

# 222 INDEX

<b>A</b>		
AA/AS Degree .....	68	
Academic Adjustments, Students with		
Disabilities .....	34	
Academic Freedom Statement.....	10	
Academic Integrity .....	38	
– Cheating .....	38	
– Consequences of Academic		
Dishonesty .....	38	
– Other Examples of Academic		
Dishonesty .....	38	
– Plagiarism .....	38	
– Student Appeals.....	38	
Academic Renewal Policy.....	32	
Academic Standards Policy.....	32	
Academic Standards & Policies		
Review Committee.....	34	
Accounting		
– Courses .....	110	
– Degree & Certificate.....	74	
Accreditation .....	9	
Additional Expenses.....	29	
Administration .....	211	
Administration of Justice		
– Courses .....	111	
– Degree & Certificate .....	75	
Administrative Assistant Degree		
& Certificate .....	79	
Admission Procedures .....	15	
Admission Requirement for		
New Students .....	24	
– Orientation.....	25	
– Placement Tests .....	24	
– Selecting Classes/Counseling.....	25	
Advanced Placement Test (APT).....	19, 20	
Allied Health Degree.....	76	
American History/Institutions		
Requirement.....	69	
American Sign Language Courses .....	112	
Anatomy Courses (Biology).....	126	
Announcement of Courses		
– Course Descriptions Information.....	109	
– Course Numbering & Transferable		
Credit.....	109	
– Course Repetition.....	33, 109	
Anthropology Courses .....	113	
Arabic Courses .....	114	
Art		
– Courses .....	114	
– Degree .....	76	
Assistive Technology Program .....	44	
Associate Degree Requirements.....	68	
Associate Degree & Certificate		
Programs.....	73	
ASTEP Program .....	49	
Athletics.....	18, 49	
Attendance at First Class Meeting.....	27	
Attendance Regulations .....	38	
Audit Fee .....	28	
Auditing of Courses .....	27	
Automotive Technology		
– Admission .....	15, 76	
– Courses .....	119	
– Degree & Certificate .....	76	
– Domestic Program.....	120	
– Toyota Technical Education Network...	119	
– Japanese Automotive Technology		
Courses .....	120	
– Automotive Apprenticeship Program		
& Advanced Courses.....	121	
<b>B</b>		
Basic Competency Requirements for		
Associate Degrees .....	69	
Biology Courses .....	125	
Biotechnology Degree.....	79	
Bookstore.....	43	
Business Courses.....	128	
Business Degrees & Certificates.....	79	
– Administrative Assistant.....	79	
– Business Administration.....	80	
– Business Information Systems.....	81	
– Computer Information Specialist .....	82	
– General Supervision .....	83	
– International Trade.....	83	
– Legal Secretary .....	85	
– Marketing.....	86	
– Medical Office Assistant.....	87	
– Medical Transcriptionist.....	87	
– Office Assistant .....	88	
– Office Information Systems.....	88	
– Retail Management .....	89	
– Web Developer .....	90	
<b>C</b>		
Calendar .....	6	
California Articulation Number		
System (CAN) .....	110, 207	
California Residency.....	15	
CalWORKs .....	43	
Campus Map.....	220	
Campus Security Act .....	37	
Career Center.....	43	
Career & Personal Development		
Courses .....	132	
Career Programs .....	73	
Catalog Rights.....	68	
Center for Advanced Learning		
and Technology .....	11	
Center for International Trade		
Development .....	10	
Central Services Technology/Sterile		
Processing Certificate .....	103	
Certificate of Achievement .....	74	
Certificate of Completion.....	74	
Change of Final Grades .....	31	
Changes in State Regulations		
– Courses Non-applicable to		
Associate Degree .....	72	
Chemistry Courses .....	133	
Child Care .....	43	
Chinese Courses .....	134	
Choice of College.....	15	
Classes, Selecting.....	25	
College Level Examination		
Program (CLEP).....	19	
College, Choice of.....	15	
College, Description.....	8	
