How to Enroll

Admission Requirements

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

The following persons are eligible to enroll in Skyline College:

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

The Admissions and Records staff has identified the following Student Learning Outcomes for the various services provided by the Office of Admissions and Records:

1. High School Concurrent Enrollment Admission: High school students in the Concurrent Enrollment Program will be able to successfully complete the admissions process.
2. Resolving Registration Hurdles: Students are able to successfully navigate and resolve registration conflicts.
3. Degree/Certificate Self-Evaluation: Students will be able to self-assess their degree/certificate progress.

Admission Procedures

Once an admission application is completed, students are defined by the following groups:

New Students: Are those who meet at least one of the admission requirements and must complete the core services of orientation, assessment process, and counseling meeting prior to registration. See the *Five Steps to Successful Enrollment* . New students should bring a copy of transcripts (whether from high school or from another college attended) to the counseling appointment.

Former (Returning) Students: Former students are those who have had a lapse of at least two semesters (excluding summer semester) between enrollment periods. Former students will reapply for admission by updating their online OpenCCC account.

Students with a Disability: Contact the Disability Resource Center at (650) 738-4280 for information about accommodations available on campus. Submit an application for services. See "Disability Resource Center" in the Student Resources section.

Concurrent Students: Concurrent students shall provide a College Connection Concurrent Enrollment Course Request.

Form with parent and high school designee signatures certifying approval of college courses to the Admission and Records office. Concurrent students must submit this form every semester.

International Students: Submit an Admission Application and other documents as requested. Find more information on applying as an international student at the International Student website.

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

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

Veterans: Submit form DD-214 to Office of Admissions & Records along with transcripts from all previous colleges attended. The process to apply for and certify VA Educational Benefits is outlined at www.skylinecollege.edu/veterans.

Admission Special Programs

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

Automotive Technology: The DAY Automotive Technology Program is by special application only. No application is required for evening or weekend classes. Find more information at http://www.skylinecollege.edu/automotive/apply.php.

Cosmetology: Find more information on applying to the Cosmetology program at www.skylinecollege.edu/cosmetology/admissions.php.

Honors Transfer Program: Students are encouraged to apply for the program at www.skylinecollege.edu/honorstransfer/.

Respiratory Care: One class of students begins each year. Applications are due in spring for the Fall Semester. Find more information on applying to the Respiratory Therapy program at www.skylinecollege.edu/respiratorycare/.

Surgical Technology: This is a one year program that includes hospital rotations. Applications are due in spring for the Summer Session. Find more information

on applying to the Surgical Technology program at www.skylinecollege.edu/surgicaltech/application.php.

Varsity Athletics: A student must adhere to the California Community College Constitution and Bylaws and Coast Conference eligibility rules and regulations. Contact the Kinesiology, Athletics and Dance Division to complete an eligibility form.

Concurrent High School Students

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

Students attending high school may register concurrently for Skyline College classes. Interested students must submit an online application and a Course Request Form.

Applications are available at skylinecollege.edu/outreach/concurrentenrollment.php.

Requirements for admission are as follows:

1. Enrolled in high school.
2. High school academic grade point average of 2.0, a C, is recommended.
3. Parent/guardian 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 students who are registered for less than 11 units. The Student Union fee (Fall and Spring Semesters only) of $1 per unit ($5 maximum per semester) and the Health fee are waived. All fees are charged for full-time enrollment (11 or more units).
2. Parking fees must be paid if parking a vehicle on campus.
3. Materials fees, if required for a course.

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

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

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

International Students

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

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

1. Have the ability to pay international student tuition, application, enrollment and health fees. The Skyline College Class Schedule provides the current list of required fees.
2. Complete a full course of study (a minimum of 12 units each Fall and Spring semester). In accordance with SEVIS regulations, failure to do so will cause a student to be reported as out of status.
3. Meet criteria for admission:

   a. Submit a completed International Student Application.
   b. Demonstrate English proficiency with a minimum TOEFL score of 480 paper based, 56 internet based, or IELTS of 5.5. Skyline College does not issue an I-20 for English as a Second Language study.
   c. Must have earned the equivalent of an American high school diploma. The student must submit official academic records. Foreign language documents must be accompanied by a certified English translation.
   d. Must offer evidence of financial responsibility. Certification of Parent, Self, or Sponsor support is required. Official bank statements must be translated into English.
   e. Submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by a certified English translation. Approved foreign transcript evaluation services are:

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

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

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

f. Applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Skyline College admission requirements and is in status with U.S. Immigration and Citizenship Services.

