

## Enrollment Procedures for Fall 2012



### STEP 1: APPLICATION (DEADLINE MARCH 27)

**1. Middle College Application:** All students interested in participating in the Middle College program must complete the "Enrollment Application" form. Be sure to respond to all parts of the application and have your parents/guardians read the application and sign page 2. Incomplete applications will not be processed.

**2. College of San Mateo Application for Admission:** Students are required to complete a CSM application. Go to [http://www.cccapply.org/applications/CCCApply/apply/College\\_of\\_San\\_Mateo.html](http://www.cccapply.org/applications/CCCApply/apply/College_of_San_Mateo.html) Once you complete the application, print the "Application Confirmation" page and a copy of the application information, and send both documents as part of your Middle College packet. Students will be assigned a CSM student ID number, which is needed to take CSM Placement Tests. Students who previously attended CSM or are attending CSM now don't need to reapply, but you must let us know that you have a CSM ID number (a G#).

**3. Letters of Recommendation:** Students must have three staff members from the current high school fill out the recommendation forms:

- Give the "Counselor Recommendation Form" to your guidance counselor
- Give the "Teacher Recommendation Form" to a teacher who knows about your behavior, attendance, participation, and performance in a classroom setting
- Give the "Assistant Principal/Dean of Students Recommendation Form" to a staff member familiar with your behavior on campus and at school functions, either the Assistant Principal who monitors discipline for your grade or the Dean of Students
- Allow the counselor, teacher, and administrator enough time to respond to all sections of the recommendation form, and all staff members need to return the recommendation forms to your guidance counselor by the **March 27** deadline.

**4. Parent/Guardian Recommendation Form:** A parent/guardian responds to all sections.

**5. Transcript:** Students must include an unofficial transcript in the packet and your six-week or 12-week progress report; get an unofficial transcript from the school student data analyst.

**6. Attendance Report:** Students must include a high school attendance report for Fall 2011 and Spring 2012. Consult the school attendance staff member to receive a copy of this report. The application, letters of recommendation, transcript, and attendance report must be submitted to your guidance counselor no later than **Tuesday, March 27, 2012**. Be sure that all letters of recommendation have been processed and returned to the counselor. The applications will be turned over to the Middle College office by the end of school, **March 27**.

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## STEP 2: COLLEGE OF SAN MATEO PLACEMENT TESTS

All applicants must take the College of San Mateo English Placement Test. Students must use the CSM on-line system, Websmart, to register for a placement test time. Go to [collegeofsanmateo.edu/testing/scheduletest.asp](http://collegeofsanmateo.edu/testing/scheduletest.asp) to schedule an appointment. The testing should be completed on or before April 11. When you submit your CSM application to the CSM Admissions and Records office, you will be assigned a CSM student identification number (a G number). Students also can sign up for the Math Placement Test at same time. If there are questions, contact the Middle College office (574-6101) or the CSM Testing Office (574-6175).



## STEP 3: STUDENT TESTING AND PARENT INFORMATION

Students will be notified that they have passed the paper-screening portion of the application process. Applicants and parents/guardians must attend an informational meeting at College of San Mateo on Wednesday, April 11 at 6 pm in Bldg. 10, Room 193. Middle College administrators and staff members will provide information about the program. Students will take reading and writing tests, which will help determine eligibility in the Middle College program. The information meeting and student testing will take approximately 2 1/2 hours.



## STEP 4: SHADOWING OR TOURS OF CSM CAMPUS (OPTIONAL)

Students can shadow a Middle College student or observe the Middle College classes. Middle College student candidates and parents/guardians may opt to tour the CSM campus. These visits are done by appointment, usually on Mondays and Wednesdays. Call the Middle College office for information.



## STEP 5: STUDENT AND PARENT/GUARDIAN INTERVIEWS

Students who successfully complete the first three steps will be scheduled for interviews with their parents/guardians, plus members of the Middle College staff. The interviews will be scheduled the weeks of April 16 and April 23 at CSM.

Students and parents/guardians are asked a series of questions related to the students' involvement in and commitment to Middle College. Interviews take approximately 15 minutes.



## STEP 6: STUDENT SCHEDULING

Students will be notified by mail if they have been accepted into the Middle College program. Students will arrange for a meeting with Middle College and CSM staff members to begin registration and scheduling for Spring 2012 courses. Scheduling appointments will be the weeks of April 23 and April 30. The Middle College high school classes are expected to begin on Tuesday, August 14\*. The CSM classes begin on Monday, August 20\*.

*The Fall 2012 semester runs from August 14 through December 21, 2012*

\*the official CSM calendar has not be released. The calendar dates are subject to change.

For more information, please call the Middle College Principal Greg Quigley at (650) 574-6101.

**Need Information in Spanish? ¿Necesita información en Español?**

**Por favor llame a Tony Basques al (650) 574-6468 or e-mail [basques@smccd.edu](mailto:basques@smccd.edu)**