Combatives Courses .....	172	
Community Education Programs .....	10	
Computer Applications & Office		
Technology Courses.....	134	
Computer Information Specialist		
Degree & Certificate.....	82	
Computer Science Courses .....	139	
Concurrent Enrollment Program.....	16	
Conduct.....	39	
Continuing Education Hours for		
Health Professionals .....	46	
Cooperative Education Courses .....	142	
Corporate & Continuing Education		
Programs.....	10	
Cosmetology		
– Admission Procedures &		
Requirements .....	15, 91	
– Courses.....	142	
Cosmetology Degrees & Certificates		
– Cosmetology .....	91	
– Manicuring.....	92	
– Cosmetician/Esthetician.....	92	
Counseling Center.....	44	
Counseling Course.....	143	
Course Descriptions Information.....	109	
Course Numbering & Transferable		
Credit.....	109	
Course Repetition.....	33, 109	
– For Credit .....	33	
– Grade Alleviation .....	33	
– Special Circumstances.....	34	
Credit by Examination (CBE).....	19	
Credit by Test .....	19	
CSU General Education		
Requirements .....	205	
<b>D</b>		
Dance		
– Courses.....	172	
– Degree .....	92	
Data Processing .....	143	
Degree & Certificate Programs.....	74	
Degree Verification .....	31	
Determination of Residency.....	23	
– Nonresident Student .....	23	
– Incorrect Classification.....	23	
– Reclassification .....	23	
– Limitation of Residency Rules.....	23	
Developmental Skills Courses.....	124	
Disabled Students Program .....	44	
– Academic Adjustments .....	34	
– Assistive Technology Program .....	44	
– Differential Learning Skills Program .....	44	
– Parking .....	47	
– Workability III Program .....	44	
Dismissal .....	32	
District Board, San Mateo County		
Community College .....	3	
District Board Policy 6.26 .....	68	
Drug-Free Campus Policy.....	40	
<b>E</b>		
Early Childhood Education		
– Courses.....	144	
– Degree & Certificate .....	92	
Earth Sciences.....	146	
Economics Courses .....	146	
Education Course .....	147	
Educational Planning.....	25	
Electronics Technology Course.....	147	

Eligibility Requirements .....	15	– Credit/No Credit .....	30	Library Courses .....	161
Emergency Medical Care Courses.....	147	– Credit/No Credit Options .....	30	Life Science Major Section (Biology) ....	125
Emergency Medical Technology Certificate.....	93	– Non-evaluative Symbols .....	30	Limitations on Programs and Services ....	48
Emeriti.....	217	I – Incomplete .....	30	Limitations on Scheduling Courses .....	109
English		IP – In Progress.....	30	Literature Courses .....	162
– Courses.....	147	RD – Report Delayed .....	30	– Rotation .....	94
– Degree .....	93	W – Withdrawal .....	30	<b>M</b>	
English for Speakers of Other Languages Courses .....	150	Grades and Scholarship .....	30	Major Requirement for Associate Degrees .....	69
Enrollment Fee .....	27	Graduation Requirements, Student Catalog Rights .....	68	Map of Campus .....	220
Enrollment/Degree Verification .....	31	Grievances and Appeals, Student .....	40	Marketing Degree & Certificate.....	86
Extended Leave of Absence/ Withdrawal from College.....	39	<b>H</b>		Mathematics	
Extended Opportunity Program & Services (EOPS).....	44	Health Science Courses.....	156	– Courses.....	163
<b>F</b>		Health Services .....	46	– Degree .....	99
Faculty and Other Academic Personnel.....	212	Health Services Fee .....	27	Matriculation Policy .....	17
Family & Consumer Sciences		High School Concurrent Enrollment Program.....	16	Media Services .....	11
– Courses.....	153	High School Students .....	16	Medical Office Assistant Certificate .....	87
– Degree & Certificate .....	94	History Courses .....	157	Medical Transcriptionist Degree & Certificate.....	87
