

Summer



COLLEGE of  
SAN MATEO



2007

**Schedule of Classes**  
**Session starts June 18**  
**[collegeofsanmateo.edu](http://collegeofsanmateo.edu)**

# COLLEGE of SAN MATEO

## Summer 2007 Important Dates

	Matriculation activities: Placement Testing, College Orientation, Counseling—see page 7
Through Thursday, May 3	Submit Application for Admission through WebSMART for earliest registration appointment
Through Wednesday, August 21	Summer Counseling Services available on drop-in basis – call 574-6400 for hours
Monday, April 23 – Sunday, May 13	Priority Registration for Continuing Students for Summer and Fall 2007 by WebSMART – See page 6
Monday, May 14 – Sunday, June 17	WebSMART Registration for New and Former Students for Summer and Fall 2007
Saturday, June 9	Spring 2007 final grades available on WebSMART ( <a href="http://collegeofsanmateo.edu">collegeofsanmateo.edu</a> )
Monday, June 18	Summer Session begins for both day and evening classes
Monday, June 18 – Saturday, June 23	WebSMART Late Registration period – See page 6 for instructions
Wednesday, June 20	Last day to drop <b>six-week</b> , <b>seven-week</b> , and <b>eight-week MW evening</b> classes with eligibility for partial enrollment fee/nonresident fee refund or credit <b>Refunds:</b> A student must withdraw from a class within the first 10% of the class meetings to be eligible for an enrollment fee refund/credit – See page 10 for Credit/Refund Policy
Thursday, June 21	Last day to drop <b>eight-week day</b> and <b>eight-week TTh evening</b> classes with eligibility for partial enrollment fee/nonresident fee refund or credit
Saturday, June 23	Last day to complete registration process
Wednesday, June 27	<b>Six-week</b> classes officially dropped on or before this date will not appear on the student's record Short courses and Distance Learning courses officially dropped within the first 30% of the class meetings will not appear on the student's record
Wednesday, July 4	July 4th Holiday
Thursday, July 5	<b>Seven-week</b> and <b>eight-week MW evening</b> classes officially dropped on or before this date will not appear on the student's record
Friday, July 6	<b>Eight-week day</b> and <b>eight-week TTh evening</b> classes officially dropped on or before this date will not appear on the student's record
Friday, July 6	Last day to pay Summer fees
Friday, July 13	Last day to apply for August A.A./A.S. degree or certificate
Wednesday, July 18	Last day to officially withdraw from <b>six-week</b> classes with assurance of a "W" grade Withdrawal deadline for short courses is at 75% of class meetings (Please see Distance Learning Guide for TV course deadlines)
Tuesday, July 24	Last day to officially withdraw from <b>seven-week</b> classes with assurance of a "W" grade
Thursday, July 26	Last day to officially withdraw from <b>eight-week TTh evening</b> classes
Saturday, July 28	End of six-week session
Monday, July 30	Last day to officially withdraw from <b>eight-week day</b> classes with assurance of a "W" grade Last day to officially withdraw from <b>eight-week MW evening</b> classes with assurance of a "W" grade
Friday, August 3	End of seven-week session
Saturday, August 11	End of eight-week session
Sunday, August 19	Summer 2007 final grades available on WebSMART ( <a href="http://collegeofsanmateo.edu">collegeofsanmateo.edu</a> )
Wednesday, August 22	Fall 2007 Semester begins

The deadline dates listed above for officially dropping or withdrawing from classes pertain to courses which begin on or before June 18. Corresponding dates for other summer courses may be calculated using the percentages indicated above.

# COLLEGE<sup>of</sup> SAN MATEO

*Welcome to College of San Mateo!*

This class schedule is designed to help you register for classes at College of San Mateo. Answers to most of your questions can be found within this booklet. Course descriptions, graduation requirements and other important information about the college are contained in the college catalog, which may be purchased in the campus bookstore, through the mail, or viewed online at [collegeofsanmateo.edu](http://collegeofsanmateo.edu) (click on catalog).

---

## *Table of Contents*

Academic Advising & Counseling .....	8
Academic Divisions & Instructional Programs/Departments Chart .....	4
Admissions and Records .....	11
Application for Admission .....	Center
Bookstore .....	12
Board of Governors Waiver (BOGW) .....	10 & Center
Campus Policies .....	14
Catalog Order Form .....	10
Class Registration Worksheet .....	Center
Credit and Refund Policy .....	10
Distance Learning Guide .....	36-44
Fees .....	9
Getting Started at CSM .....	5
How to Register/Checklist .....	6-7
Map of Campus .....	Inside back cover
Placement Testing Information .....	8
Schedule of Classes .....	15-35
Student Resources Directory .....	2-3
Support Services for Students .....	12-13

---

### ***Accuracy Statement***

College of San Mateo and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of College of San Mateo for reasons related to student enrollment or level of financial support, or for any other reason, at the discretion of the College. The College and the District further reserve the right to add, amend or repeal any of their rules, regulations, policies and procedures, in conformance with applicable laws.

### ***About the Cover***

The cover art director is David McLain of CSM's Graphic Services. "CSM Science Center at Dusk" image by Gino De Grandis. This cover is made possible by The Lois Mueller Creative Design Fund.

*This publication is available upon request in an alternate format by calling College of San Mateo's Disability Resource Center at (650) 574-6438.*

# Student Resources Directory - Summer 2007

## (Services, Programs & Centers for Students)

Area Code for College of San Mateo is 650

This alphabetical listing includes all Student Resources other than Instructional Programs.  
For Instructional Programs, Departments & Divisions info, see chart on page 4.

<p><b>KEY</b> A = Advisor/Advisor &amp; Faculty C = Counselor/ Counselor &amp; Faculty D = Dean F = Faculty S = Staff</p>	<p><b>Bookstore</b> 574-6366 Building 5, Lower Level <a href="http://collegeofsanmateo.edu/bookstore">collegeofsanmateo.edu/bookstore</a> <b>Hours:</b> Monday through Thursday 7:45 am to 7:15 pm Friday Closed</p>	<p><b>Computer Labs</b> (see Labs &amp; Centers) <b>Concurrent Enrollment Program (High School Students)</b> Steve Morehouse (C) 574-6131 Building 1, Room 130 <a href="http://collegeofsanmateo.edu/ce">collegeofsanmateo.edu/ce</a></p>	<p><b>Disability Resource Center</b> Audra Fernandez (S) 574-6438 Building 16, Room 150</p>
<p><b>Academic Advising &amp; Counseling</b> (see Counseling Center)</p>	<p><b>Buildings &amp; Grounds</b> (see Facilities Department)</p>	<p><b>Cooperative Agencies Resources for Education (CARE)</b> Ruth Turner (C); 574-6154 Building 20, Room 107</p>	<p><b>Distance Learning (Telecourses &amp; Online Courses)</b> Betty Fleming (S) 524-6933 Building 9, Room 181 <a href="http://collegeofsanmateo.edu/DL">collegeofsanmateo.edu/DL</a></p>
<p><b>Academic Support Services</b> (see Labs &amp; Centers)</p>	<p><b>Business Microcomputer Labs</b> 574-6489 (downstairs); 574-6474 (upstairs) Building 14, Rooms 119, 121, 123, 215 &amp; 221</p>	<p><b>Cooperative Work Experience Education</b> Krystal Romero (S) 574-6171 or 378-7223 (housed in Temporary Building 1— see campus map) <a href="http://collegeofsanmateo.edu/studentjobs">collegeofsanmateo.edu/studentjobs</a> <b>Hours:</b> Monday through Thursday 8:00 am to 4:30 pm (Evening hours by appointment)</p>	<p><b>Drip Coffee</b> (see Food Service/Drip Coffee) <b>Emeritus Institute</b> Renee Khoury (S) 574-6149 <a href="mailto:khouryr@smccd.edu">khouryr@smccd.edu</a> Building 17, Room 137 <b>Hours:</b> Monday through Friday 9:00 am to 4:00 pm</p>
<p><b>Admissions &amp; Records</b> 574-6165 Building 1, Second Floor <b>Hours:</b> Monday through Thursday 7:30 am to 6:45 pm Friday 7:30 am to 12:30 pm</p>	<p><b>Business Office</b> 574-6412 Building 1, Room 147 <b>Hours:</b> Monday through Thursday 8:00 am to 3:00 pm Friday 8:00 am to 12 noon</p>	<p><b>Counseling &amp; Transfer Center</b> • <b>Academic Counseling Services</b> 574-6400 378-7229 • <b>Transfer Services</b> (see Transfer Services) 358-6839 Building 5, Room 128 <b>Hours:</b> (Call 574-6400 for summer service hours)</p>	<p><b>English 800 Lab</b> 574-6539 Building 18, Room 102</p>
<p>Henry Villareal- Dean, Enrollment Services 574-6590 <a href="mailto:villarealh@smccd.edu">villarealh@smccd.edu</a> Arlene Fajardo- Assistant Registrar 574-6576 <a href="mailto:fajardo@smccd.edu">fajardo@smccd.edu</a> AA/AS &amp; Certificate Programs 358-6857 Admissions Information 574-6165 Grades/Attendance 358-6855 Registration Information 574-6165 Transcripts (Outgoing) 574-6593 Veterans Assistant 574-6858; 358-6856</p>	<p><b>Business Students Lab</b> 574-6663 Building 14, Room 203</p>	<p><b>Counseling - Psychological Services</b> (see Psychological Services) <b>CSM Connects (Community Service Program)</b> Beverly Madden (S) 574-6538 (housed in Temporary Building 1— see campus map) <a href="http://collegeofsanmateo.edu/csmconnects">collegeofsanmateo.edu/csmconnects</a> <b>Hours:</b> Monday through Thursday 8:00 am to 4:30 pm</p>	<p><b>Extended Opportunity Programs &amp; Services (EOPS)</b> 574-6154 Building 20, Room 107 <b>Hours:</b> Monday through Thursday 8:00 am to 4:30 pm (Evening hours by appointment)</p>
<p><b>Articulation Office</b> John Stewart (D) 574-6196 <a href="mailto:stewart@smccd.edu">stewart@smccd.edu</a> <a href="http://collegeofsanmateo.edu/articulation">collegeofsanmateo.edu/articulation</a></p>	<p><b>Cafeteria</b> (see Food Service/Cafeteria) <b>CalWORKs Program</b> Danita Scott-Taylor (A) 574-6155 Building 20, Room 106</p>	<p><b>CSM Connects</b> (see Psychological Services)</p>	<p><b>Facilities Department/Buildings &amp; Grounds Maintenance</b> 574-6113 Building 7 <a href="http://www.smccd.edu/accounts/facilities">www.smccd.edu/accounts/facilities</a> <b>Hours:</b> Monday through Friday 7:30 am to 4:00 pm</p>
<p><b>Assessment Center</b> • Placement Testing • Career Assessment • eMatriculation Info Line: 574-6262 Christopher Rico (S) 574-6175 Building 1, Room 130 <a href="http://collegeofsanmateo.edu/testing">collegeofsanmateo.edu/testing</a></p>	<p><b>Career Development Center</b> 574-6116 (housed in Temporary Building 1— see campus map) • <b>Career Services</b> (see Career Services) • <b>Cooperative Work Experience Education</b> (see Cooperative Work Experience Education) • <b>CSM Connects</b> (see CSM Connects) • <b>Student Employment</b> (see Student Employment)</p>	<p><b>CSM Listens (Feedback Program)</b> 378-7301 x19080 <a href="mailto:csmlistens@smccd.edu">csmlistens@smccd.edu</a> <b>Disabled Students Programs &amp; Services (DSPS)</b> <b>Adapted Physical Education (Instructional Program)</b> Shana Kudo (F) 378-7219 <a href="mailto:kudos@smccd.edu">kudos@smccd.edu</a></p>	<p><b>Facilities Rental/Scheduling</b> 574-6220 Building 1, Room 123 <b>Hours:</b> Monday through Friday 8:00 am to 4:00 pm</p>
<p><b>Assistive Technology Center</b> Sue Roseberry (S) 574-6698 Building 16, Room 151 <a href="http://collegeofsanmateo.edu/ATC">collegeofsanmateo.edu/ATC</a></p>	<p><b>Career Services</b> Jeanne Stalker 574-6495 (housed in Temporary Building 1— see campus map)</p>	<p><b>Assistive Technology Center</b> (see Assistive Technology Center) <b>Disability Resource Center</b> (see Disability Resource Center) <b>Learning Disabilities Assessment Center</b> (see Learning Disabilities Assessment Center) <b>Transition to College Program</b> (see Transition to College Program)</p>	<p><b>Financial Aid</b> 574-6146 Building 1, Room 217 <a href="http://collegeofsanmateo.edu/finaid">collegeofsanmateo.edu/finaid</a> <b>Hours:</b> Monday through Thursday 8:00 am to 6:45 pm Friday 8:00 am to 12:00 noon</p>
<p><b>Associated Students</b> 574-6185; 574-6141 Building 5, Room 125</p>	<p><b>Cashier</b> (see Business Office) <b>Chemistry Study Center</b> 574-6384 Building 11, Room 42</p>	<p><b>Assistive Technology Center</b> (see Assistive Technology Center) <b>Disability Resource Center</b> (see Disability Resource Center) <b>Learning Disabilities Assessment Center</b> (see Learning Disabilities Assessment Center) <b>Transition to College Program</b> (see Transition to College Program)</p>	<p><b>Financial Aid Outreach Center</b> 378-7237 Building 5, Room 108 <a href="http://collegeofsanmateo.edu/finaid">collegeofsanmateo.edu/finaid</a> <b>Hours:</b> Monday through Thursday 8:00 am to 4:30 pm</p>
<p><b>Athletics/PE/Dance</b> 574-6461 Building 8, Room 105</p>	<p><b>Child Development Center</b> Louise Piper (F) 574-6279 Building 33 <b>Hours:</b> Monday through Friday 7:30 am to 5:00 pm</p>	<p><b>Assistive Technology Center</b> (see Assistive Technology Center) <b>Disability Resource Center</b> (see Disability Resource Center) <b>Learning Disabilities Assessment Center</b> (see Learning Disabilities Assessment Center) <b>Transition to College Program</b> (see Transition to College Program)</p>	<p><b>Food Service/Cafeteria</b> 574-6582 Building 5, Cafeteria <b>Hours:</b> Monday through Thursday 7:30 am to 2:00 pm Friday Closed</p>
<p><b>Biology Computer Lab</b> 574-6245 Building 10, Room 108</p>	<p><b>Coastside Office</b> 726-6444 <a href="http://collegeofsanmateo.edu/coastside">collegeofsanmateo.edu/coastside</a> <b>Community Education</b> Renee Khoury (S) 574-6149 <a href="mailto:khouryr@smccd.edu">khouryr@smccd.edu</a> Building 17, Room 137 <a href="http://communityed.smccd.edu">http://communityed.smccd.edu</a></p>	<p><b>Computer &amp; Info Science (CIS) Lab</b> 574-6327 Building 19, Rooms 124 &amp; 126</p>	<p><b>Food Service/Cafeteria</b> 574-6582 Building 5, Cafeteria <b>Hours:</b> Monday through Thursday 7:30 am to 2:00 pm Friday Closed</p>

**Food Service/Drip Coffee**

378-7343  
East side of Building 17

**Hours:**  
Monday through Thursday  
7:30 am to 1:30 pm  
Friday  
Closed

**Food Service/Kiosko**

574-6582  
Plaza near Building 13 (Planetarium)

**Hours:**  
Monday through Thursday  
7:30 am to 2:00 pm  
Friday  
Closed

**Foreign Language Center**

574-6346  
Building 18, Room 112

**Foreign Study Program**

(See Study Abroad Program)

**Global Studies Program**

Albert Acena (D)  
574-6496  
[collegeofsanmateo.edu/globalstudies](http://collegeofsanmateo.edu/globalstudies)

**Health Services Center**

574-6396  
Building 1, Room 226

**Hours:**  
Monday through Thursday  
8:00 am to 1:00 pm &  
5:00 pm to 7:00 pm  
Friday  
Closed

**High School Relations**

(also see Concurrent Enrollment)  
Steve Morehouse (C)  
574-6131  
Building 1, Room 130  
[collegeofsanmateo.edu/highschool](http://collegeofsanmateo.edu/highschool)

**Honors Program**

Jeremy Ball (F)  
574-6638  
Building 15, Room 121  
[collegeofsanmateo.edu/honors](http://collegeofsanmateo.edu/honors)

**Integrated Science Center**

378-7241  
Building 36, Room 110

**International Students Program**

Building 1, Room 261  
Margaret Skaff (S)  
574-6525  
[skaff@smccd.edu](mailto:skaff@smccd.edu)  
Martin Bednarek (C)  
574-6526  
[bednarekm@smccd.edu](mailto:bednarekm@smccd.edu)

**Hours:**  
Monday through Thursday  
8:00 am to 4:30 pm  
Friday  
8:00 am to 12:30 pm

**Institutional Research**

John Sewart (D)  
574-6196  
[sewart@smccd.edu](mailto:sewart@smccd.edu)  
[collegeofsanmateo.edu/research](http://collegeofsanmateo.edu/research)

**Job Listings—District**

574-6111  
[www.smccd.edu/hr](http://www.smccd.edu/hr)

**Job Listings—Student**

(see Student Employment Office)

**KCSM TV & FM**

574-6586  
Building 9, Lower level  
[www.kcsm.org](http://www.kcsm.org)

**Kiosko**

(see Food Service/Kiosko)

**Labs & Centers**

(see specific listings for each)

**Assistive Technology Center**  
**Biology Computer Lab**  
**Business Microcomputer Labs**  
**Business Students Lab**  
**Chemistry Study Center**  
**Computer & Info Science (CIS) Lab**  
**English 800 Lab**

**Foreign Language Center**  
**Integrated Science Center**  
**Language Arts Centers**

(see specific listings for each)

- English 800 Lab
- Foreign Language Center
- Reading and ESL Center
- Speech Lab
- Writing Center

**Library Computer Access System**

**Math Resource Center**

**Multimedia Lab**

**Nursing Lab**

**Reading and ESL Center**

**Speech Lab**

**Writing Center**

**Language Arts Centers**

**English 800 Lab** (see English 800 Lab)

**Foreign Language Center**

(see Foreign Language Center)

**Reading and ESL Center**

(see Reading and ESL Center)

**Speech Lab** (see Speech Lab)

**Writing Center** (see Writing Center)

**Learning Communities**

Mike Burke (F)  
574-6528  
[collegeofsanmateo.edu/LCOM](http://collegeofsanmateo.edu/LCOM)

**Learning Disabilities**

**Assessment Center**

Laura Skaff (S)  
574-6433  
Building 16, Room 150

**Library**

574-6100  
Building 9, Upper Level  
[collegeofsanmateo.edu/library](http://collegeofsanmateo.edu/library)

Lorrita Ford - Director

574-6569  
[fordl@smccd.edu](mailto:fordl@smccd.edu)

Loan Desk

574-6548  
Reference Desk  
574-6232

**Hours:**  
Monday through Thursday  
9:00 am to 7:00 pm

Friday  
Closed

**Lost and Found**

(See Bookstore)

**Mail Room**

574-6410  
Building 1, Room 148

**Maintenance**

(see Facilities Department)

**Masterworks Choral**

Peter Jensen (S)  
574-6296  
Building 2, Room 117  
[www.masterworks.org](http://www.masterworks.org)

**Math Resource Center**

Caryn Goldman (S)  
574-6540  
Building 16, Room 166

**Matriculation**

Marsha Ramezane (D)  
574-6413  
Building 1, Room 209

**Media Services**

(Audio/Visual Equipment Rental)  
(within District ITS/HelpCenter)  
574-6717  
[www.smccd.edu/mediacenter](http://www.smccd.edu/mediacenter)

**Middle College High School**

Greg Quigley - Principal  
574-6101  
[quigley@smccd.edu](mailto:quigley@smccd.edu)  
Building 11, Room 136  
[www.smccd.edu/middlecollege](http://www.smccd.edu/middlecollege)