4. Meet academic standards requirements.
5. Observe College rules and regulations.
6. Enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District.
7. Comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 Visa students.
8. Please refer to www.skylinecollege.edu/international for more information.

F-1 Visa Concurrent Enrollment

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

The International Student Program faculty and staff have identified the following Student Learning Outcomes for the various services provided by the International Student Program:

1. Students will know how to matriculate to a university.
2. Demonstrate understanding of the American higher education system.

Residency Requirements

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

Rules of Residency Adults over 19 years of age:

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

1. Verification of physical presence in California one year and one day prior to the day before the start of the semester. Residence is determined by actions and intent. The one-year period begins when a person is **not only present** in California but **also** has demonstrated clear intent to become a permanent resident of California.
2. Intent to make California a permanent place of residence can be verified by the following actions:
1. live in California for two consecutive years
2. own residential property or continuously occupy rented or leased property in California
3. register to vote and vote in California
4. licensing from California for professional practice
5. hold active membership in service or social clubs
6. show California as a home address on California State and Federal Tax forms
7. spouse, children, or other close relative reside in California
8. pay California State tax as a resident
9. possess a California driver's license
10. possess California motor vehicle license plates and registration
11. maintain California as the home of record on Leave and Earnings statement while in the armed forces
12. establish and maintain active California bank accounts
13. petition for divorce as a resident of California.
3. Conduct inconsistent with a claim of California residency includes but is not limited to:
1. maintaining voter registration in another state
2. attending an out-of-state institution as a resident of that state
3. declaring non-residence for California State income tax purposes
4. renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed

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

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

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

1. Student has been present in California for more than one year prior to the semester of admission

and has been entirely self-supporting for that time and met the residency requirements.

2. Student is a permanent resident alien over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.
3. Student is a permanent resident alien under 18 years of age and has resided with parent(s) who has been a permanent resident(s) more than one year prior to the semester of admission.
4. Student is a full-time employee of a public school district or state agency.
5. Student is an apprentice and provides evidence of such apprenticeship status.
6. Student earns livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
7. Student lived with parent(s) who is (are) agricultural laborer(s) as specified in number 6 above and is claimed as a tax dependent.
8. Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been California resident(s) during the most recent year.

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

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

Non-Resident Determination

A student classified as a non-resident will be required to pay tuition at the time of enrollment. Non-immigrants precluded by the Immigration and Nationality Act from establishing residency in the United States include, but

may not be limited to, those with B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2,P-3, P-4, Q, TN and TD visas and their dependents. Any student not holding a valid visa is precluded from establishing California residence. Non-immigrants who are not precluded from establishing residence solely on the basis of their status as aliens may be classified as residents if they meet the requirements of State law. Information regarding Nonresident tuition fees and refunds may be found in the Fees/Refund Policy section of this Catalog.

Incorrect Classification: Nonresident students enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of fees. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

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

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

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

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

Non-Resident Tuition Exemption

Tuition exemption forms are available on the college website, under "Forms", for students who wish to be considered for this exemption under State Law AB540.

1. Any nonresident AB540 student, other than a nonimmigrant alien, who meets all of the following requirements, may be exempt from paying nonresident tuition at a California Community College:
1. The student attended a high school (public or private) in California for three or more years,

   OR

2. Has a combination of three or more years of California elementary, secondary and high school coursework,

   AND

3. The student has graduated or will graduate with a California high school diploma or have the equivalent (i.e. California-issued GED, CHSPE)

   OR

4. Has completed or will complete an Associate's Degree from a California Community College

5. Has completed or will complete the minimum requirements at a California Community College for transfer to the California State University or the University of California.

2. Any student seeking an exemption shall complete a self-attestation 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 self-attestation to verify eligibility for an exemption. All nonpublic student information shall be confidential and shall not be disclosed unless required by law.

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

4. Nothing in this statute modifies eligibility standards for any form of student financial aid.

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

Veterans Admission & Services

Veterans and Veterans' Dependents

Welcome Veterans!

