantes deben cumplir con las políticas del Skyline para el uso de computadores mientras trabajan en TLC. Todos los estudiantes pueden ir a academic.com, un programa instruccional interactivo asistido por computador.

El LC está localizado en el primer piso del Edificio 5, Biblioteca/Recursos de Aprendizaje. Para información general, llame al (650) 738-4144 o visite nuestra página de Internet www.smccd.edu/accounts/skytcl/index.htm.

El Laboratorio de Escritura y Lectura (WRL) ofrece a los estudiantes asistencia a cualquier curso del Skyline con visitas informales con tareas de lectura y escritura. Para los estudiantes que quieren asistir en más de una visita ocasional, el WRL ofrece tres cursos: Ingles 650 (Un Suplemento de Ingles para Estudiantes de TRIO), Ingles 665 (Suplemento de Ingles para Estudiantes No-Nativos), e Ingles 853 (Composición Asistida por el Computador). Los estudiantes se pueden inscribir en esos cursos en cualquier momento hasta dos semanas antes del final del semestre para ayuda extra con tareas de lectura y escritura. Estos cursos ofrecen tutoría en entrada libre, auto regulada, formato de unidad variable (0.5-3.0 unidades). El WRL además ofrece tutoría en el Internet, un orden de materiales auto regulados para permitir al estudiante reforzar sus habilidades en relación a la escritura, y una serie de talleres de lectura y escritura enseñadas por los profesores del Skyline.

El Programa de Asistencia en Matemáticas (MAP) ofrece tutoría informal para ayudar a los estudiantes a mejorar sus habilidades y confianza en matemáticas a cualquier nivel, desde aritmética básica hasta Cálculo. El MAP además ofrece tres cursos: Matemáticas 111 (Álgebra Elemental I), Matemáticas 112 (Álgebra Elemental II), y Matemáticas 650 (Suplemento para Matemáticas); el MAP además ofrece una sección intensiva de Matemáticas 650 para los estudiantes de TRIO. Además, el MAP ofrece talleres que enseñan los profesores del Skyline en una variedad de tópicos relacionados con matemáticas.

Laboratorio de Computación: Computadoras Personales y Macintosh están disponibles para trabajar en cualquier tarea académica. El laboratorio de computación también ofrece asistencia con tutoría informal en habilidades académicas de computación básicas con horario libre. Además, el Centro de Aprendizaje le permite a los estudiantes tener acceso a la instrucción asistida en una variedad de temas académicos.

El Programa de Asistencia con Tutorías (TAP) provee tutoría uno-a-uno y para pequeños grupos en habilidades para el éxito del estudiante y en una variedad de temas. El TAP además ofrece el curso LSKL 110 de entrenamiento tutorial, Experiencia Directa en Tutoría, el cual es un crédito variable, un curso abierto para principiantes por estudiantes que están actuando como tutores ya sea en el Skyline College o en una de nuestras escuelas asociadas. El LSKL 801, Asistencia Aplicada para las Habilidades de Estudio, ofrece crédito variable (0.5-3.0 unidades) en las habilidades necesarias para el éxito académico.

TRIO/STAARS (Servicios de Transferencia de Estudiantes, Logro Académico y Retención) provee soporte académico y de consejería intensivos para estudiantes que llenen los criterios del programa (bajo ingreso, primera generación, o tener un impedimento, ya sea físico o de aprendizaje). La misión del programa de STAARS es ayudar a los estudiantes a llenar sus objetivos educacionales a través del éxito académico, graduación, y transferencia. Para aplicar, por favor llene una aplicación en el Centro de Aprendizaje o a través del Internet en www.smccd.edu/accounts/skytlc/index.htm.

PUENTE

Fundado en 1981, el Programa Puente es un programa nacional premiado, que ha mejorado la rata de asistencia al college de miles de estudiantes educacionalmente menos representados en California. La misión original del programa fue incrementar el número de estudiantes Chicanos/Latinos que se transfieren de colleges de cuatro años a universidades. *Hoy el programa está abierto para todos los estudiantes.* A través de la lectura de textos destacando la experiencia Chicana/Latina, asistencia de consejería y conexiones con mentores profesionales, los estudiantes reciben la instrucción y la ayuda que necesitan para lograr el éxito académico y la transferencia. Los estudiantes además participan en actividades extracurriculares tales como visitas al college, relaciones sociales con mentores en el Internet, eventos de arte y literatura, y noches de familia para fomentar un sentido comunitario dentro del programa. Iniciando este programa en 1992, el Skyline es uno de los 54 colegios de la comunidad que participan a través de California.

Los cursos del Programa Puente comienzan en el semestre de otoño y se reanudan en el Semestre de Primavera. En el otoño, se le aconseja fuertemente a los estudiantes de Puente matricularse simultáneamente en Ingles 846 AP (Combinación de Lectura y Escritura) y Consejera 100 AP (Éxito en el Colegio), desde que su currículum está relacionado. En la primavera, los estudiantes continuarán con Ingles 100 AP (Composición)

Para más información, por favor contacte la Coordinadora del Programa Puente Jacqueline Escobar al (650) 738-4305, Edificio 2, Cuarto 2230B.

LA MUJER EN TRANCISION (WIT)

El Programa para la Mujer en Transición (WIT) está designado para ayudar a la mujer a hacer la transición de nuevo al ambiente académico. Si usted es una estudiante que regresa y tiene unos pocos cursos, una estudiante del colegio de primera generación, o tratando de ser autosuficiente y aprender nuevas habilidades, el Programa WIT le puede asistir. Nuestro objetivo es estimular a las mujeres a expandir sus horizontes y alcanzar sus objetivos intelectuales, profesionales y personales. Es nuestra filosofía que primordial para el éxito de la estudiante, es un apoyo académico global y un sistema de ayuda social que se extienda desde la pre-orientación hasta la graduación. Al final, el Programa WIT combina los rigores de un programa académico con una red de apoyo integrada que ayuda a las mujeres a persistir y triunfar. Esto incluye tutoría para la pre-matriculación, cursos para planear la carrera y la vida, seminario sobre la Mujer en Transición, y cursos esenciales WIT en Ingles y Matemáticas, además de la información sobre trabajo de clase transferible y colocación en trabajos. Para más información por favor contacte a Lori Slicton, la Coordinadora de WIT al (650) 738-4157 o por correo electrónico a slicton@smccd.edu. Visite nuestra página de Internet www.smccd.edu/accounts/skyline/ss-ca/wit/witwel.html.