**Multicultural Center**

574-6154  
Building 20, Room 106

**Multimedia Lab**

574-6446  
Building 27, Room 100

**Nursing Lab**

574-6218  
Building 23, Rooms 174 & 175

**Online Courses**

(see Distance Learning)

**Placement Testing/**

**Skills Assessment**

(see Assessment Center)

**Planetarium**

Darryl Stanford (F)  
574-6256; 574-6268  
Building 13

**Priority Enrollment Program (PEP)**

Chris Rico (S)  
574-6175  
Building 1, Room 207  
[collegeofsanmateo.edu/PEP](http://collegeofsanmateo.edu/PEP)

**Psychological Services**

574-6396  
Building 1, Room 226

**Hours:**  
Monday through Thursday  
(by appointment)

**Reading and ESL Center**

574-6437  
Building 18, Room 101

**Re-Entry Program:  
Adults Returning to College**

Elaine Burns (C)  
574-6172  
Building 5, Room 128

**San Matean**

(Student Newspaper)

574-6330  
[sanmatean@smccd.edu](mailto:sanmatean@smccd.edu)

**Scholarships**

574-6434  
Building 1, Room 271  
[collegeofsanmateo.edu/scholarships](http://collegeofsanmateo.edu/scholarships)

**Hours:**  
Monday through Thursday  
8:00 am to 2:30 pm

Friday  
8:00 am to 1:00 pm

**Security Office**

574-6415  
Building 1, Room 269

**Hours:**  
Monday through Thursday  
8:00 am to 7:00 pm

Friday  
8:00 am to 4:30 pm

**Shipping & Receiving**

Building 7  
574-6115

**Skills Assessment**

(see Assessment Center)

**Speech Lab**

574-6257  
Building 18, Room 110

**Student Activities Office**

Fauzi Hamadeh (S)  
574-6141  
Building 5, Room 125  
[collegeofsanmateo.edu/studentactivities](http://collegeofsanmateo.edu/studentactivities)

**Hours:**  
Monday through Thursday  
8:00 am to 4:30 pm

(Evening hours by appointment)

**Student Body Card**

(see Student Activities Office)

**Student Clubs & Organizations**

574-6141  
Building 5, Room 125

**Student Employment Office**

Krystal Romero (S)  
574-6151  
(housed in Temporary Building 1—  
see campus map)  
[collegeofsanmateo.edu/studentjobs](http://collegeofsanmateo.edu/studentjobs)

**Student Government**

(see Associated Students)

**Study Abroad Program**

574-6595  
[marrac@smccd.edu](mailto:marrac@smccd.edu)  
Building 1, Room 101  
[www.smccd.edu/accounts/studyabroad](http://www.smccd.edu/accounts/studyabroad)

**Swimming Pool**

574-6459  
Building 8 (Gymnasium)

**Switchboard/General Line**

574-6161  
Building 1, Front desk

**Telecourses**

(see Distance Learning)

**Testing Center**

(see Assessment Center)

**Theatre**

574-6191; Event Info Line: 378-7218  
Building 3

**Tutoring**

(see Labs & Centers)

**Transcripts**

574-6593  
[websmart.smccd.edu](mailto:websmart.smccd.edu)  
[collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms)

**Transfer Services**

(within Counseling Center)  
Mike Mitchell (S)  
358-6839  
Building 5, Room 128  
[collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer)

**Hours:**  
(Call 358-6839 for summer  
service hours)

**Transition to College Program**

574-6487  
Building 15, Room 127

**Veterans Assistant**

358-6858; 358-6856  
Building 1, Second Floor  
(within Admissions & Records)

**Hours:**  
Monday through Thursday  
8:00 am to 6:45 pm

Friday  
8:00 am to 12:30 pm

**Writing Center**

574-6436  
Building 18, Room 104

## Academic Divisions and Instructional Programs/Departments

Division Office	Instructional Program/Department			
<b>Business &amp; Creative Arts</b> Bldg. 15, Rm. 157; 574-6494 <u>Dean: Linda Avelar</u>	Accounting Art Business	Business - Microcomputer Applications Consumer Arts & Science	Cosmetology Dental Assisting Graphics Horticulture	Management Music Music - Electronic Real Estate
<b>Language Arts</b> Bldg. 17, Rm. 169; 574-6314 <u>Dean: Susan Estes</u>	American Sign Language Chinese (Mandarin) English	English for Non-native Speakers (ESL) Film French	German Italian Japanese Journalism	Literature Reading Spanish Speech Communication
<b>Math/Science</b> Bldg. 36, Rm. 311; 574-6268 <u>Dean: Charlene Frontiera</u>	Architecture Astronomy Biology Chemistry	Engineering Geology Health Science Mathematics	Meteorology Nursing Oceanography Paleontology	Physical Science Physics Study Abroad
<b>Physical Education/ Athletics</b> Bldg. 8, Rm. 103; 574-6461 <u>Dean: Andreas Wolf</u> <u>Athletic Trainer:</u> Pat Fitzgerald; 574-6451 <u>Equipment Manager:</u> Ken Haren; 574-6452	Athletics Physical Education <i>Adapted</i> <i>Aquatics</i> <i>Combative</i>	<i>Dance</i> <i>Fitness</i> <i>Individual Sports</i>	<i>Team Sports</i> <i>Intercollegiate Sports Theory</i>	
<b>Social Science</b> Bldg. 15, Rm. 169; 574-6496 <u>Dean: Albert Acena</u>	Alcohol & Other Drug Studies Anthropology Economics Ethnic Studies	Geography Global Studies History Humanities	Human Services Library Studies Military Science Philosophy	Political Science Psychology Social Science Sociology
<b>Technology</b> Bldg. 19, Rm. 113; 574-6228 <a href="http://collegeofsanmateo.edu/technology">collegeofsanmateo.edu/technology</a> <u>Dean: Martha Tilmann</u>	Administration of Justice Apprenticeship Training Broadcast & Electronic Media	Building Inspection Technology Community Education Computer & Information Science CSM Coastside	Drafting Technology Electronics Technology Fire Technology Machine Tool Technology	Manufacturing & Industrial Technology Multimedia Welding Technology
<b>Student Services</b> Bldg. 1, Rm. 209; 574-6413 <u>Dean - Counseling/Advising &amp; Matriculation: Marsha Ramezane</u>	Career & Life Planning	Cooperative Work Experience Education	Developmental Skills <i>Assistive Technology</i> <i>Learning Disabilities Assessment</i>	
<b>Corporate &amp; Continuing Education</b> Bldg. 1, Rm. 117; 574-6173 <u>Dean: Sandra Mellor</u> <a href="mailto:mellor@smccd.net">mellor@smccd.net</a>	- Training at your site for your employees -			
	Accounting Fundamentals Business Writing Computer Applications	Developing Teams English as a Second Language Environmental/Safety	Foreign Languages Lean Manufacturing Programming Languages	Project Management Punctuation & Grammar Successful Communication

## Getting Started at College of San Mateo

### Who May Attend CSM

Any person who is a high school graduate, or who has passed the California High School Proficiency Examination or the General Education Development Examination (GED), or who is 18 years of age or older is eligible to attend this public community college. See page 8 for Enrollment Steps.

High school students who have completed the equivalent of their sophomore year may be admitted for concurrent enrollment with the permission of the Dean of Enrollment Services. See High School Students section below for details.

Full-time students are those actively enrolled in 12 or more units.

### Residency

Students who have been California residents (as defined in the Education Code) for more than one year prior to the beginning of any term are eligible to enroll as residents for that term. Nonresident students are those U.S. citizens who have not been residents of California (as defined in the Education Code) continuously since June 17, 2006. They are required to pay a tuition fee of \$184 per unit at the time of registration, in addition to other required fees paid by California residents. Students may be required to present documentary evidence of eligibility for classification as residents.

Students need not be U.S. citizens to be classified as residents. Permanent resident aliens and many other citizens of other countries are eligible to establish California residency.

### International Students

Residents of other countries may apply for admission as F-1 visa students for the fall or spring semesters through the International Student Program. Special international student applications, related forms, and additional information may be obtained from the International Student Center (Bldg. 1, Room 261). Office hours are 8 a.m. to noon and 1 to 4:30 p.m., Monday through Friday. Telephone: +1 650-574-6525. To be eligible for priority admission for the terms listed below, special applications should be filed in the International Student Office by these dates:

Fall 2007 (Aug – Dec): April 15, 2007

Spring 2008 (Jan – May): October 1, 2007

Applications received after the priority deadlines will be considered if space is available.

Students who are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at College of San Mateo with the approval of the Dean of Enrollment Services. In order to attend College of San Mateo, these students must present a letter of approval from a counselor or official of the other institution or a current I-20 ID (student copy) issued by the other institution.

Nonresident tuition of \$184 and a nonresident capital outlay fee of \$8 per unit, in addition to the \$20 per unit enrollment fee, is payable by international students at the time of registration.

### It's Easy to Enroll

The How to Register section on pages 6 and 7 outlines the steps for continuing students (those enrolled during Summer 2006, Fall 2006 and/or Spring 2007) and for new and former students, who are advised to submit their application for admission as soon as possible.

### Prerequisites and Corequisites

A *prerequisite* is a condition of enrollment that a student is required to meet. A *corequisite* is a course that a student is required to take simultaneously in order to enroll in another course. *Recommended preparation* is a condition of enrollment that a student is advised, but not required, to meet.

The San Mateo County Community College District has established a procedure for enforcing the prerequisites for English and math. A computerized prerequisite checking system is in place. Students are reminded that prerequisites for courses will continue to be enforced as they have been in the past.

For more information about prerequisites, prerequisite equivalencies, and prerequisite challenges go to [collegeofsanmateo.edu](http://collegeofsanmateo.edu) and select Forms page.

### High School Students

Students who will attend high school as juniors or seniors during Fall 2007 may register concurrently for CSM classes with the approval of the Dean of Enrollment Services. Interested students must submit a Concurrent Enrollment Application (available from high school counselors or from the Office of Admissions and Records at CSM), together with the required recommendation and high school transcript, no later than May 18 to avoid late registration procedures.

A high school grade point average of 2.00 (C) is required for participation in this program. Residency requirements as detailed under the Admission section above apply to high school students. Concurrently enrolled high school students are exempted from payment of the enrollment fee and health fee but are assessed the student representation fee of \$1 if enrolled in 11 or fewer units. If enrolled in 12 or more units, concurrently enrolled high school students will be assessed the full per unit enrollment and related fees.

Although every attempt will be made to enroll students in the approved courses of their choice, college policy gives first priority for enrollment to college students. Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

In special cases, with the high school principal's recommendation, Fall 2007 freshman and sophomore high school students may be considered for admission under the procedure outlined above.

### Dismissed Students

Students dismissed at College of San Mateo, Cañada College or Skyline College at the close of Summer 2006, Fall 2006 or Spring 2007 must petition for reinstatement. Obtain the petition form from the Counseling Center (Bldg. 5, Room 128).

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada College or Skyline College during Fall 2006 or Spring 2007 must complete an application for admission in addition to the petition for reinstatement.

### Veterans Benefits

College of San Mateo 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 educational programs for veterans benefits.

Honorably discharged veterans with at least 18 months of active military service are eligible for educational benefits for a period of 10 years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. See the Veterans Assistant in the Office of Admissions and Records.

## How to Register for Classes at College of San Mateo

### Priority Registration for Continuing Students (April 23 - May 13)

*You are a continuing student if you were enrolled at CSM, Cañada or Skyline College during Summer 2006, Fall 2006 or Spring 2007.*

WebSMART online registration for Summer 2007 classes begins April 23.

In mid April, students will be sent a WebSMART registration appointment mailer which will contain their individual appointment date and a special PIN code which is required in order to register using WebSMART. Students may register on or after their appointment date. If the appointment mailer has not been received by April 23, please call the Office of Admissions and Records at 574-6576.

Complete the Class Registration Worksheet in the center of this *Schedule of Classes*.

**WebSMART registration dates:**  
April 23 – June 17

#### WebSMART Hours:

Monday - Sunday: 4 a.m. to 2 a.m.

Continuing students with larger numbers of earned and in-progress units will be permitted to register earlier than those with smaller numbers.

We encourage you to take full advantage of your registration priority as a continuing student. Remember to see a counselor/advisor soon if you would like assistance in selecting courses or in developing an educational plan to meet your individual goals.

### Admission and Registration for New and Former Students (May 14 - June 17)

See Page 8, *Matriculation/enrollment Steps*. Submit your application for admission (see center insert); or apply online at [collegeofsanmateo.edu](http://collegeofsanmateo.edu).

After your application is processed, you will receive a mailing with specific instructions for completing the registration process. In line with CSM's matriculation plan, many students are required to complete placement testing, attend an orientation session, and meet with a counselor as part of the registration process. See page 14 for further information on matriculation.

Many courses have prerequisites requiring placement testing in English and mathematics skills. Students are encouraged to take the CSM placement tests as soon as possible. See the section on placement tests on page 8.

### Late Registration for All Students (June 18 - 23)

If you are unable to submit your application and register before the summer session begins, there will be a limited number of classes open for late registration. (See page 11 for attendance requirements.)

1. Submit your Application for Admission by logging on to [collegeofsanmateo.edu](http://collegeofsanmateo.edu) and clicking WebSMART or bring your completed Application for Admission to the Office of Admissions and Records (Bldg. 1, Second Floor) to begin the registration process.
2. You will be given a PIN code which will enable you to register using WebSMART registration system after you have obtained the instructor's approval to enroll in the class.
3. Attend the first class meeting. If space is available, the instructor will give you a special 4-digit authorization code.
4. Use WebSMART no later than June 23 to complete the registration process using the authorization code given to you by the instructor.

#### WebSMART Hours:

Monday - Sunday: 4 a.m. to 2 a.m.

#### Office of Admissions and Records Hours:

Monday - Thursday: 7:30 a.m. to 6:45 p.m.  
Friday: 7:30 a.m. to 12:30 p.m.

## WebSMART enables you to:

- View the *Catalog*
- View the *Schedule of Classes*, and search for classes by category and time
- Apply for admission
- Check your registration status
- Add/Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Apply for Financial Aid information/review application status
- Obtain your grades
- Obtain your Placement Test scores
- Print an unofficial transcript
- Update personal information

Log on to [collegeofsanmateo.edu](http://collegeofsanmateo.edu)  
and click WebSMART.

## ENROLLMENT MANAGEMENT

### - A STUDENT RESPONSIBILITY -

As a student at College of San Mateo, it is your responsibility to manage your enrollment. This includes updating your personal information record via WebSMART, registering for classes in a timely manner, adhering to all deadlines listed on the Important Dates page in the beginning of this *Schedule* (in particular late registration, withdrawal from classes, payment of fees), and monitoring your academic standing.



### Program Changes – Adding/Dropping Classes (Through June 17)

Students who have completed Summer 2007 registration may add and/or drop classes by using WebSMART during published service hours (see Class Registration Worksheet in center insert).

### Adding Classes June 18-23

- To add a class, attend the first class meeting to obtain the instructor's approval. If space is available, the instructor will give you a four-digit authorization code to enter when you register.
- Students may add classes by registering through WebSMART; registration must be completed no later than 3 p.m. Saturday, June 23.
- A student must be in attendance in the class within the first 12% of class meetings.

### Classes beginning After June 23

- Prior to June 23 students may register through WebSMART to add classes that begin after June 23 without obtaining an authorization code.

*After June 23 and before the first class meeting*

- Students may register in these classes through WebSMART or in person at the Office of Admissions and Records
- If a class becomes filled to capacity, students will be required to attend the first class meeting, obtain the instructor's signature, and return to the Office of Admissions and Records to complete the registration process.

*Saturday classes that begin June 23*

- To add a class that begins Saturday, June 23, attend the class, obtain an authorization code, and complete the registration process on WebSMART or at the Office of Admissions and Records no later than Friday, June 29.

### Dropping Classes (Through June 17)

Classes may be dropped without the instructor's approval. Withdrawal from a class or classes must be initiated by the student by the appropriate deadline date.

### After June 23

Students may withdraw either by using WebSMART or in-person at the Office of Admissions and Records, by mail or by fax at 574-6506, by the appropriate deadline date. Mailed or faxed requests must be post-marked by the appropriate deadline date and must include the student's identification number and signature. (See Important Dates on the inside front cover.)

A student who stops attending a class is not automatically dropped from the roll, and may receive a penalty grade of F or NC. Instructors may drop students for non-attendance but are not obligated to do so. ***It is the student's responsibility to withdraw officially, following prescribed timelines and procedures.***

Students who register using WebSMART but who decide not to attend classes **must withdraw officially** within published deadlines to avoid penalty grades and fee obligations, **whether or not their fees have been paid.**

Under certain circumstances students may be permitted to withdraw from a class after the last date to officially withdraw, but before the end of the term. Further information can be obtained from the Office of Admissions and Records (Bldg. 1, Room 210).

## Checklist for Registration

**Priority WebSMART Registration:**  
**April 23 - May 13**

**Continuing Students:**

- Students enrolled at CSM, Cañada College or Skyline College during Summer 2006, Fall 2006 and/or Spring 2007 terms will be sent a registration appointment mailer in mid-April and may register as continuing students.

**WebSMART Registration:**  
**May 14 - June 17**

**New and Former Students:**

- Students who have never enrolled at CSM, Cañada College or Skyline College or whose last enrollment was prior to Summer 2006 must submit an application for admission to receive a registration appointment.

**All Students:**

- Do not enroll for more college work than you can handle. A student who wishes to enroll in more than nine (9) units must have the written permission of a counselor (Bldg. 5, Room 128). If you are working full-time, you should not enroll in more than one three-unit class. Remember: All courses proceed two to three times faster than during a fall or spring semester.
- Fees are due and payable at the time of registration. Students who need assistance in paying fees are encouraged to contact the Financial Aid Office (Bldg. 1, Room 217, 574-6146).
- Last day to pay fees is Thursday, July 5.
- If you decide not to attend classes, whether or not your fees have been paid, it is your responsibility to officially withdraw within published deadlines to avoid penalty grades and fee obligations.

**NOTE:** Student enrollment fees are set by California's legislature and governor and are subject to change at any time.

## Matriculation/ Enrollment Steps

### (New and Former Students)

Students are required to complete the Matriculation/Enrollment Steps and are *non-exempt* if they check A, B, C, D, E, F, G, K or M on the admissions application under question 7 and

- plan to complete a certificate program or an Associate degree, or
- plan to transfer to a university to complete a Bachelor's degree, or
- are undecided but interested in one of the aforementioned goals.

*Non-exempt* students who complete matriculation requirements receive priority registration as continuing students.

Students are **not** required to complete the Matriculation/Enrollment Steps and are *exempt* if they check H, I, J or L on the admissions application under question 7 and are

- taking courses for personal enrichment or to enhance current job skills
- primarily a student at another educational institution and taking courses at CSM to meet the requirements of that institution
- completed an Associate degree or higher

*Exempt* students: after applications are processed, retrieve registration appointments on WebSMART to enroll in classes. Exempt students do not receive priority registration as continuing students.

Graduating High School Seniors are encouraged to attend a Priority Enrollment Program (PEP) to complete all matriculation steps. Visit the website at [collegeofsanmateo.edu/PEP](http://collegeofsanmateo.edu/PEP).

### Step 1 - Admissions Application

Applications are available on the CSM Website or in the printed *Schedule of Classes*. When the application is processed you will receive a Matriculation Ticket in the mail, or you can download a Matriculation Ticket from the CSM Website or pick one up at the Counseling Center.

### Step 2 - Placement Tests

See Placement Test Schedule on this page for more information.

### Step 3 - College Orientation

See Orientation section on this page for more information.

### Step 4 - Counseling

See Academic Advising & Counseling section on this page for more information.

### Step 5 - Register for Classes and Pay Enrollment Fees

Turn in the completed Matriculation Ticket to receive a registration appointment.

## Placement Test Schedule

- Prior to testing, submit a CSM application for admission.
- Testing is BY APPOINTMENT for students who plan to attend CSM.
- Photo ID is required.
- Use CSM ID number for test identification.
- For math, calculators are NOT allowed.
- No fee charged for testing.
- Sample test questions are available at [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing).
- Test results are valid for only 2 years.
- Wheelchair access is available for all tests—students requiring extended time for testing should contact the Assessment Center for a testing appointment.
- Testing repeat policy information is available at [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing).
- *You may be exempt from placement tests.* Exemptions at [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing).