Skyline College offers instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons. The college assists students who are working toward an AA/AS degree, or certain transfer programs, with certification of benefits under the Montgomery GI Bill, Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), Chapter 1606 (Selected Reserve), 1607, REAP, VRAP, and the Post-9/11 GI Bill, Chapter 33. All Veterans, except those under Chapters 31 and 33, pay for their own college tuition/fees. Veterans using Chapter 31 work with the School Certifying Official and campus bookstore to secure books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records.

Visit skylinecollege/veterans and click on Educational Benefits or stop by the Veterans Resource Center (2-350) to learn about applying for VA Educational Benefits and the certification process. Veterans may check the status of VA Educational Benefits at www.ebenefits.va.gov.

The State of California provides a program for the children of veterans who are deceased or disabled from service connected causes. Applications and eligibility criteria are available at www.va.gov or from the San Mateo County Veterans Service Office, 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

College policy regarding Academic Probation applies to all students. Student veterans 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 the veteran's benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). More information is available from the Veterans' Certifying Official.

Veterans Resource Center (VRC)

The Skyline College Veterans Resource Center (VRC) is located in Building 2, 3rd Floor, Room 2-350 and provides a respite from the college atmosphere. The VRC Staff is available to connect veterans and dependents to information on appropriate campus and community services, assist with access to educational benefits and help support a successful transition to college life. The center is dedicated to ensuring that a strong veteran community flourishes on campus and promoting superb support services for personal growth, development, and educational success. For further information visit the website at www.skylinecollege.edu/veterans/.

Military Service Credit

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

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

For further information, contact the Veterans Cerifying Official in the Office of Admissions and Records, Second floor, Building 2.

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.

Steps to Enrollment

You must complete the following Student Success Support Program (SSSP) steps before you register for classes if you selected one of the following educational goals on your application:

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

1. **COLLEGE ONLINE APPLICATION**
   ALL new or former students applying to Skyline College must complete an online application to enroll in classes. Applications may be submitted online through Open CCC at **www.cccapply.org**. Upon completion of the online application a User ID and a Personal Identification Number (PIN) are issued which allow access to WebSMART.

2. **NEW STUDENT ORIENTATION**
   Skyline College offers both in-person and online orientation to new students. New students are provided information about Orientation after completing their application. Both types of orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals. To register for Orientation please visit: http://www.skyline college.edu/orientation/ or call (650) 738-4318.

   NOTE: Skyline College offers ESOL New Student Orientations, for details, please contact the Counseling Center.

3. **ASSESSMENT AND PLACEMENT TESTS**
   English and Math Assesment
   All new and returning students who declare an educational goal of a Certificate, Associate Degree, and/or transfer to a four-year college or university, or plan to take an English/ESOL and Math course at Skyline College, may need to assess your skill level in English/ESOL or math before you register for classes.

   Skyline College offers students assessment through multiple measures to determine appropriate English and Math placement(s).

Assessments determine your skill level in reading, writing, and mathematics. For additional information about placement testing, testing exemptions, and multiple measures assessment, visit **http://www.skylinecollege.edu/placement/index.php**

4. **COUNSELING & STUDENT EDUCATION PLAN DEVELOPMENT**
   New students will meet with a counselor as an important step in the enrollment process. Skyline College's counseling service assist students in establishing their educational goals and identifying support services to achieve those goals. It is important to meet with a counselor each semester to:

   a. Develop/update your Student Education Plan (SEP)
   a. New Students must meet with a counselor to receive a registration date for WebSMART
   b. Continuing students must have a current SEP on file to be eligible for priority registration
   b. Discuss your academic progress
   c. Continue to learn about and use important student services that enhance student success
   d. Discuss any personal issues that may be impacting academic success

   The Counseling Center provides comprehensive services for students who seek assistance in dealing with a variety of concerns. For more information, please visit: **http://www.skylinecollege.edu/counseling/index.php**.

5. **REGISTRATION & FOLLOW-UP SERVICES**
   Students register for classes through WebSMART at all three San Mateo County Community College District campuses: Skyline College, College of San Mateo and Canada College. Fees are due at the time of registration. You may pay fees online by credit card or in person by credit card, cash, personal check or money order.

   Modified SSSP services are available for students with disabilities. For more information contact the Disability Resource Center (DRC) at 650-738-4280.

Student Success & Support Program

Skyline College's Student Success and Support Program (SSSP) is designed to provide support for students to complete their college courses, persist to the next academic term, and achieve their educational objectives.