Fashion Merchandising Courses.....	154	Holds on Student Records.....	37	MESA Program.....	50
Fashion Merchandising Degrees & Certificates		Home Economics .....	159	Military Service Credit .....	17
– Fashion Merchandising .....	95	Honors Transfer Program .....	15, 49	Military Withdrawal.....	33
– General Merchandising .....	95	Honor Society – Phi Theta Kappa.....	50	Mission Statement, College .....	8
– Image Consulting .....	96	Housing .....	46	Mission Statement, SMCCCD .....	9
Fees .....	27	Humanities Courses .....	159	Music	
– Audit Fee .....	28	<b>I</b>		– Courses.....	166
– Enrollment Fee .....	27	Image Consulting Degree & Certificate.....	96	– Degree .....	99
– Health Services Fee .....	27	Individual Sports Courses .....	176	<b>N</b>	
– Nonresident Tuition Fee .....	28	Information, General.....	8	Natural Science Degree .....	99
– Parking Permit Fee.....	28	Información Para Personas de Habla Hispana.....	54	Network Engineering Degree & Certificate.....	104
– Payment of Fees .....	29	Interior Design Courses.....	159	Non-District Sponsored Transportation .....	40
– Processing Fee.....	29	International Students .....	16	Nonresident Student .....	23, 28
– Refund Policy .....	29	– Health Insurance .....	28	Nonresident Tuition Fee .....	28
– Returned Check Fee .....	29	International Studies Degree.....	97	– Exemption .....	24
– Student Body Fee .....	28	International Trade Degree & Certificates .....	83	– Refund Policy .....	29
– Student Representation Fee .....	27	Intersegmental General Education Transfer Curriculum (IGETC) .....	206	Nutrition .....	169
– Student Union Fee .....	28	Introduction .....	8	<b>O</b>	
– Transcript Fee.....	28	Italian Courses.....	159	Oceanography Courses.....	169
Field Trip/Excursion Guidelines.....	40	<b>J</b>		Office Administration .....	170
Film Courses.....	155	Japanese Automotive Technology		Office Assistant Degree & Certificate.....	88
Final Grade Reports .....	31	– Courses.....	120	Office Information Systems Degree & Certificate .....	88
Final Grades, Change of .....	31	– Degree & Certificate .....	78	Open Classes.....	27
Financial Aid.....	45	Japanese Courses.....	160	Orientation.....	25
Fines .....	40	Journalism		Other Educational Opportunities.....	106
Fitness Courses .....	174	– Courses.....	160	Other Fees.....	29
Foreign Study Program .....	16	– Degree & Certificate .....	98	<b>P</b>	
<b>G</b>		<b>K</b>		Paralegal, Legal Assistant	
General Education Requirements, Associate Degree.....	70	Kababayan Program .....	50	– Courses.....	170
General Education Requirements, CSU.....	205	<b>L</b>		– Degree & Certificate .....	100
General Information.....	8	Law Related Occupations Degree & Certificate.....	100	Parking .....	46
General Supervision Certificate .....	83	Leave of Absence		Parking Permit Fee.....	28
Geography Courses .....	155	– Extended, Withdrawal from College ....	39	Payment of Fees .....	29
Geology Courses.....	156	– Temporary.....	39	Philosophy Courses.....	171
Goals, College.....	9	Learning Center, The .....	11	Phi Theta Kappa.....	50
Grade Alleviation .....	33	Learning Skills Courses.....	160	Photography Courses .....	117
Grades and Grade Points .....	30	Legal Secretary Degree & Certificate.....	85	Physical Education	
Grade Point Average .....	30	Liberal Arts Degree .....	98	– Courses.....	172
Grade Reports.....	31	Library .....	11	– Degree .....	100
– Letter Grades .....	30			Physics Courses .....	180

Policy of Nondiscrimination.....	41	Spanish Section (for those who speak	
Policy on Drug Free Campus.....	40	Spanish) .....	54
Policy on Sexual Harassment.....	40	Special Programs .....	49