### Placement Testing Options:

#### Option 1: Computerized Testing for English and math

- For appointment, call 574-6175
- Offered day, evening, and selected Saturdays
- Location: Assessment Center (Bldg. 1, Room 130)

#### Option 2: Manual Testing for English, math & ESL

- For appointment, call 574-6175
- Offered selected day, evening, and Saturdays
- Location: Assessment Center (Bldg. 1, Room 130)

### To Retrieve Placement Test Results

Students who utilize the computerized testing service receive results immediately upon completion of the test(s). For manual testing, results are usually available after 3 pm on the following business day and must be retrieved via WebSMART.

## Orientation Information

College Orientation is required and provides essential information about registration procedures, how to get started in the right classes, academic expectations, how to accomplish educational goals, and college policies.

### Orientation Program Options:

#### Option 1: Online Orientation

##### [collegeofsanmateo.edu/orientation](http://collegeofsanmateo.edu/orientation)

At the conclusion of the online orientation, print and complete the "Prepare For Your Counseling Session" form and the Matriculation Ticket. You are now ready to go to Step 4 (Counseling/Advising).

#### Option 2: Take a CRER class for a comprehensive orientation experience & college credit

CRER 120 – College Success  
CRER 121 – Planning for Success  
CRER 122 – Achieving Educational Success  
CRER 104 – Transfer Essentials  
CRER 105 – College Planning

## Academic Advising & Counseling

### Counseling Center

Counseling is available by appointment through May 25; after May 25 services are available on a drop-in basis only. Call 574-6400 for hours or check with the Counseling Center for further information.

Bring to the counseling session: placement test results, Matriculation Ticket, former college/university transcripts, AP test results, the completed "Prepare For Your Counseling Session" form, and high school transcripts if you are a recent high school graduate.

### Matriculation Waivers/Exemptions

If you wish to request a waiver for any matriculation component, petitions are available at the Admissions and Records Office or the Office of Counseling, Advising, and Matriculation.

### Students with Disabilities

If you need assistance with any part of the matriculation process, contact Disabled Students Programs & Services at 574-6438.

### Si Necesita Ayuda en Español

Parra facilitarle el proceso de matriculation, presentese en la oficina de admission en el edificio #1 y pregunte por alguien que hable espanol.

## Fees

**NOTE: Student enrollment fees are set by California's legislature and governor and are subject to change at any time.**

Students who are classified as California residents as defined in the California State Education Code will be charged an enrollment fee, health services fee and student representation fee. In accordance with California law, the enrollment and health services fees may be waived for California residents who demonstrate financial need and qualify for a Board of Governors Enrollment Fee Waiver (BOGW). Contact the Financial Aid Office for additional information.

Students who are classified as non-residents will be charged a tuition fee in addition to the enrollment fee, health services fee, and student representation fee. International students (F-1 Visa) are subject to a health insurance requirement. Contact the International Student Office for details.

The student representation fee was established by student election to support student advocacy before local, state and federal offices and agencies.

In addition, students will be required to purchase textbooks and miscellaneous supplies, as well as tools and technical supplies for certain programs. In some courses students will also be required to pay a non-refundable instructional materials charge.

Students enrolled in clinical classes in health-related programs are subject to a malpractice insurance premium.

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

**Fees are due and payable at the time of registration.** Students who need assistance in paying fees are encouraged to contact the Financial Aid Office (Bldg. 1, Room 217, 574-6146).

*All student records are automatically held until all outstanding debts to the District colleges have been cleared. Unpaid bills may be sent to collections.*

FEE TYPE	AMOUNT	REQUIRED OF
Enrollment Fee	\$20 per unit	All students except high school students enrolling for less than 12 units through the Concurrent Enrollment Program or Middle College High School Program
Health Services Fee*	\$12 Summer \$15 Fall/Spring	All students except those enrolled ONLY in off-campus or Saturday classes, telecourses, distance learning courses or the Concurrent Enrollment Program
Student Representation Fee**	\$1	All students
Non-resident Tuition Fee	\$184 per unit (plus \$20 per unit Enrollment Fee) ***\$192 per unit (plus \$20 per unit Enrollment Fee)	This fee applies to nonresidents of California who are residents of other states This fee applies to foreign students
International Student (F-1 Visa) Health Insurance	\$112 Summer, \$287 Fall, \$287 Spring	All F-1 Visa international students who do not present proof that they have the required level of private health insurance NOTE: Rates for Fall 2007 and Spring 2008 have not yet been determined. Please contact International Students Program for update.
Parking Fee****	\$20 Summer, \$30 Fall/Spring, \$1 per day	Persons who park motor vehicles on campus (Daily permits may be purchased for \$1 from ticket dispensers in designated areas) The parking fee is optional and not transferable to other students; disabled parking permits are issued only by the Disability Resource Center - See Parking Regulations in this <i>Schedule of Classes</i>
Audit Fee	\$15 per unit (students enrolling in a variable unit course <b>MUST</b> pay for maximum units)	Students approved to audit a course which is on the list of designated courses Students enrolled in 10 or more units for credit can audit up to three additional units free of charge - See Auditing policy in this <i>Schedule of Classes</i>
Returned Check Fee	\$10	Students whose personal checks are returned by the bank (Only cash, credit card or cashier's check will be honored to clear a returned check - Bookstore fee may differ)
Transcript Fee	\$5 \$10 additional for rush service	Students requesting a transcript of their academic record at Cañada College, College of San Mateo and/or Skyline College (The first two transcripts ever requested are free)

\* 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. Contact the Health Center for details.

\*\* A student has the right to refuse to pay the \$1 student representation fee for religious, political, moral or financial reasons. This refusal must be submitted in writing to the Cashier's Office or the Office of Admissions and Records.

\*\*\* Foreign students are required to pay an additional \$8 Capital Outlay fee.

\*\*\*\* This fee is optional. Please refer to "Payable By" column for further information.

Parking permits for low income students are \$20 per semester; low income students are those who demonstrate financial need under federal or state standards.

## Credit and Refund Policy

NOTE: Student enrollment fees are set by California's legislature and governor and are subject to change at any time.

**Enrollment Fee**  
**Nonresident Tuition Fee**  
**Health Services Fee**  
**Parking Fee**  
**Student Representation Fee**

Students who officially withdraw from all courses, or reduce their program prior to the first class meeting or within the first 10% of the scheduled class meetings, will receive credit toward future fees for the full amount of all fees paid for those classes.

*Example:* If a short course has eight meetings, 10% of 8 = 0.8, and this is rounded up to 1.0. Therefore, the student must officially withdraw no later than the end of the day of the first class meeting to be eligible for a credit or refund.

A \$10 processing fee (plus an additional \$50 processing fee for nonresident tuition) will be retained by the College if a refund is issued to a student withdrawing from all classes.

For courses dropped after the first 10% of the class meetings, these fees are **not refundable** unless an action of the College (e.g., class cancellation) prevents a student from attending class.

### Important:

1. If a parking permit has been issued, it must be returned to the Business Office or the Security Office before a credit or refund of the parking fee will be processed.
2. Credit balances remain on student accounts for a maximum of five (5) years.
3. A student may either choose to maintain a credit balance on account or contact the Business Office (Bldg. 1, Room 147, 574-6412) to arrange for a refund.

4. Refunds are NOT issued automatically and are subject to a \$10 processing fee if the student withdraws from all classes. Refunds of nonresident tuition are subject to an additional \$50 processing fee.
5. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. A withdrawal initiated by an instructor may NOT result in a credit or refund.
6. Fees paid by personal check require thirty days for bank clearance before refunds can be processed.
7. Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.
8. Student records, including transcripts, are automatically held until all debts to the District colleges have been cleared.

### Variable Unit Courses:

No enrollment fee or nonresident 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.

Contact the Business Office regarding fee and refund questions: 574-6412

### Board of Governors Enrollment Fee Waiver (BOGW)

The Board of Governors of the California Community Colleges has established a program that *waives* the *enrollment fees* for all qualified applicants.

To apply for the Board of Governors Enrollment Fee waiver, you need to visit the *Financial Aid Office (Bldg. 1, Room 217)*.

For most students, the application process is simple and can be completed within ten minutes. Students that qualify for a Board of Governors Enrollment Fee Waiver will have their enrollment fees waived for the entire academic year. If you had a waiver for the '06/'07 academic year, you will not need to reapply for the Summer '07 session.

When applying for the Board of Governors Enrollment Fee Waiver, please inquire about the many federal and state financial aid programs that are available to College of San Mateo students.



### College of San Mateo Catalog

The catalog may be purchased in person for \$2 at the CSM Bookstore. If you would like the catalog sent to you by mail, please complete this form and send it with \$5 to the CSM Bookstore, 1700 W. Hillsdale Blvd., San Mateo, CA 94402-3784. Please make your check payable to "CSM Bookstore." Allow 1-2 weeks for delivery.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Admissions and Records

Located in the Administration Building (Bldg. 1, Second Floor, 574-6165) this office is open 7:30 a.m. to 6:45 p.m. Monday through Thursday, and 7:30 a.m. to 12:30 p.m. Friday.

### Attendance

You are **STRONGLY ADVISED** to attend the first class meeting of each class in which you register. If you cannot attend, notify your instructor in advance. Without prior notification, you may be dropped by the instructor and a waiting student may be admitted in your place.

Students are responsible for attending classes regularly. An instructor may drop a student from a class for excessive absences. Attendance regulations appear in the *CSM Catalog*.

Excessive absence may result in dismissal from class and/or a grade of "F".

### Auditing

Students will be allowed to register as auditors in a limited number of classes where the course repetition policy applies if they have previously enrolled for credit for the maximum number of times allowed for the particular course.

Classes marked with @ to the right of the course number and section (e.g., INDV 254 AA@) in the class schedule will be open for auditing. Students should register for these classes in the normal manner; they will be advised if they have reached the course repetition limit. After the first two weeks of instruction, if space is available, students must pick up a petition in the Office of Admissions and Records, obtain the instructor's signature and return the completed petition to Admissions and Records for processing.

An auditing fee of \$15 per unit is payable at the time of enrollment as an auditor. Auditors are charged the health services fee. The regular enrollment fee and nonresident tuition fee do not apply to auditors.

No student auditing a course is permitted to change enrollment status in that course to receive credit.

### Credit/No Credit Grading Option

Most CSM courses are graded on the basis of the standard letter grades (A, B, C, D, F). Some courses are graded on a Credit (CR) or No Credit (NC) basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Credit/No Credit grading; students electing the Credit/No Credit option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the course. Changes are not permitted thereafter.

Students should be aware that many colleges and universities, including College of San Mateo, place specific restrictions on the number, if any, of units graded on a Credit/No Credit basis that are acceptable toward degrees and certificates. Because the decision to request Credit/No Credit grading is irrevocable after 30% of the duration of the course, students should be very cautious in making such a request.

### Course Repetition

Courses in which a student earns a final grade of A, B, C or CR cannot be repeated. College District Rules and Regulations permit 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 in each subsequent semester. Such courses are specifically designated as "may be repeated for credit" in the college catalog. Courses that are not so designated may not be repeated. Further information about this policy is available from your college counselor/advisor.

Notwithstanding the restrictions cited in the paragraph above, a student who has received a grade of D, F or NC may repeat a course one time for the purpose of grade alleviation. Following completion of the course, the grade of the repeated course is used in the computation of the grade point average. Refer to the CSM Catalog for details.

### August Graduates

Applications for A.A./A.S. Degrees or Career Program Certificates to be conferred in August 2007 must be filed in the Office of Admissions and Records by Friday, July 13, 2007.

### ***Special Enrollment Opportunity at CSM for High School Juniors and Seniors!***



High School juniors and seniors can take advantage of an exciting enrollment opportunity at CSM called **Concurrent Enrollment**. This special program enables eligible high school students to **enroll in day or evening courses at College of San Mateo, and all enrollment fees are waived!**

This program allows high school students the opportunity to get an early start on higher education by **earning college credit** and fulfilling college and university requirements without the expense of most university programs. Most courses are transferable to four-year colleges and universities.

For information on admission procedures and to obtain a copy of CSM's **Concurrent Enrollment Program** forms, contact your local high school counseling center or go online at [collegeofsanmateo.edu/ce](http://collegeofsanmateo.edu/ce).

## Support Services for Students

### Bookstore

Books and supplies may be purchased at the College of San Mateo Bookstore, which is open Monday through Thursday from 8 a.m. to 7:15 p.m. (574-6366).

Books can also be purchased online at [bookstore.collegeofsanmateo.edu](http://bookstore.collegeofsanmateo.edu).

The special refund policy for the summer session extends for one week from the beginning of classes.

### CARE Program

The CARE program (Cooperative Agencies Resources for Education) provides services to single parents receiving CalWORKs or TANF (Temporary Assistance for Needy Families) to increase their educational skills, become more confident and self-sufficient, and move from welfare to independence. Services include: child care, transportation, tutoring, peer advising, parenting workshops, books and supplies.

To be considered for the CARE program, a student must meet the following criteria: 1) be 18 years or older; 2) be a single parent and head of household; 3) be currently receiving TANF benefits; 4) have one child under 14 years old; and, 5) qualify for the EOPS program.

For more information, contact the EOPS Office (Bldg. 20, Room 107, 574-6154).

### Career Services

Career Services is a college resource designed to assist students to make decisions about their college major and/or career path. For career services information call 574-6495 or go to the Career Development Center, Temporary Building 1.

### Child Development Center

The Mary Meta Lazarus Child Development Center provides a child development program for children who have a parent attending CSM. Children who are two years and six months through five years of age are eligible. There is a \$50 registration fee each semester. In addition, fees for children three to five years old are as follows: part-time (less than 5 hours) \$38 per day; full-time (5 hours or more) \$43 per day. Fees for children two and one-half to three years old are as follows: part-time \$45 per day; full-time \$55 per day. The Center will be open June 18 – July 27, 2007, Monday through Friday. For more information, contact Louise Piper prior to May 25, at 574-6279.

### Community Education Programs

Community members are encouraged to explore the variety of fee-based short courses, one-day seminars and special events offered through the Office of Community Education. Programs include business and professional development workshops and leisure-activity classes.

The highlights of the summer schedule are the Summer Youth Music/Fine Arts Camp and College for Kids for students entering the fifth through ninth grade. Watch for the full program of courses in the fall. For more information, call 574-6149 or contact [communityed.smccd.net](http://communityed.smccd.net).

### Cooperative Education

This program allows students who work full- or part-time to earn college credit for learning on the job.

During the summer session, students may earn up to four units of work experience college credit. Cooperative Education students may be employed on a paid or volunteer basis and must be concurrently enrolled in at least one other course.

Students may register by WebSMART for Cooperative Education courses. In addition, they must go to the Cooperative Education Office (Temporary Bldg. 1) for a specific instructor assignment. This must be completed during the first week of summer session. For more information, call 574-6171.

### Counseling Center

The Counseling Center offers services for academic, transfer, and career counseling to incoming and continuing students. Academic counseling services are designed to help students make decisions and set academic goals; provide academic planning assistance to complete certificates, associate degrees or transfer to a university; help students evaluate academic readiness and plan coursework to build skills; teach students important academic success strategies; and work with students to resolve personal concerns that may interfere with their ability to succeed. Counseling Center hours vary during the summer and are limited to drop-in services only. Please check hours posted at the Center or call 574-6400.

### Disability Resource Center

Students with disabilities who need mobility assistance, special parking permits and other support services and accommodations may contact the Disability Resource Center (Bldg. 16, Room 150, 574-6438).

During the summer, students with disabilities may also enroll in the Adapted Physical Education Program. For more information on this program contact Shana Kudo at 378-7219.

### Extended Opportunity Programs and Services (EOPS)

EOPS is a support service available for full-time students who need additional services to successfully pursue their educational and vocational goals. Support services include: priority registration, counseling, book service, transportation, tutoring, application fee waivers and peer advising.

To be considered for the EOPS program, a student must meet the following criteria: 1) be enrolled full-time (12 units); 2) qualify to receive the Board of Governors Enrollment Fee Waiver (BOGW); 3) meet the EOPS guidelines definition of an educationally underprepared student; and 4) have completed less than 70 degree applicable units. For more information visit the EOPS Office (Bldg. 20, Room 107, 574-6154.)

### Final Grades

As a significant cost-saving measure, final grade reports are no longer mailed to students. Beginning June 9, students may use WebSMART to obtain Spring 2007 final grades. Summer 2007 final grades will be available on WebSMART beginning August 19.

### Financial Aid

Students who would be unable to attend college without financial aid can receive help in paying for educational expenses – enrollment fees, books, transportation, room and board, and other related costs.

In order to qualify for financial aid, students and/or their families must demonstrate financial need. Interested students must complete the application process through the Financial Aid Office, and should begin this process at the earliest possible date. Determination of eligibility takes approximately eight to 12 weeks.

Financial Aid office hours are Monday through Thursday 8 a.m. to 6:45 p.m., and Friday 8 a.m. to noon. For information visit the Financial Aid Office (Bldg. 1, Room 217, 574-6146).

### **Health Services**

The college nurses provide consultation on health problems, evaluation of symptoms, first aid, referrals to health or social agencies, arrangements for emergency transportation, and general medical information for day and evening students. A physician is also available by appointment.

Low cost medical and dental insurance is available for purchase.

Summer hours for the Health Center (Bldg. 1, Room 226, 574-6396) are Monday through Thursday, 9 a.m. to 12 noon and 5 to 7 p.m.

### **Labs & Centers**

There are a variety of labs and centers on campus that offer use of computers and tutoring/academic support services. Please see the "Labs & Centers" list in the directory on page 3.

### **Library Services**

Library services will be available Monday through Thursday from 9 a.m. to 7 p.m. from June 18 through July 26. From July 30 through August 9 hours will be 2 - 7p.m. only. The Library (574-6100) will be closed on Fridays, Saturdays and Sundays and will be closed from 2 p.m. on May 25 through June 17 and from August 9 through August 21.

For information on the Library go to [collegeofsanmateo.edu/library](http://collegeofsanmateo.edu/library).

### **Middle College High School**

San Mateo Middle College High School is an alternative education collaboration between the San Mateo Union High School District and College of San Mateo. The program's primary goal is to provide a supportive and challenging environment, along with the opportunity for academic success and career exploration, to students whose needs are not met in a traditional high school environment.

As part of the Middle College program, these students take three SMUHSD-approved classes taught by SMUHSD instructors on the CSM campus; they round out their schedules with CSM courses. In many cases, students can earn both high school credits and college units. The Middle College program also includes comprehensive academic and career advising and access to all of CSM's support services. For information for Fall 2007, call 574-6101 or contact [middlecollege@smuhsd.k12.ca.us](mailto:middlecollege@smuhsd.k12.ca.us).

### **Multicultural Center**

The Multicultural Center is designed to meet the needs of multicultural students through academic/personal counseling as well as general financial aid information in a supportive, culturally-enriching environment. The staff is made up of full-time, bicultural and bilingual certificated counselors and support personnel. The Multicultural Center is located in Bldg. 20, Rooms 112 & 113. For more information, call 574-6154.

### **Psychological Services**

Psychological Services offers free, confidential personal counseling. Counselors are available to assist students in crisis and to explore personal issues that may affect the student's ability to achieve success in college. Also available are group counseling and referral to other on and off-campus resources. Appointments may be made through the Health Center (Bldg. 1, Room 226, 574-6396).

### **Student Employment**

The Student Employment Office assists CSM students and alumni with the job search process. Students are encouraged to seek a job related to their interests, major and life ambitions.

Jobs and internships can be accessed at CSM JobLinks on our website at [collegeofsanmateo.edu/studentjobs](http://collegeofsanmateo.edu/studentjobs). Information about jobs and internships, employer services and job search classes is also available. We also recommend MONSTERTRAK job listings and related information which can be accessed at <http://www.monstertrak.com> using the password CSMJOBS. Cal-JOBS can be accessed at <http://www.CALJOBS.ca.gov> (using last 4 digits of social security number as initial password) to submit resumes and check job listings.

