

CSM Concurrent Enrollment Guidelines and Procedures

Grade Level At Time Of Enrollment	Minimum GPA Recommended	Letter of recommendation or Support (on School Letter Head)
8 th	3.5	Recommended from Middle School Official
9 th (Summer/Fall)	3.0	- Not Required -
9 th (Spring)	3.0	- Not Required -
10 th	2.5	- Not Required -
11 th	2.0	- Not Required -
12 th	2.0	- Not Required -

Notes:

Minimum GPA Recommended: Total GPA (Exclusive of PE courses)

Letter of Recommendation (or support) from Middle School Official: From any school official (e.g., Principal, Counselor or Instructor)

Prerequisites/Corequisites: All students are required to meet all course prerequisites. Some courses (e.g., English and physics) may have corequisites (e.g., reading or math) as well as prerequisites. Please see *Schedule of Classes* for specific information regarding all course prerequisites and corequisites.

Placement Tests: Required for math or English classes unless student has successfully completed college level prerequisites, or have earned a satisfactory score on an appropriate AP or SAT/ACT test. (See prerequisite and placement test information in *College Catalog*, *Schedule of Classes*, on the following pages of this document, or online at collegeofsanmateo.edu/testing.)

Concurrent Enrollment Forms Available Online: Students may obtain information on admission procedures along with CSM's Concurrent Enrollment Program forms at CSM's Office of Admissions and Records or Counseling Center, by contacting local high school counseling center, or online at collegeofsanmateo.edu/ce.

Transcripts: Students are not required to submit a copy of all course work completed to date (e.g., high school transcripts). Students who have yet to attend high school are required to submit a copy of their middle school transcripts. (Students may submit a copy of unofficial transcripts from their school.)

College of San Mateo

English/Math Prerequisite and Placement Test Information For High School Students

High school students are required to meet all course prerequisites. Please see *College Catalog* for specific information regarding course prerequisites and for application of Advanced Placement Examination scores or Credit.

Question: I am planning to enroll in an English or mathematics class. I have no prior college work completed. Do I need to take the SMCCCD Math Placement Test prior to registration?

Answer: Yes. In addition to meeting course level prerequisites, most high school students intending to enroll in an English or math class must also meet skill level prerequisites as measured by a satisfactory score on the appropriate English or Math Placement Test. (For additional information on placement testing and to schedule testing appointments, see *Schedule of Classes* or go online at collegeofsanmateo.edu/testing.)

Example: A high school student wishing to enroll in Geometry 115 for the upcoming semester should be currently enrolled in or have successfully completed elementary algebra with a grade of “C” or higher. In addition, the student must also have achieved a satisfactory score on Math Placement Test. (See next page for additional information on math prerequisites & placement testing.)

Question: Are there any examples where a high school student would not need to take the English or Math Placement Test prior to registration?

Answer: Yes. Exempt students are defined as follows:

Example 1

Any student who intends to enroll in English 100 and has earned a score of 3 (or higher) on the AP English Test. (Student will need to provide an official copy of AP Scores to the Assessment Center -- Bldg. 10, Room 370.)

Example 2

Any student who has successfully completed (grade of “C” or higher) the prerequisite course in the San Mateo County Community College District (e.g., CSM), or is currently enrolled in the prerequisite course in the San Mateo County Community College District (e.g., CSM).

Example 3

Any student who intends to enroll in English 100 and has an SAT score of 580 (Critical Reading) or an ACT score of 23 on the English Usage Test. (Student will need to contact the Assessment Center (Bldg. 10, Room 370) for registration assistance.)

For additional assistance please contact one of the following offices:

Assessment Center -- Bldg. 10, Room 370; (650) 574-6175

Counseling Center -- Bldg. 10, Room 340; (650) 574-6400

Language Arts Division -- Bldg. 15, Room 168; (650) 574-6314

Math Science Division -- Bldg. 36, Room 311; (650) 574-6268

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Mathematics Prerequisite and Placement Test Information for High School Students (effective Fall 2011)

Concurrent enrolled students (CES) are required to meet all course prerequisites. Please see *Schedule of Classes* for specific information regarding course prerequisites. The chart below will help guide high school students who meet associate degree or transfer level course prerequisites in selecting the appropriate math class or prerequisite process:

COMPASS Mathematics Test

Assessment level	Scoring Range	You can take the following Math Course(s):
Pre-Algebra	1 - 40	MATH 811 (CES not eligible)
Pre-Algebra	41 - 100	MATH 802 or MATH 811 (CES not eligible)
Algebra	1 - 25	MATH 111 (CES not eligible)
Algebra	26 - 45	MATH 110 or 111 (CES not eligible)
Algebra	46 - 100	MATH 115 or 120 or 122
College Algebra	1 - 45	MATH 115 or 120 or 122
College Algebra	46 - 100	MATH 125, 130, 145, 200, or 241
Trig	1 - 45	MATH 125, 130, 145, 200, 222, 231, or 241 (and after completion of MATH 241 is eligible for Math 242 without taking MATH 130)
Trig	46 - 100	MATH 251

AP Scores

For placement in: Math 252 or Math 268 by Calculus AP “AB” test score of 4 or 5, OR with Calculus AP “BC” test score of 3, 4, or 5 (See *note* below regarding late arriving AP scores)

Submit ***Prerequisite Equivalency Form***, with AP results attached, to the Assessment Center; Bldg. 10, Room 370. (See *note* below regarding late arriving AP scores)

For placement in: Math 253 or Math 270 by Calculus AP “BC” test score of 4 or 5

Submit ***Prerequisite Equivalency Form***, with AP results attached, to the Assessment Center; Bldg. 10, Room 370. (See *note* below regarding late arriving AP scores)

*Note: Students who will not receive AP scores until after their registration date, and who are interested in enrolling in Math 252, 253 or 268, should complete many of the following options: a) fill out a **Prerequisite Challenge Petition** (check first line under #2); b) place in math 251 on placement Test; c) obtain high school transcripts with grades in calculus prerequisite (final grades if available); d) provide a letter explaining how they think they have met the course prerequisite; e) attach any relevant descriptive course material; and f) return completed petition and documentation to the Assessment Center (Bldg.10, Room 370).*

Prerequisite information, including the ***Prerequisite Equivalency Form*** and/or ***Prerequisite Challenge Petition***, can be obtained from the Assessment Center or online under Admissions and Records at the following site: collegeofsanmateo.edu/forms.