As part of the SSSP, students agree to express a broad educational intent at the time of admission; declare a specific educational objective within a reasonable period of enrollment; complete the placement test or other assessments; confer with counselors for registration approval and discussion of educational and vocational choices; attend classes and complete assigned course work; seek out support services as needed; and complete courses and maintain progress toward an educational goal.

The State of California mandated SSSP services require that all new, non-exempt, matriculated students to Skyline College shall complete the "5 Steps to Enrollment" as provided by the College. The intent of these core services is to increase your opportunity for success in your academic pursuits. You are required to become a matriculated student unless you meet the exemption criteria.

You are a matriculated or non-exempt student if you have completed the core services of orientation, assessment process, and have met with a counselor to complete an abbreviated or comprehensive student education plan. All new, non-exempt students are required to complete all of the core services.

You are an exempt student if one or more of the following reasons apply and you can provide the necessary documentation:

1. You have completed an AA/AS or higher degree
2. You are enrolling at the college for a reason other than career development or advancement, transfer, attainment of a degree or certificate of achievement, or completion of a basic skills or English as Second Language course sequence
3. You have completed these services at another community college within a time period identified by the district
4. You are enrolling at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards
5. You are enrolling at the college as a special admit student pursuant to Education Code section 76001.

SSSP Exemptions

Any student exempt from orientation, assessment, counseling, advising, or student educational plan development may still participate in the core services (title 5, section 5532c).

District policies shall not exempt a student solely because a student has not selected an education and career goal or course of study (title 5, section 5532d).

You may be considered exempt from the core service requirements by completing the Student Success & Support Program Exemption Petition provided by the College.   You will be asked to provide a completed petition and supporting documentation for consideration.

Assessment And Placement Testing Policy

Retest Policy

1. Math Placement results are valid for two years from the date the test was taken.
2. English/ESOL placement results, for the purpose of course placement and prerequisite skill level assessment, do not expire and remain valid indefinitely. If however, a significant amount of time has passed since the English or ESOL test was completed, a student may elect to repeat the placement test to secure an accurate assessment of current skill level.
3. If a student does not accept the recommended placement, he/she may retake the same placement test one additional time within a two-year period.
4. A student who has completed a course in the English, ESOL or math sequence may take the placement test to determine his/her current competency level in English, ESOL and math courses, if two years have elapsed since the course was completed.
5. For any other special circumstance, or with an instructor or counselor recommendation, a student may petition to retest through the Dean of Counseling.

Retrieving Placement Test Results

Placement test results will be available to students via WebSMART one hour after tests have been completed. Please go to **http://websmart.smccd.edu**. Click on the following (1) Student Services (2) Student Records (3) Placement Test Results.

Testing Exemptions & Multiple Measures Alternative Placement (MMAP)

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

1. You have taken the placement tests in English or ESL and/or Math at Cañada College, Skyline College, or the College of San Mateo and test results are available for review. Please note that placement results for mathematics are only valid for two years from the date the test was taken.
2. You have taken a placement test at another California Community College and a Skyline College counselor has reviewed your results for equivalency.
3. You can show evidence of completed course work in English or ESOL and/or mathematics with a grade of "C" or better at a regionally accredited college or university in the United States.

You may be exempt from the Math placement test if you can show evidence of...

4. Successful completion of the EAP (Early Assessment Program) test in mathematics. A passing score on the EAP Math test allows you placement into MATH 130 or 150 or 200 or 201 or 241; BUS 120 or 123; or PSYC 171. You must enroll in the appropriate MATH course in the Summer or Fall immediately following completion of your senior year in high school for the EAP results to be valid. If you do not enroll within this time frame, the Skyline College Placement Test will be required.

5. College Board Advancement Placement (AP) scores of 3, 4, or 5 in mathematics. Note: AP MATH Calculus AB results: a score of 3 allows you placement into MATH 251; a score of 4 or 5 allows you placement into MATH 252. AP Calculus BC results: a score of 3 allows you placement into MATH 252; a score of 4 or 5 allows you placement into MATH 253 or MATH 270. Students who intend to transfer to a four-year college or university are strongly recommended to consult with a Skyline College counselor to determine application of courses to lower-division transfer major requirements

6. IB Math HL (International Baccalaureate Exam) results with a score of 4 or higher allows you placement into MATH 130 or 150 or 200 or 201 or 241; BUS 120 or 123; or PSYC 171.