The Student Employment Office is located in Temporary Bldg. 1. For more information and summer office hours, call 574-6151.

### **Study in Costa Rica or London**

You may be eligible to participate in the 6-week Summer 2007 program in Costa Rica if you have completed at least 6 degree applicable units with at least a 2.5 GPA.

If you have completed at least 12 degree applicable units at any college with at least a 2.5 GPA, you are eligible to participate in CSM's Fall 2007 London Semester. You can earn up to 15 units in the fall toward an A.A./A.S. degree which are transferable for bachelor's degree credit. These programs are open to students of all ages.

Proposed course offerings in London this fall will include anthropology, English, history, humanities and psychology. All students enroll in a British Life and Culture class with weekly field trips.

The same enrollment fee as charged for on-campus classes covers the cost of instruction for California residents. AIFS services, living accommodations and many activities are included in the program fee. Financial aid can assist students with these costs, but early filing is essential.

For more information and a detailed brochure on the Costa Rica or London study programs, call the Study Abroad Program Office at 574-6595.

### **Transfer Services**

Located in Building 5, Room 128, Transfer Services provides information on such topics as transfer planning, writing the application essay, choosing a college, and completing transfer admission applications. CSM has Transfer Admission Agreements with a number of four-year institutions which can guarantee transfer admission. For more information, call 358-6839.

## Campus Policies

### **Crime Awareness and Campus Security Policy**

In order to make College of San Mateo a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Crime Awareness and Campus Security Act of 1990). CSM is an extremely safe campus; a fact confirmed by the most recent FBI-reported data. (For more information, please contact CSM's Office of Institutional Research at 574-6196 or email: [csmresearch@smccd.net](mailto:csmresearch@smccd.net).) Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts and crime statistics should contact the Supervisor of College Security at 574-6415.

### **Drug-Free Campus Policy**

The San Mateo County Community College District and College of San Mateo, 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 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 on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs should contact the Health Center (Bldg. 1, Room 226, 574-6396).

### **Guidelines Addressing Cheating and Plagiarism**

As the Student Handbook in the College of San Mateo Catalog states, "The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that College of San Mateo students are mature and self-respecting, and can be relied upon to act as responsible and ethical members of society."

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt, that a student cheated or plagiarized. The College of San Mateo Academic Senate has developed guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities and sanctions. The entire document can be found in the College of San Mateo Catalog.

Students seeking further information concerning these guidelines should contact Patricia L. Griffin, Vice President, Student Services (Bldg. 1, Room 273, 574-6118).

### **Matriculation**

Matriculation is the process which 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 A.A./A.S. or higher degrees), are expected to complete matriculation requirements.

More information on this policy is available by contacting the Office of Counseling, Advising, and Matriculation at 574-6413.

### **Sexual Harassment Policy**

It is the policy of the San Mateo County Community College District and College of San Mateo 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.

Persons seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice-Chancellor of Human Resources and Employee Relations, 358-6767.

### **Smoking Policy**

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations and within a distance of twenty (20) feet from any doorway, entrance to an interior area, or air intake vent. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, contact the Student Activities Office (Bldg. 5, Room 125, 574-6141).

### **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.

More information on this statement is available by contacting the office of the Vice President of Instruction at 574-6404.

### **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 College Catalog, which is available in the Bookstore. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services.

### **Student Rights and Non-Discrimination Policy**

Information on the Privacy Rights of Students and the Policy on Non-Discrimination, as well as detailed information on Student Appeals and Grievances, is found in the College of San Mateo Catalog, which is available in the Bookstore (Bldg. 5).



# SCHEDULE OF CLASSES

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

## ACCOUNTING

**A \$2.00 materials fee is payable upon registration for Accounting classes.**

### GET THE SKILLS, GET THE JOB, GET THE CREDIT

Looking for a new job? Our Accounting Assistant and Tax Preparer certificates give you the skills to begin a new career. The Accounting Assistant program starts with ACTG 100, 103, 144; BUSW 415; and CRER 127. The Tax Preparer program starts with ACTG 100, 103, 171; BUSW 415; and CRER 127. For more information go to [collegeofsanmateo.edu/accounting](http://collegeofsanmateo.edu/accounting) or call 574-6519.

### PREPARE FOR THE CPA EXAM

The California Board of Accountancy requires applicants to complete 245 semester-hours of accounting education prior to taking the CPA exam. All Accounting courses at CSM count toward this education requirement. These courses provide only part of the preparation needed for the CPA exam. For more information go to [collegeofsanmateo.edu/accounting](http://collegeofsanmateo.edu/accounting).

### EARN CONTINUING EDUCATION CREDIT

You can earn continuing education credit for your CPA, EA or CTEC license at CSM (visit [collegeofsanmateo.edu/accounting](http://collegeofsanmateo.edu/accounting)) and through Community Education (visit [communityed.smccd.edu](http://communityed.smccd.edu)). Community Education offers a "California Tax Update" course in December.

## ACTG 100 ACCOUNTING PROCEDURES

Study of the accounting cycle for service and merchandising businesses. Preparation of journals, ledgers, and financial statements using manual work papers and Peachtree accounting software. ACTG 100 provides an important foundation for ACTG 121. **A \$2.00 materials fee is payable upon registration. Recommended Preparation:** BUS. 115; BUSW 105 or equivalent; eligibility for ENGL 848. (CSU)

51346	ACTG 100 AA	MTWTh	8:10 10:20	14-221	Raeber, S.	3.0
		By Arr	6.0 Hrs/Wk	14-221		
		Start and end dates for section 51346: 6/18 7/26				

### EVENING CLASSES

51477	ACTG 100 JA	MW	6:00 10:10	14-221	Raeber, S.	3.0
		By Arr	6.0 Hrs/Wk	14-221		
		Start and end dates for section 51477: 6/18 7/25				

## ACTG 103 TEN-KEY SKILLS

Development of speed and accuracy using a ten-key calculator and the ten-key pad on a computer keyboard. Students must complete twenty-four hours of self-paced work. **A \$2.00 materials fee is payable upon registration.** For complete information about this course, including how to get started, visit our website at [www.smccd.edu/accounts/maule](http://www.smccd.edu/accounts/maule). Open entry/open exit. Credit/No Credit grading. May be taken twice for a maximum of 1 unit. (CSU)

52028	ACTG 103 AO	By Arr	24 Hrs Total	15-160	Maule, B.	.5
		Start and end dates for section 52028: 6/18 7/26				

## ACTG 121 FINANCIAL ACCOUNTING

Preparation and interpretation of accounting information. Includes application of accounting principles to value assets, liabilities, and equity; accounting systems; use of software applications to prepare and analyze accounting information; use of accounting information by decision makers. Students taking their first course in accounting are encouraged to complete ACTG 100 before enrolling in ACTG 121. **A \$2.00 materials fee is payable upon registration. Prerequisite:** BUSW 105 or equivalent. **Recommended Preparation:** ACTG 100; BUSW 415 or equivalent; ENGL 100.

50476	ACTG 121 AA	MTWTh	7:40 10:20	14-220	Staff	5.0
		By Arr	5.2 Hrs/Wk	14-220		
		Start and end dates for section 50476: 6/18 8/02				

## ACTG 144 QUICKBOOKS: SET-UP AND SERVICE BUSINESS

Practical hands-on introduction to QuickBooks accounting software. Covers set-up and service business transactions, including sales, receivables, cash collections, purchases, payables, cash payments, and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. **A \$2.00 materials fee is payable upon registration.** May be taken twice for a maximum of 3 units. (CSU)

52259	ACTG 144 AA	TTh	10:40 12:50	14-221	Raeber, S.	1.5
		By Arr	3.4 Hrs/Wk			
		Start and end dates for section 52259: 6/19 7/26				

### EVENING CLASSES

52260	ACTG 144 JA	T	6:00 10:10	14-221	Raeber, S.	1.5
		By Arr	3.0 Hrs/Wk	14-221		
		Start and end dates for section 52260: 6/19 7/24				

## ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS

Practical, hands-on instruction to QuickBooks accounting software. Covers payroll and merchandising business transactions, including sales, receivables, cash collections, purchases, payables, and cash payments, payroll, and end-of-period procedures. **A \$2.00 materials fee is payable upon registration.** ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. May be taken twice for a maximum of 3 units. (CSU)

### EVENING CLASSES

52697	ACTG 145 JA	Th	6:00 10:10	14-221	Raeber, S.	1.5
		By Arr	3.0 Hrs/Wk	14-221		
		Start and end dates for section 52697: 6/21 7/26				

## ACTG 173 TRUST, ESTATE, AND GIFT TAXES

Study of Federal and California income tax regulations and their application to trusts, estates, and gifts. Students will learn how to prepare Form 1041 (Fiduciary Tax Return), Form 706 (Estate Tax Return) and Form 709 (Gift Tax Return) and the related California tax forms. Combined with Accounting 171 and 172, this course will enable students to prepare most of the tax returns required of accounting professionals. The course will meet continuing education requirements for the California Tax Education Council (CTEC). **A \$2.00 materials fee is payable upon registration. Recommended Preparation:** ACTG 171. Credit/No Credit or letter grade option. (CSU)

### EVENING CLASSES

53241	ACTG 173 J1	MW	6:30 9:45	14-220	Stevens, S.	1.5
		By Arr	4.6 Hrs/Wk			
		Start and end dates for section 53241: 6/18 7/16				

## ACTG 681 ENROLLED AGENT EXAM PREPARATION I

Preparation for the IRS Enrolled Agent exam. Taxation of individuals, small businesses, partnerships, farmers, C corporations, S corporations, and not-for-profit entities. Students should be familiar with Federal income tax regulations and basic accounting concepts. The topics for the exam are divided into two courses: an eight week summer semester course and a four week fall semester course. To prepare for the exam, students must complete both ACTG 681 (Exam Prep I) in the summer and ACTG 682 (Exam Prep II) in the fall. The Enrolled Agent exam is given by the IRS in late September. ACTG 681 qualifies for 32 Federal continuing education hours for CTEC. For more information visit our website [www.smccd.edu/accounts/maule](http://www.smccd.edu/accounts/maule). **A \$2.00 materials fee is payable upon registration. Recommended Preparation:** ACTG 121, 171, 172, and 173. Credit/No Credit grading. (CSU)

### EVENING CLASSES

53242	ACTG 681 JA	T	6:00 10:10	18-202	Golden/Gundry	.5-2.0
		By Arr	3.0 Hrs/Wk			
		Start and end dates for section 53242: 6/19 8/07				

Course

Ref.

No.

Class ID

Days

Hours

Bldg/  
Room

Instructor

Units

## ADMINISTRATION OF JUSTICE

### ADMJ 771 PENAL CODE 832: ARREST AND CONTROL TRAINING

Arrest, search and seizure; theory and practical application of related laws. Students must meet performance objectives upon completion of course. Credit/No Credit grading. Course is certified by POST (Peace Officer Standards and Training Commission) as required under Penal Code 832.6(a)(1). POST requires strict attendance to mandated training hours. Students arriving late or missing classes may be dropped.

#### EVENING AND SATURDAY CLASSES

53489	ADMJ 771 J1	TTh	6:30	10:30	35-101	McGinnis, T.	3.0
		S	8:00	5:00	35-101		
		Start and end dates for section 53489:		6/19	7/10		

## AMERICAN SIGN LANGUAGE

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 25.

### ASL 111 ELEMENTARY AMERICAN SIGN LANGUAGE I

Basic course in American Sign Language taught as a second language using dialogue drills, commands, and creative ideas. Plus 2.8 lab hours by arrangement per week for the day class and 2.0 lab hours by arrangement per week for the evening class. Credit/No Credit or letter grade option. (CSU/UC)

53289	ASL 111 AA	MTWTh	10:40	12:50	16-256	Johnson, M.	3.0
		Start and end dates for section 53289:		6/18	7/26		

#### Evening Classes

53485	ASL 111 JB	MW	6:30	9:45	16-252	Cheung, M.	3.0
		Start and end dates for section 53485:		6/18	8/08		

### ASL 112 ELEMENTARY AMERICAN SIGN LANGUAGE II

Encoding, decoding, interaction, and acquisition techniques for skilled hearing signers and deaf people. Plus 2.0 lab hours by arrangement per week. **Prerequisite:** ASL 111 or equivalent with Credit or a grade of C or higher. Credit/No Credit or letter grade option. (CSU/UC)

#### EVENING CLASSES

53290	ASL 112 JA	TTh	6:30	9:45	18-304	Cheung, M.	3.0
		Start and end dates for section 53290:		6/19	8/09		

## ANTHROPOLOGY

### ANTH 110 CULTURAL ANTHROPOLOGY

Study of culture as the man-made environment of particular societies. A cross-cultural comparison of cultural practices. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/No Credit or letter grade option. (CSU/UC) (CAN ANTH 4)

50485	ANTH 110 AA	MTWTh	10:40	12:50	14-101	Titus, M.	3.0
		Start and end dates for section 50485:		6/18	7/26		

#### EVENING CLASSES

53113	ANTH 110 JA	TTh	7:00	10:15	14-118	Nass, G.	3.0
		Start and end dates for section 53113:		6/19	8/09		

### ANTH 180 MAGIC, SCIENCE AND RELIGION

Cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/No Credit or letter grade option. (CSU/UC)

52474	ANTH 180 AA	MTWTh	8:10	10:20	14-118	Titus, M.	3.0
		Start and end dates for section 52474:		6/18	7/26		

## ART

### ART 100 ART OF THE WESTERN WORLD

"Art of the Western World" traces the Western tradition in the visual arts from ancient Greece to the present day. Chronologically introducing the societies, values, and ideals that gave birth to Western Art, it explores the connection between great works and the environment that stimulated their creation. Not applicable to Art major. **Recommended Preparation:** ENGL 848. Credit/No Credit or letter grade option. (CSU)

#### TV CLASSES

51649	ART 100 TV	See pages 41-44	TV-CRS	Pennington, S.	3.0
		Start and end dates for section 51649:		6/22	8/03

### ART 101 ART AND ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES, c. 1400

Ancient, Classical, Early Christian, Byzantine and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture, and their relationship to their cultural and historical context. **Recommended Preparation:** eligibility for ENGL 848. Credit/No Credit or letter grade option. (CSU/UC) (CAN ART 2) (Completion of ART 101, 102, and 103=CAN ART SEQ A) Also offered as ART 801.

52949	ART 101 AA	MTWTh	8:10	10:20	4-152	Listopad, J.	3.0
		Start and end dates for section 52949:		6/18	7/26		

#### EVENING CLASSES

50936	ART 101 JA	MW	6:00	10:10	4-152	Hiramoto, J.	3.0
		Start and end dates for section 50936:		6/18	7/25		

### ART 201 DRAWING AND COMPOSITION I

Study of two- and three-dimensional forms and space relationships. Drawing in various dry media. Drawing proficiency is not required. Extra supplies may be required. **Students must attend both morning and afternoon sessions.** (CSU/UC) (CAN ART 8)

53509	ART 201 AA	MW	9:00	12:05	4-250	Ren, M.	3.0
		MW	1:00	4:05	4-250		
		By Arr 2.3 Hrs/Wk					
		Start and end dates for section 53509:		6/18	8/08		

### ART 223 OIL PAINTING I

Basic techniques; emphasizes the use of value, color and light to model 3D form. **Recommended Preparation:** ART 201 and 214. Students are encouraged to develop personal style in the latter part of the course. Credit/No Credit or letter grade option. **Students must attend both morning and afternoon sessions.** (CSU/UC\*) (CAN ART 10)

53282	ART 223 AX	TTh	9:00	12:05	4-160	Buchanan, N.	3.0
		TTh	1:00	4:05	4-160		
		By Arr 2.3 Hrs/Wk					
		Start and end dates for section 53282:		6/19	8/09		

### ART 224 OIL PAINTING II

Continuation of ART 223 with increased emphasis on a variety of painting techniques and development of personal style. **Prerequisite:** ART 223. **Recommended Preparation:** ART 223. Credit/No Credit or letter grade option. **Students must attend both morning and afternoon sessions.** May be taken three times for a maximum of 9 units. (CSU/UC\*)

53286	ART 224 AX	TTh	9:00	12:05	4-160	Buchanan, N.	3.0
		TTh	1:00	4:05	4-160		
		By Arr 2.3 Hrs/Wk					
		Start and end dates for section 53286:		6/19	8/09		

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Course Ref. No. Class ID Days Hours Bldg/Room Instructor Units

**ART 350 VISUAL PERCEPTION**

Basic composition and design principles using 35mm or digital cameras, light meters and color slide film. Extra supplies may be required. (CSU)

**EVENING CLASSES**

50500 ART 350 JA TTh 6:00 10:05 4-152 Bhattacharji, S. 3.0  
Start and end dates for section 50500: 6/19 7/26

**ART 406 SCULPTURE II**

Continuation of ART 405, with an emphasis on self expression. Choice of media is open. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration. Prerequisite:** ART 405 or equivalent. Credit/No Credit or letter grade option. May be taken three times for a maximum of 9 units. (CSU/UC)

53155 ART 406 AX MTWTh 12:55 5:00 4A-10 Nakata, R. 3.0  
By Arr 5.5 Hrs/Wk 4A-10  
Start and end dates for section 53155: 6/18 7/26

**ART 411 CERAMICS I**

Elementary clay construction; methods of ornamentation, glazing, firing; introduction to potter's wheel. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration.** Credit/No Credit or letter grade option. (CSU/UC) (CAN ART 6)

52245 ART 411 AX MTWTh 12:55 5:00 4A-10 Nakata, R. 3.0  
By Arr 5.5 Hrs/Wk 4A-10  
Start and end dates for section 52245: 6/18 7/26

**ART 412 CERAMICS II**

Continuation and advanced study of topics introduced in ART 411. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration. Prerequisite:** ART 411. Credit/No Credit or letter grade option. May be taken three times for a maximum of 9 units. (CSU/UC)

52255 ART 412 AX@ MTWTh 12:55 5:00 4A-10 Nakata, R. 3.0  
By Arr 5.5 Hrs/Wk 4A-10  
Start and end dates for section 52255: 6/18 7/26

**ART 665 INTRODUCTION TO PASTEL PAINTING**

Drawing still life and landscape with color pastels to achieve painterly effects. Credit/No Credit or letter grade option. (CSU)

53486 ART 665 A2 MW 9:00 1:05 4-160 Rumer, D. 1.0  
Start and end dates for section 53486: 7/09 8/01

**ART 665 ADVANCED CERAMICS WORKSHOP**

Continuation and advanced techniques of the potter's wheel and glaze formulation experimentation. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration. Prerequisite:** ART 412 or equivalent. May be taken twice for a maximum of 1 unit. (CSU)

53487 ART 665 AA Hours by Arr 4.0 Hrs/Wk 4A-10 Nakata, R. .5  
Start and end dates for section 53487: 6/18 7/26

**ART 801 ART AND ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES, c. 1400**

Ancient, Classical, Early Christian and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture, and their relationship to their cultural and historical context. No recommended prerequisite. Credit/No Credit grading. Not transferable. Applies to AA degree only.