Policy on Smoking.....	41	Special Programs, Admissions.....	15
Political Science Courses.....	180	Specific Area Requirements for	
Prerequisites, Corequisites &		Associate Degrees .....	69
Recommended Preparation .....	34	Speech Communication	
President's Message .....	7	– Courses.....	188
Privacy Rights of Students.....	37	– Degree .....	102
Probation.....	32	Statement on Academic Freedom .....	10
Processing Fee.....	29	Student Activities .....	47
Procedures for Admission.....	32	Student Body Fee .....	28
Program Changes .....	26	Student Clubs .....	47
Psychology		Student Follow-Up .....	17
– Courses.....	181	Student Government .....	47
– Degree.....	101	– Courses.....	189
Puente Program .....	50	Student Grievances & Appeals .....	40
<b>R</b>		Student Publications .....	48
Reading Courses .....	182	– Skyline View, The .....	48
Real Estate Courses .....	183	– Student Handbook .....	48
Refund Policy .....	29	– Talisman.....	48
Registration .....	24	Student Records, Holds On .....	37
Remedial Coursework Limit .....	26	Student Representation Fee .....	27
Removal from Probation .....	32	Student Records, Responsibilities	
Residence Requirements		and Rights.....	37
– Admission.....	22	Student Right-To-Know.....	37
– Associate Degree .....	69	Student Services .....	43
Residency Rules		Student Services One Stop Center.....	48
– Adults over 19 years of age .....	22	Student Union Fee .....	28
– Married Minors .....	22	Surgical Technology	
– Unmarried Minors.....	22	– Admission .....	15, 102
– Resident Classification.....	22	– Courses.....	189
– Exceptions.....	23	– Degree & Certificate .....	102
Respiratory Therapy		<b>T</b>	
– Admission .....	15, 101	Tagalog Courses.....	190
– Courses.....	184	Talisman .....	48
– Degree.....	101	Team Sports Courses .....	177
Retail Management Degree		Tech Prep.....	51
& Certificate .....	89	Telecommunications & Network	
Returned Check Fee .....	29	Information Technology	
Revisions of Regulations or Policies .....	41	– Courses.....	190
<b>S</b>		– Degree & Certificates.....	103
Scholarship Requirement for Associate		Temporary Leave of Absence .....	39
Degree.....	69	Toyota Technical Education Network	
Scholastic Honors .....	31	– Courses .....	119
Science/Mathematics/Technology		– Degree & Certificate Programs .....	78
AS Degrees		Transcript Fee.....	28
– Allied Health.....	76	Transfer Center .....	48
– Biotechnology .....	79	Transfer of Credit.....	26
– Mathematics .....	99	Transfer Students .....	19
– Natural Science .....	99	Transferable Courses	
– Respiratory Therapy .....	101	– California State Universities and	
– Surgical Technology.....	102	Colleges.....	199
– Telecommunications & Network		– University of California .....	197
Information Technology .....	103	TRIO/STAARS.....	11, 51
Sequential Courses .....	34	<b>U</b>	
Services for Students with Disabilities.....	44	Unit Load Limitations .....	25
Sexual Harassment Policy .....	40	Units of Credit .....	25
Skyline View, The .....	48	University Studies Degree .....	105
Smoking Policy.....	41	Unlawful Discrimination Complaints .....	41
Social Science Courses .....	185		
Sociology Courses .....	186		
Spanish			
– Courses.....	187		
– Degree .....	102		
		<b>V</b>	
		Variable Unit Courses.....	27
		Varsity .....	18
		Varsity Sports Courses .....	179
		Veterans and Veterans'	
		Dependents .....	17, 48
		<b>W</b>	
		Web Address .....	3
		Web Developer Degree & Certificate .....	90
		Withdrawal from Classes .....	33
		Women in Transition (WIT) Program .....	51
		Workability III Program .....	44
		Workforce Development, Center for.....	10
		<b>Z</b>	
		Zoology Courses (Biology) .....	126