7. CSU Math Placement Test (ELM) score of 50 or higher allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.

8. American College Test (ACT) score of 23 or higher on the math test allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.

9. College Board SAT Math Test score of 550 or higher allows for placement into MATH 130, 200, 201, or 241; BUS 120 or 123; or PSYC 171.

10. High School Transcripts: Cumulative high school GPA of 3.2 or higher AND a grade of "C" or higher in one of the following high school courses; Algebra II, Integrated Math 3, or Higher level math (Statistics, Trigonometry, Pre-Calculus, and Calculus). This option is available to currently enrolled high school seniors or those who have completed high school within the last two years.

You may be exempt from the English placement test if you can show evidence of...

11. Successful completion of the EAP (Early Assessment Program) test in English. A passing score on the EAP English test allows you placement into ENGL 100. You must enroll in ENGL 100 in the Summer or Fall immediately following completion of your senior year in high school for the EAP

results to be valid. If you do not enroll within this time frame, the Skyline College Placement Test will be required.

12. College Board Advanced Placement (AP) scores of 3, 4, or 5 in English Language and Composition or in English Literature and Composition allows you placement into ENGL 110 or ENGL 165.

13. IB Language A1/English HL score of 4 or 5 allows you placement into ENGL 100.

14. SAT results on Reasoning Test of 500 or above on the Critical Reading section of the test.

15. ACT English Usage Test with a score of 22 or higher allows you placement into ENGL 100

16. CSU English placement (EPT) with a minimum score of 146 allows you placement into ENGL 100

17. High School Transcripts: Cumulative high school GPA of 2.6 or higher OR a grade of B- or higher in your Junior or Senior English OR a grade of C or higher in AP English allows for placement into ENGL 100. Cumulative high school GPA of 2.0 – 2.5 OR a grade of C in your Junior or Senior English allows for placement into ENGL 105. This option is available to currently enrolled high school seniors or those who have completed high school within the last two years

For forms and further information, please visit the Counseling Division website at **http://www.skylinecollege.edu/counseling/** (click on the Testing Exemption link).

Registration

Registration is conducted through WebSMART to enroll in classes, add and/or drop classes, access final grades, and pay college fees.

Students who have been continuously enrolled will receive an appointment to register each semester by email. Registration can be done on or after the registration appointment date. Fees are due at the time of registration. You may pay fees online by credit card or in person by credit card, cash, personal check or money order.

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 complete enrollment requirements.

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 utilize enrollment services but are not required to do so.

Registration Limitations

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

    A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements. Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-5.5 units.

2. A student may enroll in two sections of the same course during the same term only if one section ends before the other begins.

3. A student is not permitted to enroll in two or more different courses when the meeting times for the courses overlap. A petition may be made for extenuating circumstances. Forms are available online at skylinecollege.edu/counseling/forms.php.

4. A student will not be permitted to register in a course if three (3) attempts have been recorded for the same course. See "Course Repetition" under the Academic Standards section of this Catalog.

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.

Registration Changes/Withdrawal

Prior to the beginning of the semester or summer session and throughout the Late Registration period, schedule changes are completed using WebSMART.

All schedule changes are the responsibility of the student. A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student's responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule, on the Class Schedule Summary on WebSMART, or by looking at course information on the Web Schedule. Refer to Withdrawal from Classes for complete details on withdrawal procedures. Refer to Refund Policy for information on refunds.

Registration Priority

Priority Registration applies to specific groups of students, as identified by the California State Chancellor's Office and the San Mateo County Community College District.

Priority status allows for early registration and is based on rules that apply the following criteria:

- Current Student Educational Plan (SEP) that is valid through the anticipated registration term(s)
- Completion of the Student Success and Support Program (if required), including Orientation, assessment and Counseling
- Academic Standing – Must be in good Academic Standing for two consecutive terms
- Units earned – Must have earned less than 100 Degree Applicable units

Rules apply to all priority groups, with the exception of Foster Youth.

Once criteria is met by the student, their registration status is determined and the appropriate registration date is assigned. Registration dates can be viewed on WebSMART, during the registration cycle of a term. Students who previously qualified for priority registration and/or the BOG Fee Waiver, but lost priority due to an Extenuating Circumstance, may file an appeal form with the Admissions and Records Office.