53163 ART 801 AA MTWTh 8:10 10:20 4-152 Listopad, J. 3.0  
Start and end dates for section 53163: 6/18 7/26

**EVENING CLASSES**

53164 ART 801 JA MW 6:00 10:10 4-152 Hiramoto, J. 3.0  
Start and end dates for section 53164: 6/18 7/25

**ASTRONOMY**

**ASTR 100 INTRODUCTION TO ASTRONOMY**

Descriptive study of the solar system, stars, galaxies, and life in the universe. Plus one hour by arrangement per week. (CSU/UC)

52660 ASTR 100 AA MTWTh 10:40 12:50 36-100 Stanford, D. 3.0  
Start and end dates for section 52660: 6/18 7/26

**TV CLASSES**

50502 ASTR 100 TV See pages 41-44 TV-CRS Vanajakshi, C. 3.0

**ASTR 101 ASTRONOMY LABORATORY**

Constellation identification, coordinate systems and basic astronomical measurements of planets, stars and spectra. Extra supplies may be required. **Prerequisite:** MATH 110 or equivalent with a grade of C or higher and completion of (with a grade of C or higher) or concurrent enrollment in ASTR 100. (CSU/UC)

52661 ASTR 101 AA MTWTh 1:00 3:10 36-100 Stanford, D. 1.0  
Start and end dates for section 52661: 6/18 7/26

**BIOLOGY**

**BIOL 100 INTRODUCTION TO THE LIFE SCIENCES**

For non-science majors. Fundamental principles of life. Covers plant and animal inter-dependencies. Examines the human role in the world of living things in relation to contemporary problems. Plus 2.8 hours by arrangement per week for the day class, and 2.0 hours by arrangement per week for the evening class. Possible field trip(s). **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests or other measures. (CSU/UC)

50505 BIOL 100 AA MTWTh 8:10 10:20 36-207 Staff 3.0  
Start and end dates for section 50505: 6/19 7/27  
53500 BIOL 100 AB MTWTh 10:50 1:00 36-207 Staff 3.0  
Start and end dates for section 53500: 6/18 7/28

**EVENING CLASSES**

50506 BIOL 100 JA TTh 6:30 9:45 36-207 Beliz, T. 3.0  
Start and end dates for section 50506: 6/19 8/09

**ONLINE CLASSES**

53310 BIOL 100 WW See pages 39-40 Online-CRS Beliz, T. 3.0  
Start and end dates for section 53310: 6/23 8/04

**BIOL 110 GENERAL PRINCIPLES OF BIOLOGY**

Lecture/lab study of major principles of biology; one or more field trips may be required. Extra supplies may be required. Plus 2.8 hours by arrangement per week. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN BIOL 2)

50507 BIOL 110 AA MTWTh 10:20 12:30 36-200 Railsback, D. 4.0  
MTWTh 8:00 10:10 36-200  
Start and end dates for section 50507: 6/18 7/26  
50508 BIOL 110 AB MTWTh 10:20 12:30 36-223 Whyte, W. 4.0  
MTWTh 8:00 10:10 10-120  
Start and end dates for section 50508: 6/18 7/26  
51747 BIOL 110 AC MTWTh 10:20 12:30 36-204 Malik, A. 4.0  
MTWTh 8:00 10:10 36-204  
Start and end dates for section 51747: 6/18 7/26  
53501 BIOL 110 AD MTWTh 10:20 12:30 36-217 Staff 4.0  
MTWTh 8:00 10:10 36-217  
Start and end dates for section 51747: 6/18 7/26

Course

Ref.

No. Class ID Days Hours Bldg/  
Room Instructor Units**BIOL 240 GENERAL MICROBIOLOGY**

Introduction to morphology and physiology of microorganisms, with emphasis on control by chemical and physical means; their role in the human body and the environment. One or more field trips may be required. Extra supplies may be required. **Prerequisite:** one semester of college chemistry and college-level biology with lab course with grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN BIOL 14)

53253	BIOL 240 AA	MTWTh	1:00	3:10	36-204	Smith, C.	4.0
			MTWTh	3:20	5:30	36-204	
			Start and end dates for section 53253:		6/18	7/26	

**BIOL 250 ANATOMY**

Human body structure. Lab study and dissection of human male and female. Extra supplies may be required. Plus 2.8 hours by arrangement per week. **Prerequisite:** successful completion of college level biology course with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN BIOL 10) (BIOL 250 and 260 = CAN BIOL SEQ B)

51093	BIOL 250 AA	MTWTh	3:20	5:30	36-217	Staff	4.0
			MTWTh	1:00	3:10	36-217	
			Start and end dates for section 51093:		6/18	7/26	

**BUSINESS**Also see *Management***BUS. 100 CONTEMPORARY AMERICAN BUSINESS**

Explores various aspects of the business world: management, marketing, accounting, finances, production, management information systems, small business, business law and world trade. Helps students identify career opportunities. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC)

52261	BUS. 100 AA	MTWTh	10:40	12:50	14-206	Blake, C.	3.0
			Start and end dates for section 52261:		6/18	7/26	

**EVENING CLASSES**

52946	BUS. 100 JA	MW	6:00	10:10	14-206	Blake, C.	3.0
			Start and end dates for section 52946:		6/18	7/30	

**TV CLASSES**

50511	BUS. 100 TV	See pages 41-44			TV-CRS	McGlasson, P.	3.0
-------	-------------	-----------------	--	--	--------	---------------	-----

**BUS. 150 SMALL BUSINESS MANAGEMENT**

TELECOURSE: Examination of opportunities and hazards of small business operations; for business students who plan to establish a small business. **Prerequisite:** BUS. 100 or equivalent. **Recommended Preparation:** eligibility for ENGL 848. (CSU)

**TV CLASSES**

50825	BUS. 150 TV	See pages 41-44			TV-CRS	VonBleichert, P.	3.0
-------	-------------	-----------------	--	--	--------	------------------	-----

**BUS. 201 BUSINESS LAW I**

Introduction to the law applicable to business sources, agencies, and procedures for enforcement. Emphasizes contract law. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN BUS 8)

52947	BUS. 201 AA	MTWTh	10:40	12:50	14-200	Lau, L.	3.0
			Start and end dates for section 52947:		6/18	7/26	

**EVENING CLASSES**

50516	BUS. 201 JA	TTh	6:00	10:10	14-206	Isler Sr., S.	3.0
			Start and end dates for section 50516:		6/19	7/26	

**TV CLASSES**

50518	BUS. 201 TV	See pages 41-44			TV-CRS	Trimble, J.	3.0
-------	-------------	-----------------	--	--	--------	-------------	-----

**BUS. 315 KEYBOARDING I**

Beginning course to develop skills in computer keyboarding by touch including speed and accuracy building, basic word processing techniques, basic formatting, and printing. Two 3 1/2-inch High Density diskettes required at first class meeting. **A \$2.00 materials fee is payable upon registration.** (CSU)

51364	BUS. 315 AX	MTWTh	10:40	12:50	14-121	Brown, S.	3.0
			By Arr	6.0 Hrs/Wk	14-121		
			Start and end dates for section 51364:		6/18	7/26	

**BUS. 317 MICRO/KEYBOARDING: SKILLBUILDING**

Increase keyboard speed and accuracy through the use of an interactive microcomputer skillbuilding program. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** **Prerequisite:** BUS. 315 or equivalent. May be taken twice for a maximum of 3 units. (CSU)

52951	BUS. 317 AX	MTWTh	10:40	12:50	14-123	Brown, S.	1.5
			By Arr	6.4 Hrs/Wk	14-123		
			Start and end dates for section 52951:		6/18	7/05	

**BUSINESS APPLICATIONS -  
WINDOWS PLATFORM**

**A \$2.00 materials fee is payable upon registration for Windows Platform classes.**

GET THE SKILLS, GET THE JOB, GET THE CREDIT

Looking for a new job? Our Accelerated Office Assistant certificate gives you the skills to begin a new career. Office Assistant I includes BUS. 317; BUS. 316 or BUSW 214; BUSW 114, 415, 530; CRER 127. Office Assistant II includes BUS. 317; BUSW 114, 214, 215, 383, 415, 530; CRER 127. For more information visit our website [collegeofsanmateo.edu/accounting](http://collegeofsanmateo.edu/accounting) or call 574-6519.

**BUSW 105 INTRODUCTION TO MICROCOMPUTERS**

Introduction to microcomputers. Covers equipment, operating systems, and Windows software applications including Microsoft Word, Excel, and Power Point. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** **Prerequisite:** BUS. 315 or equivalent. **Recommended Preparation:** eligibility for ENGL 848. Credit/No Credit grading. May be taken twice for a maximum of 3 units. (CSU)

51806	BUSW 105 AA	MW	10:40	12:50	14-119	Brown, S.	1.5
			By Arr	3.2 Hrs/Wk	14-119		
			Start and end dates for section 51806:		6/18	7/25	

**EVENING CLASSES**

51807	BUSW 105 JA	T	6:00	10:10	14-119	Dorsett, D.	1.5
			By Arr	3.0 Hrs/Wk	14-119		
			Start and end dates for section 51807:		6/19	7/24	

**BUSW 214 WORD PROCESSING I  
USING WORD FOR WINDOWS**

Introduction to Word for Windows software. Includes overview of document formats; preparation (creating, editing, formatting, saving, and printing) of both single- and multi-page documents; outlines; tables of content; tables; multiple windows; and file management. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** **Prerequisite:** BUS. 315 or equivalent. **Recommended Preparation:** eligibility for ENGL 848. May be taken twice for a maximum of 3 units. (CSU)

51564	BUSW 214 A1	MTWTh	10:40	12:50	14-215	Brown, K.	1.5
			By Arr	6.4 Hrs/Wk	14-215		
			Start and end dates for section 51564:		6/18	7/05	

**ONLINE CLASSES**

51814	BUSW 214 W1	See pages 39-40	Online-CRS	Brown, K.	1.5	
			Start and end dates for section 51814:		6/18	7/05

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

**BUSW 215 WORD PROCESSING II USING WORD FOR WINDOWS**

Continuation of BUSW 214. Covers graphics, tables, templates, macros, styles, OLE, and conversions. A 3 1/2-inch High Density diskette required at first class meeting. **Prerequisite:** BUSW 214 or equivalent. May be taken twice for a maximum of 3 units. (CSU)

**ONLINE CLASSES**

53152	BUSW 215 W2	See pages 39-40	Online-CRS	Willis, J.	1.5
	Start and end dates for section 53152:	7/09	7/26		

**BUSW 383 BUSINESS PRESENTATIONS USING POWER POINT FOR WINDOWS**

Using Power Point, examines the components of effective business presentations and capabilities and features of business presentation software for the purpose of planning and creating a complete presentation of integrated text and graphics in a slide format. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration. Prerequisite:** BUSW 214 or equivalent. May be taken twice for a maximum of 3 units. (CSU)

**EVENING CLASSES**

51583	BUSW 383 JA	M	6:00 10:10	14-119	Morgan, M.	1.5
	By Arr	3.0 Hrs/Wk				
	Start and end dates for section 51583:	6/18	7/23			

**ONLINE CLASSES**

53156	BUSW 383 WW	See pages 39-40	Online-CRS	Morgan, M.	1.5
	Start and end dates for section 53156:	6/18	7/23		

**BUSW 415 SPREADSHEET I USING EXCEL FOR WINDOWS**

Creation and use of spreadsheets. Includes spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing, and graphing. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration. Prerequisite:** BUSW 105 or equivalent. **Recommended Preparation:** eligibility for ENGL 848. May be taken twice for a maximum of 3 units. (CSU)

51569	BUSW 415 AA	TTh	10:40 12:50	14-119	Dorsett, D.	1.5
	By Arr	3.0 Hrs/Wk		14-119		
	Start and end dates for section 51569:	6/19	7/26			

**ONLINE CLASSES**

51570	BUSW 415 W1	See pages 39-40	Online-CRS	Willis, J.	1.5
	Start and end dates for section 51570:	6/18	7/05		

**BUSW 416 SPREADSHEET II USING EXCEL FOR WINDOWS**

Advanced spreadsheet functions. Includes design and optimization of large and complex spreadsheets, advanced formulas and functions, database features, macros, and linking of spreadsheets with other software programs. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration. Prerequisite:** BUSW 415 or equivalent. (CSU)

**ONLINE CLASSES**

53157	BUSW 416 W2	See pages 39-40	Online-CRS	Willis, J.	1.5
	Start and end dates for section 53157:	7/09	7/26		

**CAREER AND LIFE PLANNING**

**CRER 104 TRANSFER ESSENTIALS AND PLANNING**

Learn how to successfully transfer to destinations within the California State University system, the University of California system, and independent or out-of-state colleges or universities. This course covers academic requirements of different systems and institutions, transfer considerations and decisions, transfer planning, general education and lower division major requirements, application timelines, services that support transfer, and other issues related to this educational goal. **A \$5.00 materials fee is payable upon registration.** Credit/No Credit grading. May be taken twice for a total of 1 unit. (CSU)

53490	CRER 104 A1	F	8:30 4:30	14-205	Staff	.5
	Start and end dates for section 53490:	6/29	6/29			

53491	CRER 104 B2	F	8:30 4:30	14-205	Staff	.5
	Start and end dates for section 53491:	7/27	7/27			

**CRER 105 COLLEGE PLANNING**

A comprehensive college orientation providing information about educational options and goals, California systems of higher education, academic planning, the college academic and social culture, college policies and procedures that affect student success, matriculation requirements, student learning styles, obstacles to success, time management, overcoming past substandard academic performance, success strategies and how to use them, and a review of college services and programs that enhance success and retention. Credit/No Credit grading. **A \$5.00 materials fee is payable upon registration.** May be taken twice for a total of 1 unit. (CSU/UC)

53492	CRER 105 A1	F	8:30 4:30	14-205	Staff	.5
	Start and end dates for section 53492:	7/20	7/20			

53493	CRER 105 B2	F	8:30 4:30	14-205	Staff	.5
	Start and end dates for section 53493:	8/03	8/03			

**CRER 121 PLANNING FOR STUDENT SUCCESS**

Provides students with the tools necessary to maximize academic success by enhancing their familiarity with college expectations, resources, facilities, and requirements. A preliminary educational plan is researched and developed. Plus 8.0 hours by arrangement per week. **A \$5.00 materials fee is payable upon registration.** Credit/No Credit or letter grade option. (CSU)

52328	CRER 121 A1	MTWTh	8:30 12:20	14-205	Caviel, A.	1.0
	Start and end dates for section 52328:	7/16	7/19			

**CRER 122 STRATEGIES FOR EDUCATIONAL SUCCESS**

Provides students with information about what is expected of a college student. Students practice a variety of techniques to increase confidence and to develop college-level study skills. Emphasizing individual learning styles, effective study habits and reducing test-taking anxiety, each student will create a study plan reflecting his/her specific learning needs. **A \$5.00 materials fee is payable upon registration.** (CSU)

52684	CRER 122 A1	MTWTh	8:30 12:20	14-205	Caviel, A.	1.0
	Start and end dates for section 52684:	7/23	7/26			

**CRER 126 CAREER CHOICES I: CAREER ASSESSMENT**

A career exploration course covering the process of career assessment, self awareness, decision making, setting goals and creating action plans. Includes seminars and student research on careers and college majors. Surveys to appraise personality, interests, values and skills may be used. **A \$30.00 materials fee is payable upon registration.** Credit/No Credit grading. May be taken two times for a maximum of 1 unit. (CSU)

53495	CRER 126 A1	F	8:30 12:30	14-201	Staff	.5
	Start and end dates for section 53495:	6/22	6/29			

Course

Ref.

No. Class ID Days Hours Bldg/  
Room Instructor Units**CRER 152 SERVICE LEARNING AND  
LEADERSHIP PRACTICUM – CSM CONNECTS**

This course offers students an opportunity to engage in learning through meaningful service. Students volunteer time and talents at pre-approved college, community, or civic organizations or agencies. Through a service learning experience students focus on critical thinking, problem solving, values clarification, career exploration, social and personal development, and civic and community responsibility. Meet with the CSM Connects Coordinator for additional course information. Credit/No Credit grading. May be taken four times for a total of 8 units. (CSU)

53488 CRER 152 AA By Arr 1.0 Hrs/Wk 1-T1 Ramezane, M. .5-2.0  
Start and end dates for section 53488: 6/18 8/11

**CHEMISTRY****CHEM 192 ELEMENTARY CHEMISTRY**

Basics in measurement, symbols, reactions, equations, gases, solutions and periodic table. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **A \$4.00 materials fee is payable upon registration.**

**Prerequisite:** MATH 110. It is recommended that students enroll concurrently in MATH 115 or MATH 120 or 122. (CSU/UC)

50572 CHEM 192 AX MTWTh 9:45 11:15 36-319 Song, S. 4.0  
MTWTh 8:00 9:30 36-306  
Start and end dates for section 50572: 6/18 8/09  
50822 CHEM 192 BX MTWTh 9:45 11:15 36-319 Song, S. 4.0  
MTWTh 11:30 1:00 36-306  
Start and end dates for section 50822: 6/18 8/09

**CHEM 210 GENERAL CHEMISTRY I**

College chemistry: structure, bonding, reactions, gases, solutions, organic chemistry, thermodynamics, and periodic table with related calculations. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **A \$4.00 materials fee is payable upon registration. Prerequisite:** CHEM 192; MATH 120; both with a grade of C or better. **Recommended Preparation:** one course in physics and eligibility for ENGL 848. (CSU/UC) (CAN CHEM 2) (CHEM 210 and 220 = CAN CHEM SEQ A)

50573 CHEM 210 AX MTWTh 8:00 9:30 36-319 Li, J. 5.0  
MTWTh 9:40 1:00 36-321  
Start and end dates for section 50573: 6/18 8/09  
51092 CHEM 210 BX MTWTh 8:00 9:30 36-319 Li, J. 5.0  
MTWTh 9:40 1:00 36-329 Tou, P.  
Start and end dates for section 51092: 6/18 8/09

**CHINESE**

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 25.

**CHIN 111 ELEMENTARY CHINESE I**

A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. Plus 2.8 lab hours by arrangement per week. Credit/No Credit or letter grade option. (CSU/UC)

51543 CHIN 111 AA MTWTh 8:10 10:20 18-203 Wu, J. 3.0  
Start and end dates for section 51543: 6/18 7/26

**CHIN 112 ELEMENTARY CHINESE II**

Continuation of CHIN 111 with further development of the skills of understanding, speaking, reading, and writing. Plus 2.8 lab hours by arrangement per week. **Prerequisite:** CHIN 111 or equivalent with Credit or a grade of C or higher. Credit/No Credit or letter grade option. (CSU/UC)

51544 CHIN 112 AA MTWTh 10:40 12:50 18-203 Wu, J. 3.0  
Start and end dates for section 51544: 6/18 7/26

**COMPUTER AND  
INFORMATION SCIENCE**

Also see *Business Applications, Graphics, and Multimedia*

**CIS 110 INTRODUCTION TO COMPUTER AND  
INFORMATION SCIENCE**

Introduction to computers and information science. Includes computer terminology, computer hardware and software, networks, common operating systems, data representation, telecommunications, Internet access and security issues, computer ethics, and beginning programming in visual Basic and/or HTML. Covers topics motivated by current issues and events. Examines such issues as privacy, intellectual property, and copyright infringements. **A \$2.00 materials fee is payable upon registration.** Plus one lab hour by arrangement per week. **Recommended Preparation:** eligibility for ENGL 848. Credit/No Credit or letter grade option. (CSU/UC)

50574 CIS 110 AA MW 8:30 11:35 19-121 Bohan, J. 3.0  
Start and end dates for section 50574: 6/18 8/08

**EVENING CLASSES**

50576 CIS 110 JA TTh 6:30 9:20 19-121 Martens, B. 3.0  
Start and end dates for section 50576: 6/19 8/09

**ONLINE CLASSES**

52432 CIS 110 WW See pages 39-40 Online-CRS Martens, B. 3.0  
Start and end dates for section 52432: 6/23 8/04

**CIS 278 (CS1) PROGRAMMING METHODS: C++**

Continuation of CIS 254. Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program documentation, testing, debugging, maintenance and software reuse. Also includes UML, virtual machines, exception handling, sorting and searching algorithms, recursion, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. **A \$2.00 materials fee is payable upon registration.** Plus one hour by arrangement per week. **Prerequisite:** MATH 120 or equivalent; CIS 254 or equivalent; both with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848. Credit/No Credit or letter grade option. (CSU/UC) (CAN CSCI 22)

**ONLINE CLASSES**

53494 CIS 278 WW See pages 39-40 Online-CRS Grasso, S. 4.0  
Start and end dates for section 53494: 6/19 8/07

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

**CIS 379 INTERNET PROGRAMMING: XML**

Comprehensive course in XML (eXtensible Markup Language). Includes writing well-formed and valid XML; the use of DTDs (Document Type Definitions), XML schema, CSS (Cascading Style Sheets) and XSLT (eXtensible Style Sheet Language Transformation) for formatting; and advanced topics such as XPath, XLink and XPointer. Plus one hour by arrangement per week. **Prerequisite:** CIS 125 or CIS 254 or equivalent with a grade of C or higher. **Recommended Preparation:** BUSW 534 or equivalent; eligibility for ENGL 848. Access to a computer with Internet capability is strongly recommended. Credit/No Credit or letter grade option. (CSU)

**ONLINE CLASSES**

52005	CIS 379 WW	See pages 39-40	Online-CRS	Green, M.	3.0
Start and end dates for section 52005: 6/20 8/01					

**CIS 682 USING THE ECLIPSE IDE**

A hands-on course covering the installation, configuration and use of the open-source development environment. Eclipse for the development of programs and web applications. Covers Java development and source navigation, library and plugin management, working with CVS and Sub version repositories. Additional topics may include testing with Ant, XML formatting, DTD and Schema validation. **Recommended Preparation:** CIS 254 or equivalent. No prior experience with the Eclipse IDE is required. Credit/No Credit grading.

**SATURDAY CLASSES**

53526	CIS 682 S1	S	1:00 5:00	19-103	Nilson, K.	.5
Start and end dates for section 53526: 6/23 6/30						

**CONSUMER ARTS AND SCIENCE**

**CA&S 310 NUTRITION**

Principles of good nutrition. Includes discussion of nutrients, food sources, and functions in the body as related to optimal health. Students conduct a personalized nutritional assessment. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN H EC 2)

**EVENING CLASSES**

52685	CA&S 310 JA	MW	6:30 9:45	14-216	Hacker Thompson	3.0
Start and end dates for section 52685: 6/18 8/08						

**TV CLASSES**

51650	CA&S 310 TV	See pages 41-44	TV-CRS	Bloom, A.	3.0
-------	-------------	-----------------	--------	-----------	-----



(CSU) Transferable to California State Universities  
(UC) Transferable to University of California, (\*) With limitations

**COOPERATIVE WORK EXPERIENCE EDUCATION**

When you enroll in COOP 640, 641, or 645, a MANDATORY ORIENTATION must be completed. Attend ONE of the orientation dates below for instructor assignment and required program information. If your work assignment is located outside of the SAN MATEO or SAN FRANCISCO counties, you must check with the COOP Office prior to registering for COOP. MANDATORY ORIENTATION DATES BELOW.

Monday	June 18	12:10-1:00 p.m.
Tuesday	June 19	5:10-6:00 p.m.
Wednesday	June 20	4:10-5:00 p.m.

FOR ALL COOP SECTIONS:

75 hours of paid work = 1 unit

60 hours of unpaid work = 1 unit

DAY AND EVENING STUDENTS may register for all sections below.

GRADE OPTION – Credit/No Credit or letter grade option.

**COOP 640 COOPERATIVE WORK EXPERIENCE EDUCATION/GENERAL WORK EXPERIENCE**

Students earn .5 or 3 units of credit for working in a job where learning can be identified. The job does not need to be related to the student's major or career goal. Work may be paid or unpaid. Students must be enrolled in a minimum of 7 units (3 of which can be COOP 640) and attend a MANDATORY ORIENTATION session listed above. To calculate enrollment units, see above. Credit/No Credit or letter grade option. May be taken for a maximum of 6 units. (CSU)

52100	COOP 640 AA	By Arr	5-20 Hrs/Wk	1-T1	O'Brien, E.	.5-3.0
Start and end dates for section 52100: 6/18 8/11						

**COOP 641 COOPERATIVE WORK EXPERIENCE EDUCATION/VOCATIONAL WORK EXPERIENCE**

Students earn .5 to 4 units of credit for work experience in a field related to a career goal or major. Work may be paid or unpaid. Students must be enrolled in a minimum of 7 units (4 of which can be COOP 641) and attend a MANDATORY ORIENTATION session listed above. To calculate enrollment units, see above. Credit/No Credit or letter grade option. May be taken for a maximum of 16 units. Of the 16 units only 12 are transferable. (CSU)

50590	COOP 641 A1	By Arr	5-40 Hrs/Wk	1-T1	Staff	.5-4.0
Start and end dates for section 50591: 6/18 8/11						

**COOP 645 COOPERATIVE WORK EXPERIENCE EDUCATION/ALTERNATE SEMESTER**

Students can earn .5 to 8 units of credit for work experience in a field related to a career goal or a major or up to 6 units for general work experience. Work can be paid or unpaid, full or part-time. COOP 645 students must attend a MANDATORY ORIENTATION session listed above. To calculate enrollment units, see above. **When enrolled in COOP 645 students may take a maximum of only one additional class. COOP 645 must be taken on alternate rather than consecutive semesters.** Credit/No Credit or letter grade option. May be taken for a maximum of 16 units if related to career or major. Of the 16 units only 12 are transferable. (CSU)

50591	COOP 645 AAH	By Arr	5-40 Hrs/Wk	1-T1	Staff	.5-8.0
Start and end dates for section 50591: 6/18 8/11						

Course

Ref.

No.

Class ID

Days

Hours

Bldg/  
Room

Instructor

Units

## COSMETOLOGY

### COSM 732 ADVANCED COSMETOLOGY I

Continuation of COSM 712-722. A **\$12.50 materials fee is payable upon registration**. **Prerequisite:** minimum of 9.0 units of COSM 712 and 722 with a grade of C or higher. Extra supplies required. May be taken for a maximum of 27 units.

50592 COSM 732 AA Daily 8:00 12:05 21-127 Russell/Ratto/Haynes 4.5  
Start and end dates for section 50592: 6/18 7/27

### COSM 742 ADVANCED COSMETOLOGY II

Continuation of COSM 712-722. A **\$12.50 materials fee is payable upon registration**. **Prerequisite:** minimum of 9.0 units of COSM 712 and 722 with a grade of C or higher. Extra supplies required. May be taken for a maximum of 27 units.

50596 COSM 742 AA MTWTh 12:35 4:50 21-127 Russell/Ratto/Haynes 4.5  
Start and end dates for section 50596: 6/18 7/26

## DANCE

See *Physical Education: Dance*

## ECONOMICS

### ECON 100 PRINCIPLES OF MACROECONOMICS

The American economy: price system, fiscal policy, money and banking system, trends of national income, and stabilization policies.

**Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN ECON 2)

50607 ECON 100 AA MTWTh 8:10 10:20 14-101 Brusin, M. 3.0  
Start and end dates for section 50607: 6/18 7/26  
51308 ECON 100 AB MTWTh 8:10 10:20 14-120 Roghani, M. 3.0  
Start and end dates for section 51308: 6/18 7/26  
52965 ECON 100 AC MTWTh 1:10 3:20 14-101 Shokouhbaksh 3.0  
Start and end dates for section 52965: 6/18 7/26

#### EVENING CLASSES

50608 ECON 100 JA MW 7:00 10:15 14-101 Roghani, M. 3.0  
Start and end dates for section 50608: 6/18 8/09

### ECON 102 PRINCIPLES OF MICROECONOMICS

Supply, demand and price determination in a market economy; cost and revenue; oligopoly, monopoly and competition; international trade.

**Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN ECON 4)

50610 ECON 102 AA MTWTh 10:40 12:50 14-124 Brusin, M. 3.0  
Start and end dates for section 50610: 6/18 7/26  
51309 ECON 102 AB MTWTh 10:40 12:50 14-120 Roghani, M. 3.0  
Start and end dates for section 51309: 6/18 7/26

#### EVENING CLASSES

52955 ECON 102 JA TTh 7:00 10:15 14-101 Roghani, M. 3.0  
Start and end dates for section 52955: 6/19 8/09

## ENGLISH AND LITERATURE

NOTE FOR ALL ENGLISH 838, 848, 100, 100+101, 110, and 165 SECTIONS

The San Mateo County Community College District has established a computerized prerequisite-checking system for enforcing the prerequisites for English 838, 848, 100, 100+101, 110, and 165. If you have not met the prerequisites for these courses, you will be blocked from enrolling. If you believe you have met the prerequisites or wish to challenge the course prerequisites, please review the information on the college web site ([collegeofsanmateo.edu](http://collegeofsanmateo.edu)) and click on the quick link "Prerequisite Information." You may also contact the Counseling Department, the Admissions and Records Office, or the Language Arts Division Office for information.

### ENGL 100 COMPOSITION AND READING

Intensive reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. Plus 2.8 hours by arrangement per week for the day classes, and 2.0 hours by arrangement per week for the evening classes.

**Prerequisite:** ENGL 838 or 848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Credit or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. (CSU/UC) (CAN ENGL 2) (ENGL 100 and ENGL 110 or ENGL 100 and ENGL 165 = CAN ENGL SEQ A)

50618 ENGL 100 AA MTWTh 8:10 10:20 18-307 Hammerud, R. 3.0  
Start and end dates for section 50618: 6/18 7/26  
52931 ENGL 100 AC MTWTh 8:10 10:20 16-250 Jones, B. 3.0  
Start and end dates for section 52931: 6/18 7/26  
50620 ENGL 100 AD MTWTh 8:10 10:20 18-304 Staff 3.0  
Start and end dates for section 50620: 6/18 7/26  
50619 ENGL 100 AE MTWTh 10:40 12:50 16-250 Jones, B. 3.0  
Start and end dates for section 50619: 6/18 7/26  
51504 ENGL 100 AF MTWTh 10:40 12:50 18-307 Staff 3.0  
Start and end dates for section 51504: 6/18 7/26  
50617 ENGL 100 BA MTWTh 10:40 12:50 16-168 Griffith, S. 3.0  
Start and end dates for section 50617: 6/18 7/26

#### EVENING CLASSES

52982 ENGL 100 JA MW 6:30 9:45 18-305 Olson, L. 3.0  
Start and end dates for section 52982: 6/18 8/08  
50621 ENGL 100 JD TTh 6:30 9:45 16-153 Garmhausen, J. 3.0  
Start and end dates for section 50621: 6/19 8/09

### ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write eight to ten thousand words in expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. Plus 2.8 hours by arrangement per week for the day classes, and 2.0 hours by arrangement per week for the evening classes. **Prerequisite:** ENGL 100 with a grade of C or higher. (CSU/UC) (CAN ENGL 4) (ENGL 100 and ENGL 110 or ENGL 100 and ENGL 165 = CAN ENGL SEQ A)

50624 ENGL 110 AA MTWTh 8:10 10:20 14-104 Brennan, M. 3.0  
Start and end dates for section 50624: 6/18 7/26  
52389 ENGL 110 CA MTWTh 10:40 12:50 16-153 Reynolds, R. 3.0  
Start and end dates for section 52389: 6/18 7/26

#### EVENING CLASSES

52390 ENGL 110 JA MW 6:30 9:45 18-302 Jones, F. 3.0  
Start and end dates for section 52390: 6/18 8/08  
50627 ENGL 110 JC TTh 6:30 9:45 18-302 Jones, F. 3.0  
Start and end dates for section 50627: 6/19 8/09

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.



Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

**ENGL 161 CREATIVE WRITING I**

Craft of writing short fiction and poetry. Students write a minimum of two short stories and complete a poetry project. **Prerequisite:** ENGL 100 with a grade of C or higher. Credit/No Credit or letter grade option. (CSU/UC) (CAN ENGL 6)

**EVENING CLASSES**

51395	ENGL 161 JX	MW	6:00 9:50	18-304	Reynolds, R.	3.0
Start and end dates for section 51395:				6/18	8/01	

**ENGL 162 CREATIVE WRITING II**

Further instruction in the writing of fiction and/or poetry. Students plan and complete an extensive creative writing project through agreement with the instructor. **Prerequisite:** ENGL 161 with a grade of C or higher. Credit/No Credit or letter grade option. (CSU/UC)

**EVENING CLASSES**

51396	ENGL 162 JX	MW	6:00 9:50	18-304	Reynolds, R.	3.0
Start and end dates for section 51396:				6/18	8/01	

**ENGL 163 CREATIVE WRITING III**

Further instruction in the writing of fiction and/or poetry for advanced students with an emphasis on longer works. **Prerequisite:** ENGL 162 with a grade of C or higher. May be taken twice for a maximum of 6 units. Credit/No Credit or letter grade option. (CSU/UC)

**EVENING CLASSES**

51397	ENGL 163 JX	MW	6:00 9:50	18-304	Reynolds, R.	3.0
Start and end dates for section 51397:				6/18	8/01	

**ENGL 165 ADVANCED COMPOSITION**

Advanced techniques of essay and report writing, with particular emphasis on critical thinking, persuasive and other rhetorical strategies, and research methods. Includes formal instruction in principles of logical thinking, including inductive and deductive reasoning, logical fallacies, and methods of analysis and evaluation. Plus 2.8 hours by arrangement per week. **Prerequisite:** ENGL 100 with a grade of C or higher. (CSU/UC) (CAN ENGL 4) (ENGL 100 and 165 = CAN ENGL SEQ A)

50629	ENGL 165 AA	MTWTh	8:10 10:20	16-168	Griffith, S.	3.0
Start and end dates for section 50629:				6/18	7/26	
51500	ENGL 165 AK	MTWTh	10:40 12:50	18-305	Hammerud, R.	3.0
Start and end dates for section 51500:				6/18	7/26	

**ENGL 828 BASIC COMPOSITION AND READING**

Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, sentence structure. Plus 2.8 hours by arrangement per week. **Recommended Preparation:** appropriate skill level indicated by the English placement tests and other measures or READ 816 or 825 with a grade of C or higher. (Units do not apply toward AA/AS degree.)

50636	ENGL 828 AB	MTWTh	8:10 11:35	18-108	Vogel, K.	5.0
Start and end dates for section 50636:				6/18	7/26	

**ENGL 848 INTRODUCTION TO COMPOSITION AND READING**

Practice in reading and writing to develop and refine specific composition skills. Plus 2.8 hours by arrangement per week for the day classes, and 2.0 hours per week for the evening classes. English 848 is a prerequisite for entrance into English 100. **All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. Prerequisite:** appropriate skill level indicated by the English placement tests and other measures; OR ENGL 828 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR ENGL 826 with a grade of C or higher and READ 826 with Credit or a grade of C or higher (or eligibility for READ 836 or 400-level Reading course).

51970	ENGL 848 AA	MTWTh	10:40 1:20	18-304	Staff	4.0
Start and end dates for section 51970:				6/18	7/26	
50631	ENGL 848 AH	MTWTh	10:40 1:20	16-268	Staff	4.0
Start and end dates for section 50631:				6/18	7/26	

**EVENING CLASSES**

50633	ENGL 848 JA	MW	6:00 10:05	16-153	Garmhausen, J.	4.0
Start and end dates for section 50633:				6/18	8/08	

(CSU) Transferable to California State Universities  
(UC) Transferable to University of California, (\*) With limitations

**ENGL 850 WRITING WORKSHOP**

For students having difficulty with their writing. Assistance in writing projects is given to students with work in progress. Individual appointments with faculty. Credit/No Credit grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

50638	ENGL 850 AO	By Arr	9.6 Hrs/Wk	18-104	Comerford, S.	.5-3.0
Start and end dates for section 50638:				6/18	7/26	

**ENGLISH AS A SECOND LANGUAGE**

Also see *READING 825*

**ESL 847 CONVERSATION FOR NON-NATIVE SPEAKERS III**

Practice in high-intermediate level listening and speaking skills on a variety of personal and academic topics. Plus 2.8 lab hours by arrangement per week. **Recommended Preparation:** ESL 846 with Credit (or appropriate skill level indicated by placement tests and other measures). Students are strongly advised to enroll concurrently in ESL 827 or higher course and/or ESL 857 or higher course. Credit/No Credit or letter grade option. (Units do not apply toward AA/AS degree.)

53016	ESL 847 AA	MTWTh	8:10 10:20	16-254	Hertig, C.	3.0
Start and end dates for section 53016:				6/18	7/26	

**ESL 850 WRITING WORKSHOP**

Assistance in writing tasks is given to native speakers of languages other than English. Individual appointments with faculty. Credit/No Credit grading. Open entry/open exit. To increase competency, may be taken four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

52392	ESL 850 AO	By Arr	9.6 Hrs/Wk	18-104	Staff	.5-3.0
Start and end dates for section 52392:				6/18	7/26	

**ESL 856 READING FOR NON-NATIVE SPEAKERS II**

Designed to improve vocabulary, build general background knowledge, and strengthen literal and inferential reading skills. Plus 2.8 lab hours by arrangement per week. **Recommended Preparation:** Credit in ESL 855 (or appropriate skill level as indicated by the Reading placement tests and other measures). It is recommended that students enroll concurrently in ESL 825 or higher course, ESL 845 or higher course, and READ 807. Credit/No Credit grading. May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

50742	ESL 856 AA	MTWTh	8:10 10:20	18-302	Staff	3.0
Start and end dates for section 50742:				6/18	7/26	

**ESL 857 READING FOR NON-NATIVE SPEAKERS III**

Designed to emphasize higher-level vocabulary, focus on critical reading, increase basic reading speed, and introduce fiction. Plus 2.8 lab hours by arrangement per week. **Recommended Preparation:** Credit in ESL 856 (or appropriate skill level as indicated by the Reading placement tests and other measures). It is recommended that students enroll concurrently in ESL 825 or higher course and ESL 845 or higher course. Credit/No Credit or letter grade option. May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

52448	ESL 857 AB	MTWTh	10:40 12:50	18-302	Hertig, C.	3.0
Start and end dates for section 52448:				6/18	7/26	

**ESL 891 ACCENT REDUCTION FOR NON-NATIVE SPEAKERS**

Designed for non-native speakers of English. Accent reduction focusing on the production of vowels, diphthongs, and consonants and on the correct use of pitch, rate, volume, vocal quality, and vocal image. Plus 2.8 lab hours by arrangement per week. **Prerequisite:** ESL 846 or equivalent with Credit or eligibility for ESL 847 or higher. Credit/No Credit grading. (Units do not apply toward AA/AS degree.)

53481	ESL 891 AC	MTWTh	10:40 12:50	16-254	Gonzales, A.	3.0
Start and end dates for section 53481:				6/18	7/26	

Course

Ref. No. Class ID Days Hours Bldg/Room Instructor Units

**ESL 895 INDIVIDUALIZED READING IMPROVEMENT FOR NON-NATIVE SPEAKERS**

Improve reading skills. Practice methods of increasing comprehension and vocabulary to meet specific student needs. May include computer-assisted and audio-visual instruction. Open to all non-native speakers of English. **Recommended Preparation:** SLEP Reading Placement Score of 15 or higher. Credit/No Credit grading. May be taken up to four times for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

53020 ESL 895 AO By Arr 9.6 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 53020: 6/18 7/26

**ESL 896 ESSENTIAL VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH**

A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52464 ESL 896 AO By Arr 9.6 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 52464: 6/18 7/26

**ESL 897 VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH**

A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52465 ESL 897 AO By Arr 9.6 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 52465: 6/18 7/26

**ESL 898 COMPREHENSIVE GRAMMAR REVIEW FOR NON-NATIVE SPEAKERS**

A maintenance course designed specifically for new and continuing ESL students. Review and practice of grammatical structures which are generally problematic for ESL students, including verb tenses, passive voice, articles, prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing. **Recommended Preparation:** completion of ESL 827 with a grade of C or higher, or appropriate skill level as indicated by placement tests and other measures. Credit/No Credit or letter grade option.

53119 ESL 898 AA MTWTh 10:40 12:50 14-104 DeProse, G. 3.0  
Start and end dates for section 53119: 6/18 7/26

**ETHNIC STUDIES**

**ETHN 101 INTRODUCTION TO ETHNIC STUDIES I**

Study of the historical and cultural presence of Native Americans and La Raza in U.S.; emphasis on contributions to California institutions.

**Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC)

50639 ETHN 101 AA MTWTh 8:10 10:20 3-175 Moya, J. 3.0  
Start and end dates for section 50639: 6/18 7/26  
53279 ETHN 101 AB MTWTh 10:40 12:50 3-175 Moya, J. 3.0  
Start and end dates for sections 53279: 6/18 7/26  
53158 ETHN 101 AC MTWTh 1:00 3:20 16-267 Ramirez, R. 3.0  
Start and end dates for sections 53158: 6/18 7/26

**EVENING CLASSES**

52316 ETHN 101 JA TTh 6:30 9:45 16-270 Ramirez, R. 3.0  
Start and end dates for section 52316: 6/19 8/09

**ETHN 102 INTRODUCTION TO ETHNIC STUDIES II**

Study of the historical and cultural presence of African-Americans and Asians in the U.S.; emphasis is on their contributions to California institutions. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC)

53280 ETHN 102 AA MTWTh 8:10 10:20 16-270 Ramirez, R. 3.0  
Start and end dates for sections 53280: 6/18 7/26  
52365 ETHN 102 AB MTWTh 10:40 12:50 14-207 Fong, J. 3.0  
Start and end dates for sections 52365: 6/18 7/26  
51791 ETHN 102 AC MTh 1:10 3:20 16-270 Gaines, F. 3.0  
Start and end dates for section 51791: 6/18 7/26

**FILM**

**FILM 100 INTRODUCTION TO FILM**

Introductory survey of fundamental film techniques and styles of expression. Emphasizes film appreciation, the language of film, and analysis for full film enjoyment. Lectures, screenings, discussions, quizzes, and writing of critical papers. **Recommended Preparation:** ENGL 838 or 848. Credit/No Credit or letter grade option. (CSU/UC)

**EVENING CLASSES**

53291 FILM 100 JA TTh 6:00 10:10 18-204 Kashani, T. 3.0  
Start and end dates for section 53291: 6/19 8/09

**FILM 110 AMERICAN CINEMA**

TELECOURSE: "American Cinema" familiarizes students with the history of American cinema, focusing on the studio system, the star system, genres, and directors. Emphasizes film vocabulary and critical viewing. **Recommended Preparation:** ENGL 838 or 848. (CSU)

**TV CLASSES**

53153 FILM 110 TV See pages 41-44 TV-CRS Kashani, T. 3.0

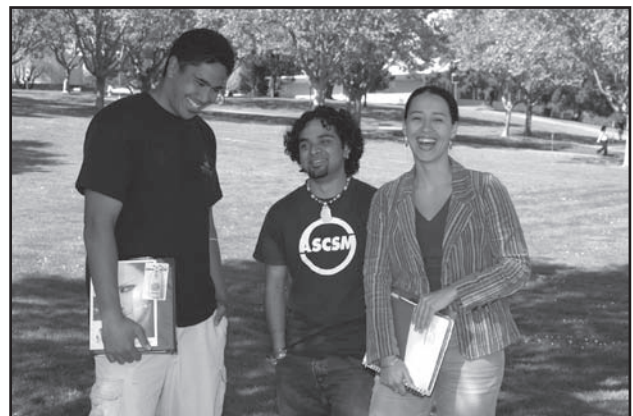
**FIRE TECHNOLOGY**

**FIRE 787 EMERGENCY MEDICAL TECHNICIAN 1 BASIC: RECENT ADVANCES**

Refresher course in preparation for EMT-1 recertification. Presents updated and new technology in the areas of emergency pre-hospital care. **Prerequisite:** possession of a valid EMT-1 Certificate. Credit/No Credit grading. Open entry/open exit. May be taken four times to maintain skills and certification.

**SATURDAY CLASSES**

52872 FIRE 787 S1 S 9:00 4:00 23-160 Roderick, K. 1.5  
Start and end dates for section 52872: 6/23 7/21



@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

*In these center pages, you'll find information and tools that will be helpful during the admission and registration process. Among these:*

- **An Application for Admission**  
Complete as your first step in enrolling at CSM—or you can apply online (<http://websmart.smccd.net>)
- **A checklist of Important Information Needed from All Applicants**  
Submit as a supplementary part of the Application for Admission (be sure to detach it from the "Major Codes")
- **A list of Major Codes**  
Use while completing the Application for Admission to identify your major
- **A Class Registration Worksheet**  
Use to streamline the registration process
- **An application for a Board of Governors Fee Waiver**  
The BOG Application is just one of the many financial aid options available

*Thanks for choosing to enroll at CSM.*

*For your information...*

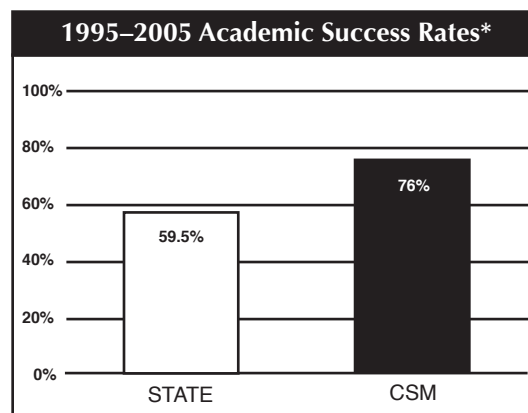
## **CSM Academic Success Rates Exceed State Average**

*CSM ranked 4<sup>th</sup> among 109 community colleges in California.*



Information gathered by the Federal Integrated Postsecondary Education Systems (IPEDS).

109 California Community Colleges were included in the study. The academic outcomes of seven entering freshman cohorts were tracked: 1995-1998, 1996-1999, 1997-2000, 1998-2001, 1999-2002, 2000-2003, 2003-2004 and 2004-2005



\* Academic Success Rate combines AA/AS Degree and Certificate, along with Transfer rates.

# Important Information Needed From All Applicants

Please detach this section (top part of page only) and submit with your Application for Admission.

Name: \_\_\_\_\_ Student ID or Social Security Number: \_\_\_\_\_

In order to assist the College in identifying and meeting student needs, please check each item below that applies to you:

- |  |  |
|--|--|
| <input type="checkbox"/> You need help in reading, writing, and/or mathematics (e.g., enrolling in basic skills courses or receiving tutorial services.)   | <input type="checkbox"/> You have at least one parent who earned a bachelor's degree from a four-year college or university.   |
| <input type="checkbox"/> You have difficulty understanding, speaking, reading and/or writing English because English is a second language for you. ( <i>Usted tiene dificultad en entender, hablar, leer o escribir en inglés porque el inglés es su segundo idioma.</i> ) | <input type="checkbox"/> You are receiving AFDC benefits and are interested in a grant to cover your enrollment fees.  |
| <input type="checkbox"/> You have a physical limitation such as a hearing, speech, visual, mobility or health impairment and/or a learning disability. (Optional)  | <input type="checkbox"/> You are interested in participating in student activities.  |
| <input type="checkbox"/> You are a single parent/homemaker seeking services to help you successfully complete an occupational program and attain a job.  | <input type="checkbox"/> You need to arrange for child care in order to attend classes.  |
| <input type="checkbox"/> You need financial assistance to attend college.  | <input type="checkbox"/> You need financial assistance and/or educational assistance because you are from a low income family.   |
|  | <input type="checkbox"/> You have been laid off or terminated from your job, are long term unemployed, and are at least 22 years of age and would like financial assistance. |
|  | <input type="checkbox"/> None of the above.  |



## Please use these Major Codes in completing the Application for Admission

Select and enter the code which most closely corresponds to your proposed major field of study:

0502 Accounting	1914 Geological Sciences	1203 Nursing (A.S. Degree)
2105 Administration of Justice	1103 German	1238 Nursing (Transfer)
2140 Alcohol & Other Drug Studies	1030 Graphics	1306 Nutrition
1260 Allied Health	2205 History	1919 Oceanography
1911 Astronomy	1301 Home Economics	0514 Office Administration/Technologies
2202 Anthropology	0109 Horticulture: Environmental	1509 Philosophy
0202 Architecture	1308 Horticulture: Floristry	1011 Photography
1002 Art (Commercial/Fine)	2104 Human Services	0835 Physical Education
0603 Broadcast & Electronic Media	4903 Humanities	1901 Physical Science
0973 Building Inspection Technology	0799 Information Technology Specialist	1902 Physics
0501 Business Administration	0549 International Trade	2207 Political Science
0703 Business Information Systems	1104 Italian	2001 Psychology
0506 Business Management	1108 Japanese	0511 Real Estate/Escrow
0514 Business Microcomputer Applications	0602 Journalism	2107 Recreation Education
1905 Chemistry	1401 Law (Pre-legal)	0509 Retail Management
1107 Chinese	4901 Liberal Studies	0514 Secretarial Science/Administrative Assistant
0701 Computer & Information Science	0400 Life Sciences - Biological	2201 Social Science
3007 Cosmetology	0430 Life Sciences - Biotechnology	2208 Sociology
0703 Data Processing	0401 Life Sciences - General	1105 Spanish
1230 Dental Assisting	0409 Life Sciences - Medical	1506 Speech Communication
0953 Drafting Technology	1260 Life Sciences - Pre-Nursing	1030 Technical/Graphic Arts
2204 Economics	0506 Management, Business	0799 Web Design
0801 Education	0956 Manufacturing Technology	0972 Welding Technology
0934 Electronics Technology	0509 Marketing	6000 Undecided/Other
0901 Engineering	1701 Mathematics	6030 Self Enrichment
1501 English	0509 Merchandising/Marketing/Sales	6010 Concurrent Enrollment
2231 Ethnic Studies	1913 Meteorology	
1597 Film History	0701 Microcomputer Sciences	Apprenticeship Programs
1013 Filmmaking	0799 Multimedia/Web Design	0934 Electrical Technology
2133 Fire Technology	1004 Music and Electronic Music	2129 Fire Sprinkler Technology
1100 Foreign Languages	0115 Natural Resources Management	0970 Plumbing & Pipe Fitting
1102 French	4902 Natural Sciences	0928 Refrigeration & Air Conditioning
2206 Geography		



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

# APPLICATION FOR ADMISSION

## Cañada College

4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Fax: (650) 306-3313  
canadacollege.edu

## College of San Mateo

1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Fax: (650) 574-6506  
collegeofsanmateo.edu

## Skyline College

3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4251  
Fax: (650) 738-4200  
skylinecollege.edu

\_\_\_ FALL 20 \_\_\_

\_\_\_ SPRING

\_\_\_ SUMMER

### 1. LEGAL NAME & CURRENT MAILING ADDRESS

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Previous name(s) on academic records: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext.: \_\_\_\_\_ Evening Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext.: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ @ \_\_\_\_\_

### 2. SOCIAL SECURITY #

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

Check this box if you have no  
SS Number or decline to state

### 3. DATE LAST ATTENDED CANADA, CSM OR SKYLINE COLLEGES:

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Month Year

### 7. EDUCATIONAL GOAL (Circle one)

- A** Obtain an associate degree and transfer to a 4-year institution.
- B** Transfer to a 4-year institution without an associate degree.
- C** Obtain a 2-year associate degree without transfer.
- D** Obtain a 2-year vocational degree without transfer.
- E** Earn a vocational certificate without transfer.
- F** Discover/formulate career interests, plans, goals.
- G** Prepare for a new career (acquire job skills).
- H** Advance in current job/career (update job skills).
- I** Maintain certificate or license.
- J** Educational Development (intellectual, cultural, physical).
- K** Improve basic skills in English, reading or math.
- L** Complete credits for high school diploma or GED.
- M** Undecided on goal.

### 4. DATE OF BIRTH

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MO DAY YEAR

### 5. MARITAL STATUS

- Married
- Decline to state
- Unmarried
- GENDER**
- Male
- Decline to state
- Female

### 6. MAJOR (Major codes available in the class schedule or at the college website)

Program of study you intend  
to pursue at this college:

### 8. ETHNIC BACKGROUND (Optional)

- B .** = African American, Non-Hispanic
- N .** = American Indian, Alaskan Native
- AM** = Cambodian
- HR** = Central American
- AC** = Chinese
- F .** = Filipino
- PG** = Guamanian
- PH** = Hawaiian
- AI** = Asian Indian
- AJ** = Japanese
- AK** = Korean
- AL** = Laotian
- HM** = Mexican
- PS** = Samoan
- HS** = South American
- AV** = Vietnamese
- W .** = White, Non-Hispanic
- AX** = Other Asian
- HX** = Other Hispanic
- O .** = Other Non-White
- P .** = Pacific Islander
- PX** = Other Pacific Islander
- XD** = Decline to state

Enter Code

### 9. PERMANENT ADDRESS & EMERGENCY CONTACT (If under 19 and unmarried, MUST provide address of parent/guardian.)

Check here if your permanent address is the same as your current address.

Permanent Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### 10. ENTRY LEVEL

Enter Code

- 1 = First-time Student (Never attended college)
- 2 = First time Transfer Student (Attended another college other than SMCCD)
- 3 = Returning Transfer Student (Returning to SMCCD after another college)
- 4 = Returning Student (Returning to SMCCD after absent for a main term)
- Y = Special Admit Student (Will attend both K-12 and SMCCD college)

### 12. CALIFORNIA HIGH SCHOOL ATTENDANCE

- Yes  No I have graduated from a CA high school or equivalent.
- Yes  No I have attended high school in CA for three or more years.  
CA high school completed: Month: \_\_\_\_ Year: \_\_\_\_

### 13. LAST HIGH SCHOOL ATTENDED

High School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Country: \_\_\_\_\_

14. Are you primarily a student at another college and taking courses  
here to meet their requirements? \_\_\_ YES \_\_\_ NO

Are you employed and taking only job  
related classes? \_\_\_ YES \_\_\_ N O

### 11. HIGHEST EDUCATIONAL LEVEL (Please Circle)

- 0** Not a high school graduate and no longer enrolled in high school.
- 1** Special Admit Student (Will be attending both K-12 & SMCCD college).
- 2** Currently enrolled in adult school (not college/university).
- 3** Received High School Diploma. YEAR: \_\_\_\_\_
- 4** Passed the GED, or received a High School Certificate of Equivalency/  
Completion. YEAR: \_\_\_\_\_
- 5** Received a Certificate of California High School Proficiency or  
equivalent. YEAR: \_\_\_\_\_
- 6** Received a Foreign Secondary School Diploma/Certificate of  
Graduation. YEAR: \_\_\_\_\_
- 7** Received an Associate Degree. YEAR: \_\_\_\_\_
- 8** Received a Bachelor Degree or higher. YEAR: \_\_\_\_\_

### 15. LAST COLLEGE/UNIVERSITY ATTENDED (if applicable)

College/University: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Dates attended: Month: \_\_\_\_ Year: \_\_\_\_ to Month: \_\_\_\_ Year: \_\_\_\_

RESIDENCY	MATRICULATION	REC'D BY	DATE	CODED BY	ADM BY	DATE	REG DATE	OFFICE USE Rev. 7/14/05 DB
5 6 7 8	N NM DO DY OY							

**15. CITIZENSHIP**

1 = United States Citizen

3 = Temporary Resident \*

5 = Student Visa (F1, M1)

 ENTER CODE

2 = Permanent Resident Alien \*

4 = Refugee/Asylee \*

6 = Other Visa type: \_\_\_\_\_ (B-2, H-1, etc)

7 = Other Status (non-res)

Visa/Alien Registration Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Visa/Alien Registration Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Provide your Alien Registration Number for 2, 3, or 4 : \_\_\_\_\_ (Optional)

**16. U. S. Military Status - All applicants must complete** None apply to me (Skip to #17) Yes  No Is California your home of record? Yes  No Are you currently stationed in California? Yes  No If stationed in California, is it for educational purposes only?**Please circle one answer below:**

1. Currently active military

2. Dependent of currently active military

3. Member discharged within the last year

4. Member discharged over a year ago (veteran)

**17. STATEMENT OF LEGAL RESIDENCE**

**NOTICE:** If additional information is needed to determine your status as a California resident, you will be required to complete a supplemental residency questionnaire and/or present evidence in accordance with Education Code Section 68040. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student. Failure to present such proof will result in a classification of non-resident.

**ALL APPLICANTS MUST COMPLETE - Read the following statements and check the boxes that apply to you.****Self or Guardian** I am at least 19 years of age OR married and I will answer the following questions for myself. (Continue to Sec. A & B) I am under 19 years old AND unmarried and will answer the following questions for my parent or guardian. (Answer the following & Sec. A & B)I am answering for my:  Mother  Father  Guardian  Other Name: \_\_\_\_\_ Yes  No If for parent, has this parent claimed you as a dependent on his/her most recent California Income Tax return? Yes  No If for guardian, have you lived continuously with this person for the last two years?**Sec. A—Answer the following questions:** Yes  No Have you (or parent/guardian) lived in California for at least the last two years? If No, when did your current stay in California begin? Month: \_\_\_\_ Day: \_\_\_\_ Year: \_\_\_\_  Check if not yet arrived in California Yes  No Do you (or parent/guardian) intend to maintain California as your state of legal residence?
 Yes  No Are you (or parent/guardian) a full-time employee, or spouse or dependent of a full-time employee of any of the following colleges/universities?  
 • California Community Colleges • California State University or College • University of California • Maritime Academy
 Yes  No Is the applicant a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential related requirements? Yes  No Have you (or parent/guardian) been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years?**Sec. B—Answer the following questions: During the last 2 years, have you (or parent /guardian):** Yes  No Declared residency in another state for state income tax purposes? Yes  No Registered to vote in another state? Yes  No Declared residency at an out-of-state college or university? Yes  No Petitioned for a lawsuit or a divorce as a resident in another state?**18. MAIN LANGUAGE**

Are you comfortable reading and writing English?

 Yes  No**19. NEEDS AND INTERESTS (Optional—Circle all that apply)**

Financial Assistance (optional):

 Money for College Receive TANF, SSI, or General Assistance

1. Academic Counseling/Advising
2. Athletics/Intercollegiate Sports
3. Basic Skills (reading, writing, math)
4. CalWorks
5. Career Planning
6. Child Care
7. Counseling - Personal

8. DSPS—Disabled Student Programs/Services
9. EOPS—Extended Opportunity Programs
10. ESL—English as a 2nd Language
11. Health Services
12. Housing Information
13. Employment Assistance
14. Online Classes

15. Reentry Program (after 5 years out)
16. Scholarship Information
17. Student Government
18. Testing, Assessment, Orientation
19. Transfer Information
20. Tutoring Information
21. Veterans Services

**20. APPLICANT MUST READ AND SIGN (California State Law)**

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFICATION OF MY INFORMATION MAY RESULT IN DISCIPLINARY ACTION BY THE COLLEGE.

Any SMCCCD College may release directory information in compliance with FERPA, the Family Education Rights and Privacy Act. See your college catalogue for more information. Notify the Admissions and Records Office if you do not want information released.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CLASS REGISTRATION WORKSHEET

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

---

---

### Before registering, have you:

- Met with a counselor/advisor for any assistance you need in selecting courses?
- Cleared any fee balances or holds on your record?
- Checked the prerequisites, corequisites and recommended preparation for the classes you have chosen?
- Obtained authorization from the Office of Counseling Services if you plan to enroll in more than 19 units? (9 units for summer)
- Applied for financial aid if you would like to receive assistance for payment of fees?

---

### Check out the college websites:

<http://canadacollege.edu>

<http://collegeofsanmateo.edu>

<http://skylinecollege.edu>

---

### When to register:

You may register on or after your assigned appointment date. Appointment dates are mailed or e-mailed to your home or you can check your appointment date online:

<http://websmart.smccd.net>

Select the "Check Your Registration Status" link on the WebSMART Registration menu.

---

### Late registration:

See the front section of this *Schedule of Classes* or review registration information at any of the college websites listed above for further details about registration.

On or after the first day of classes you must obtain an "authorization code" from your instructor to register.

### How to register:

Register Online

On the web at WebSMART: <http://websmart.smccd.net>

Login with your:

User ID: social security number or student ID  
(example: G09876543)

and

PIN (Personal Identification Number): six-digit birthdate  
(example: 062170)

### WebSMART enables you to:

- Apply for admission
- Complete online orientation
- Check your registration status
- Review placement test results
- Search for classes by college, category and time
- Add/Drop classes (within published deadlines)
- Print your class schedule
- Pay your fees by credit card
- Apply for financial aid/review application status
- Obtain your grades
- Print an unofficial transcript
- Update personal information

### Fees:

Fees are due and payable at the time of registration. Required fees which are not paid will result in a hold being placed on your records, blocking transcript requests and future registration.