Remedial Coursework Limit

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

First Class Meeting Attendance

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

Auditing Of Courses

Skyline College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis. A student may audit a course only under the following circumstances:

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
2. The instructor of record for the course must approve the student's enrollment as an auditor.
3. The student must be in good academic standing.
4. If the course is offered for variable units, the student must enroll for the maximum number of units available.
5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

Students who enroll in a course for credit have first priority for all classroom space. Students who wish to audit a course may enroll the week after the late registration period is concluded, though with the instructor's permission they are able to attend the course from the first class meeting. Students who wish to audit a course must obtain a COURSE AUDIT FORM available at skylinecollege.edu/counseling/forms.php. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Education Code, is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester credit units.

Variable Unit Courses

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

Open Classes

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

WebSMART Registration and Services for Students

Your student WebSMART account is the vehicle to use to manage enrollment, view academic records, and maintain up-to-date student information. Visit the WebSMART website for available services in the area of:

Registration
- Check your registration status
- Add/drop classes
- Select variable units/grade mode
- Display class schedule
- Display and pay student fees

Student Records
- View holds
- Display grades
- Request/check status of official transcript
- View unofficial transcript
- Request enrollment verification

Degreeworks
- Monitor progress of Degrees, Certificates and Transfer Certification

Student Account
- View account statements
- View payment history

Financial Aid
- Review overall status of Financial Aid Application
- Apply for a Board of Governors Fee Waiver
- Check Financial Aid Eligibility
- Review Financial Aid Award Information
- Access Government Services

Student Services Appointments
- Career Center
- Counseling
- New Student Orientation
- Placement Testing
- Transfer Center
- Writing/Reading Labs

Parking Permit
- Order/purchase parking permit

Student Email
- Access SMCCD email account
- Reset password

Emergency Message Contact
- Opt in to receive emergency messages via email and text

Voter Information
- Register to vote

Update Student Information
- Mailing address
- Email address
- Telephone/emergency text numbers

HOW TO ENROLL

DegreeWorks

DegreeWorks is a degree audit tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Canada College, and Skyline College catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a "what if" tool that allows students to view their progress toward the full range of our San Mateo Country Community District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Ed Plan (Student Educational Plan – SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

Enrollment/Degree Verification

Verification may be accessed and printed as a free service to students. Access Enrollment/Degree Verifications from the Student Records Menu on WebSMART.

Transcripts

A transcript is an official record of a student's academic work at Cañada College, the College of San Mateo and Skyline College. A single transcript will contain a student's work from all three colleges in the San Mateo County Community College District (SMCCCD). You will need to only request one transcript if you attended multiple colleges in this District.

SMCCCD has enlisted the help of Credentials Solutions to manage student records. Credentials Solutions will now provide transcript order, printing, and delivery service. Their "TranscriptPlus" feature will allow you to request transcripts at any time, on any day of the week.

On behalf of SMCCCD, Credentials Solutions will have the authority to fulfill all electronic transcript requests and respond to related inquiries. All PDF transcripts produced through the electronic transcript process are identical to paper transcripts. These PDFs can be certified as unaltered by visiting the website provided during the delivery process.

- Students are initially entitled to two free transcripts, thereafter, transcripts are $5 each.
- Most transcript requests are processed within one business day. Transcript request will not be processed if there is a financial or other type of hold on your account.
- Transcripts are sent electronically or mailed using U.S. first class mail.
- Log in to your account and select Student Records, then Request Official Transcripts
- If you attended Cañada, College of San Mateo or Skyline prior to the summer of 1981, use the

TranscriptPlus icon to complete your transcript request.

Unofficial Transcripts

Students with academic records after the Summer 1981 term can view and print unofficial transcripts online:

- Log in to your WEBSMART student account at websmart.smccd.edu
- Select Student Records, then Request Unofficial Transcript.
- Verify or enter your email address and select continue.

Additional information regarding Transcripts can be found at skylinecollege.edu.

Orientation

New students attend Orientation after completing their application. Orientation is offered both in-person and online. The procedure to sign up for either Orientation option is detailed on Skyline College's website. Both orientations cover important college policies and procedures, specific information about certificate, degree and transfer goals, and useful resources that help students be successful in achieving their goals.

For more information, please visit the Orientation website or contact the Counseling Department at (650) 738-4318 or skycounseling@smccd.edu.