You may use WebSMART to check or revise your schedule at any time. If you decide not to attend these classes, whether or not your fees have been paid, it is your responsibility to withdraw officially within published deadlines to avoid penalty grades and fee obligations.

You can apply for financial aid (Board of Governors Fee Waiver) online and receive instant verification if you are eligible.

### Don't own a computer? Don't worry!

Register online at computers in the following locations:

College Admissions & Records Office

College Library

College Computer Labs

College Counseling Center

Your local public library

The chart below is to help you plan your schedule. It is for your own personal use and cannot be submitted for registration.

## PREFERRED CLASSES

CRN	COURSE	DAY(S)	TIME	UNITS

## ALTERNATE CLASSES

CRN	COURSE	DAY(S)	TIME	UNITS



# California Community Colleges 2007-2008 Board Of Governors Fee Waiver Application

This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Financial Aid Office.

**Note:** Students who are exempt from paying nonresident tuition under **Education Code Section 68130.5 (AB 540)** are NOT California residents. If you are NOT a California resident, you are not eligible for this fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: _____ <small>Last First Middle Initial</small>	Student ID # _____
Email (if available): _____	Telephone Number: (____) _____
Home Address: _____ <small>Street City Zip Code</small>	Date of Birth: ____/____/____
Has the Admissions or Registrar's Office determined that you are a California resident?	<input type="checkbox"/> Yes
<input type="checkbox"/> No	

## IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If you are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

**Note:** These provisions apply to state student financial aid ONLY, and not to federal student financial aid.

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.)  Yes  No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 3, 6, 7, 8, 9, 10, 11, 12.

Student Marital Status:  Single  Married  Divorced  Separated  Widowed  Registered Domestic Partnership

## DEPENDENCY STATUS

- Were you born before January 1, 1984?  Yes  No
  - As of today, are you married or in a Registered Domestic Partnership (RDP)? (Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership.)  Yes  No
  - Do you have children who receive more than half of their support from you, or other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2008?  Yes  No
  - Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court?  Yes  No
  - Are you a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training?  Yes  No
- If you answered "Yes" to any of the questions 1 - 5, you are considered an **INDEPENDENT** student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #8.
  - If you answered "No" to all questions 1 - 5, complete the following questions:
    - If your parent(s) or his/her RDP filed or will file a 2006 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents?  Will Not File  Yes  No
    - Do you live with one or both of your parent(s) and/or his/her RDP?  Yes  No
  - If you answered "No" to questions 1 - 5 and "Yes" to either question 6 or 7, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.
  - If you answered "No" or "Parent(s) will not file" to question 6, and "No" to question 7, you are a **dependent student for all student aid except this enrollment fee waiver**. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s) information.

## METHOD A ENROLLMENT FEE WAIVER

- Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:  
TANF/CalWORKs?  Yes  No  
SSI/SSP (Supplemental Security Income/State Supplemental Program)?  Yes  No  
General Assistance?  Yes  No
  - If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income?  Yes  No
- If you answered "Yes" to question 8 or 9 you are eligible for an **ENROLLMENT FEE WAIVER**. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

**METHOD B ENROLLMENT FEE WAIVER**

10. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2008.) \_\_\_\_\_
11. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2008.) \_\_\_\_\_
12. **2006 Income Information**

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT ( & SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2006 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include <b>ALL money</b> earned in 2006 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
<b>TOTAL</b> Income for 2006 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

**SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS**

13. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
14. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
15. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  
*Submit documentation from the Department of Veterans Affairs.*  Yes  No
16. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
*Submit documentation from the CA Victim Compensation and Government Claims Board.*  Yes  No
17. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
*Submit documentation from the public agency employer of record.*  Yes  No

• If you answered "Yes" to any of the questions from 13-17, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

**CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW**

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2006 U.S. Income Tax Return(s). I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (Dependent Students Only) \_\_\_\_\_ Date \_\_\_\_\_

**California Information Privacy Act**

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

**FOR OFFICE USE ONLY**

<input type="checkbox"/> BOGFW-A <input type="checkbox"/> TANF/CalWORKS <input type="checkbox"/> GA <input type="checkbox"/> SSI/SSP	<input type="checkbox"/> BOGFW-B _____ <input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Special Classification <input type="checkbox"/> Veteran <input type="checkbox"/> National Guard Dependent <input type="checkbox"/> Medal of Honor <input type="checkbox"/> 9/11 Dependent <input type="checkbox"/> Dep. of deceased law enforcement/fire personnel	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible
---	---	--	--	--

Comments: \_\_\_\_\_

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

## FOREIGN LANGUAGES

For information about a Certificate of Completion in a foreign language, see the Catalog or contact the Language Arts Division Office (Bldg. 17, Room 169, 574-6314).

For offerings in specific languages, see the following headings in this schedule: American Sign Language, Chinese, French, Italian, Japanese, and Spanish.

NOTE: To be transferable to UC, foreign language courses must be taken for letter grade.

### NUMBERS AND LEVELS

The beginning courses in the classroom transfer sequences are numbered 110 (often offered also as 111 and 112), 120 (often offered also as 121 and 122), 130 (often offered also as 131 and 132), and 140. Some languages offer higher-level classes with numbers in the 100 and 200 range.

Telecourses are numbered 115, 116, 117, and 118, and correspond generally to 111, 112, 121, and 122 in the classroom sequences, though texts and methodology are different.

If you have completed one semester of a language in high school, consider starting with a 112 or 116 class. If you have completed one year, consider 117, 120, or 121. If you have completed two years, consider 130 or 131.

Non-transfer courses focusing on spoken language are numbered 801, 802, 803, etc. The first class is for those with little or no knowledge of the language. These courses may be taken separately or concurrently with 100-series classes.

At the first class meeting, your instructor can help you decide whether you have chosen the right level. If you have not, you can transfer to a higher or lower class.

## FRENCH

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, this page.

### FREN 111 ELEMENTARY FRENCH I

The beginning fundamentals of speaking, listening, reading, and writing French; introduction to Francophone cultures. Study of practical vocabulary, basic sentence structure, and clear pronunciation. Focus is on developing proficiency and ease in using spoken and written French. (Covers approximately the first half of the semester's work in FREN 110.) Plus 2.0 lab hours by arrangement per week. No Prerequisite. **Recommended Preparation:** eligibility for ENGL 848 or higher English course. Credit/No Credit or letter grade option. (CSU/UC)

#### EVENING CLASSES

51551	FREN 111 JA	TTh	6:30	9:45	14-102	Carter, M.	3.0
			Start and end dates for section 51551:		6/19	8/09	

### FREN 801 CONVERSATIONAL FRENCH I, ELEMENTARY

A practical course in the French language and Francophone cultures approached through the spoken language. Practice in expressions of daily speech, supported by enough grammar study and authentic materials to allow for flexibility and accuracy in communication. Credit/No Credit grading. (This course will not fulfill the language requirement at California State Universities or the University of California.)

#### EVENING CLASSES

52440	FREN 801 JX	MW	6:30	9:45	14-102	Khoury, G.	2.0
			Start and end dates for section 52440:		6/18	8/08	

### FREN 802 CONVERSATIONAL FRENCH II, ADVANCED ELEMENTARY

Further work in conversation following the model of French 801. **Prerequisite:** FREN 801 or equivalent with Credit. Credit/No Credit grading. (This course will not fulfill the language requirement at California State Universities or the University of California.)

#### EVENING CLASSES

52589	FREN 802 JX	MW	6:30	9:45	14-102	Khoury, G.	2.0
			Start and end dates for section 52589:		6/18	8/08	

## GEOLOGY

### GEOL 100 SURVEY OF GEOLOGY

Earthquakes, volcanoes, drifting continents and plate tectonics; earth materials and processes that shape the land. One or more field trips may be required. Plus one hour by arrangement per week. Not open to students who have taken or are taking GEOL 210. (CSU/UC)

#### TV CLASSES

51700	GEOL 100 TV	See pages 41-44	TV-CRS	Galloway, J.	3.0
-------	-------------	-----------------	--------	--------------	-----

## HEALTH SCIENCE

### HSCI 100 GENERAL HEALTH SCIENCE

Survey of most prevalent threats to one's physical and emotional health; emphasis is on prevention and early treatment. (CSU/UC\*)

50662	HSCI 100 AA	MTWTh	8:10	10:20	36-215	Staff	2.0
			Start and end dates for section 50662:		6/18	7/13	
50663	HSCI 100 AB	MTWTh	10:40	12:50	36-215	Masket, K.	2.0
			Start and end dates for section 50663:		6/18	7/13	

#### TV CLASSES

50665	HSCI 100 TV	See pages 41-44	TV-CRS	Malik, A.	2.0
-------	-------------	-----------------	--------	-----------	-----

## HISTORY

### HIST 100 HISTORY OF WESTERN CIVILIZATION I

The ancient world; medieval society; Renaissance and Reformation; early modern times. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN HIST 2) (HIST 100 and 101 = CAN HIST SEQ A)

51585	HIST 100 AA	MTWTh	10:40	12:50	14-100	Kornblau, J.	3.0
			Start and end dates for section 51585:		6/18	7/26	

#### EVENING CLASSES

52078	HIST 100 JA	TTh	6:30	9:45	14-124	Robertson, J.	3.0
			Start and end dates for section 52078:		6/19	8/09	

### HIST 201 UNITED STATES HISTORY I

History of the U.S. through the Civil War. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC\*) (CAN HIST 8) (HIST 201 and 202 = CAN HIST SEQ B)

50658	HIST 201 AA	MTWTh	8:10	10:20	14-124	Constantin Jr., C.	3.0
			Start and end dates for section 50658:		6/18	7/26	
51749	HIST 201 AB	MTWTh	10:40	12:50	16-154	Robertson, J.	3.0
			Start and end dates for section 51749:		6/18	7/26	

#### EVENING CLASSES

50659	HIST 201 JA	TTh	6:30	9:45	14-122	Constantin Jr., C.	3.0
			Start and end dates for section 50659:		6/19	8/09	

Course

Ref. No. Class ID Days Hours Bldg/Room Instructor Units

**HIST 202 UNITED STATES HISTORY II**

History of the U.S. from 1865 to the present. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC\*) (CAN HIST 10) (HIST 201 and 202 = CAN HIST SEQ B)

51390	HIST 202 AA	MTWTh	8:10	10:20	14-122	Cox, S.	3.0
Start and end dates for section 51390: 6/18 7/26							
51750	HIST 202 AB	MTWTh	10:40	12:50	14-122	Cox, S.	3.0
Start and end dates for section 51750: 6/18 7/26							

**EVENING CLASSES**

50660	HIST 202 JA	MW	6:30	9:45	14-124	Vasquez, G.	3.0
Start and end dates for section 50660: 6/18 8/09							

**HORTICULTURE**

**HORT 422 DESIGNS FOR ENTERTAINING**

An in-depth study of creative application of floral design skills used in floral decorating for large and small events. Development of a theme, budget, and buying plan and coordination with event specialists. **A \$60.00 materials fee (\$10 per class) is payable upon registration.** Credit/No Credit or letter grade option. (CSU)

**EVENING CLASSES**

52256	HORT 422 JA	Th	6:00	10:05	20-101	Pine, W.	.5
Start and end dates for section 52256: 6/21 7/26							

**HORT 425 CUT FLOWER IDENTIFICATION**

Study of the botanical and common names of the widely used fresh cut floral materials. Emphasizes care and handling techniques specified by the most current research. **A \$30.00 materials fee (\$5 per class) is payable upon registration.** Credit/No Credit or letter grade option. May be taken twice for a maximum of 2 units. (CSU)

**EVENING CLASSES**

53510	HORT 425 JA	W	6:00	9:00	20-101	Bowie, L.	1.0
Start and end dates for section 53510: 6/20 8/01							

**HORT 429 CORPORATE ACCOUNTS AND TROPICAL DESIGNS**

Study of the methods of developing, servicing, and expanding corporate floral accounts currently in practice in the retail floral community. Emphasizes the care and handling of tropical floral materials as well as appropriate design styles. This is an advanced skill level course. **A \$60.00 materials fee (\$10 per class) is payable upon registration.** **Recommended Preparation:** HORT 401 or equivalent. Credit/No Credit or letter grade option. May be taken two times for a maximum of 1 unit. (CSU)

**EVENING CLASSES**

53149	HORT 429 JA	T	6:00	10:05	20-101	Pine, W.	.5
By Arr 1.4 Hrs/Wk 20-101							
Start and end dates for section 53149: 6/19 7/24							

**ITALIAN**

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 25.

**ITAL 111 ELEMENTARY ITALIAN I**

Conversation in Italian, dictation, reading, fundamentals of grammar and writing of simple Italian exercises. Plus 2.8 lab hours by arrangement per week. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Credit/No Credit or letter grade option. (CSU/UC\*)

53483	ITAL 111 AB	MTWTh	8:10	10:20	16-252	Baraff, B.	3.0
Start and end dates for section 53483: 6/18 7/26							

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

**HUMANITIES**

**HUM. 131 CULTURAL ACHIEVEMENTS OF AFRICAN-AMERICANS**

Introduction to Black aesthetics; emphasis on religious, philosophical, literary, musical and art forms of Africa and African-Americans.. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC)

53618	HUM. 131 AA	MTWTh	10:40	12:50	16-270	Gaines, F.	3.0
Start and end dates for section 53618: 6/18 7/26							

**HUM. 133 CULTURAL ACHIEVEMENTS OF ASIAN-AMERICANS**

Study of Asian-American cultural heritage with emphasis on religion, family, literature, music, arts, crafts and foods. **Recommended Preparation:** previous Ethnic Studies courses and eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC)

52007	HUM. 133 AA	MTWTh	8:10	10:20	14-207	Fong, J.	3.0
Start and end dates for section 52007: 6/19 7/27							

**JAPANESE**

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 25.

**JAPN 111 ELEMENTARY JAPANESE I**

Covers approximately the first half of the semester's work in JAPN 110. Emphasizes oral expression, reading, and written forms. Plus 2.0 hours by arrangement per week. Credit/No Credit or letter grade option. (CSU/UC\*)

**EVENING CLASSES**

52687	JAPN 111 JA	MW	6:30	9:45	18-203	Conway, M.	3.0
Start and end dates for section 52687: 6/18 8/08							
53017	JAPN 111 JC	TTh	6:30	9:45	18-203	Wright, E.	3.0
Start and end dates for section 53017: 6/19 8/09							

**LIBRARY STUDIES**

**LIBR 101 INFORMATION RESEARCH SKILLS**

Use of information resources and information technologies emphasizing the principles of information competency. Covers how to use information resources available in libraries and on the Internet to carry out research projects; teaches students how to successfully identify, choose, analyze and synthesize data to meet various information needs. Credit/No Credit or letter grade option. (CSU)

**ONLINE CLASSES**

53317	LIBR 101 WW	See pages 39-40	Online-CRS	Fink, M.	1.0
Start and end dates for section 53317: 6/18 8/09					

**LIBR 105 ONLINE RESEARCH SKILLS**

Introduction to online research skills with an emphasis on effective techniques for accessing and searching online databases and other research tools to identify and evaluate quality information. Credit/No Credit or letter grade option. (CSU)

**ONLINE CLASSES**

53315	LIBR 105 WW	See pages 39-40	Online-CRS	Gibbs, D.	3.0
Start and end dates for section 53315: 6/18 8/09					

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

## MATHEMATICS

NOTE FOR ALL MATH 120 and 122 SECTIONS

The San Mateo County Community College District has established a computerized prerequisite-checking system for enforcing the prerequisites. If you have not met the prerequisites for these courses, you will be blocked from enrolling. If you believe you have met the prerequisites or wish to challenge the course prerequisites, please review the information on the college website ([collegeofsanmateo.edu](http://collegeofsanmateo.edu)) and click on the quick link "Prerequisite Information." You may also contact the Counseling Department, the Admissions and Records Office, or the Mathematics/Science Division Office for information.

### MATH 110 ELEMENTARY ALGEBRA

A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. Plus one hour by arrangement per week. Extra supplies may be required. **Prerequisite:** three units of credit in MATH 811 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** concurrent enrollment in READ 830.

50673	MATH 110 AA	MTWTh	7:50 10:30	19-107	Moughadam, S.	5.0
	Start and end dates for section 50673: 6/18 8/09					
50674	MATH 110 AB	MTWTh	10:40 1:20	19-107	Staff	5.0
	Start and end dates for section 50674: 6/18 8/09					

### MATH 111 ELEMENTARY ALGEBRA I

First half of elementary algebra (MATH 110), including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** three units of credit in MATH 811 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** concurrent enrollment in READ 830.

#### EVENING CLASSES

50676	MATH 111 JA	TTh	6:30 9:45	16-169	Hellerstein, N.	3.0
	Start and end dates for section 50676: 6/19 8/09					
53503	MATH 111 JB	MW	6:30 9:45	16-169	Feinman, Y.	3.0
	Start and end dates for section 53503: 6/18 8/08					

### MATH 112 ELEMENTARY ALGEBRA II

Second half of elementary algebra (MATH 110) including introduction to exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations and quadratic equations. Plus 2.8 hours by arrangement per week for the day class and 2.0 hours by arrangement per week for the evening class. Extra supplies may be required. **Prerequisite:** MATH 111. **Recommended Preparation:** concurrent enrollment in READ 830.

53083	MATH 112 AA	MTWTh	8:10 10:20	11-131	Scafina, S.	3.0
	Start and end dates for section 53083: 6/18 7/26					

#### EVENING CLASSES

50677	MATH 112 JA	MW	6:30 9:45	12-173	Shahrini, B.	3.0
	Start and end dates for section 50677: 6/18 8/09					

### MATH 115 GEOMETRY

Study of properties of plane and solid figures, and using formal logic and real number system. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate.

50678	MATH 115 AA	MTWTh	7:50 10:30	16-169	Kalantar, M.	5.0
	Start and end dates for section 50678: 6/18 8/09					
51785	MATH 115 AB	MTWTh	10:40 1:20	11-130	Behm, D.	5.0
	Start and end dates for section 51785: 6/18 8/09					

### MATH 120 INTERMEDIATE ALGEBRA

A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** MATH 115 and READ 830.

50679	MATH 120 AA	MTWTh	7:50 10:30	16-271	Sever, T.	5.0
	Start and end dates for section 50679: 6/18 8/09					
50680	MATH 120 AB	MTWTh	7:50 10:30	16-170	Gavryshova, N.	5.0
	Start and end dates for section 50680: 6/18 8/09					
50682	MATH 120 AD	MTWTh	10:40 1:20	16-169	Sever, T.	5.0
	Start and end dates for section 50682: 6/18 8/09					

### MATH 122 INTERMEDIATE ALGEBRA I

A review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear and rational equations, equations in two variables, graphs, systems of equations. Plus 2.8 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** MATH 115 and READ 830.

50684	MATH 122 AA	MTWTh	10:40 12:50	16-170	Willard, T.	3.0
	Start and end dates for section 50684: 6/18 7/26					

### MATH 123 INTERMEDIATE ALGEBRA II

Second half of a comprehensive review of elementary algebra with certain topics studied in greater depth. Quadratic and rational equations, complex numbers, exponential and logarithmic functions, sequences and series. Plus 2.8 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 122 or other measures as appropriate. **Recommended Preparation:** MATH 115 and READ 830.

50685	MATH 123 AA	MTWTh	10:40 12:50	16-171	Moughadam, S.	3.0
	Start and end dates for section 50685: 6/18 7/26					

### MATH 125 ELEMENTARY FINITE MATHEMATICS

Systems of linear equations and inequalities, matrices, set theory, logic, elementary probability, linear programming, and mathematics of finance. Plus 2.8 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (CSU/UC) (CAN MATH 12)

50686	MATH 125 AA	MTWTh	8:10 10:20	16-171	Davis, W.	3.0
	Start and end dates for section 50686: 6/18 7/26					
50687	MATH 125 AB	MTWTh	10:40 12:50	16-172	Kalantar, M.	3.0
	Start and end dates for section 50687: 6/18 7/26					

### MATH 130 ANALYTIC TRIGONOMETRY

Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations, radian measure; inverse functions; and solution of triangles. Plus 2.8 hours by arrangement per week for the day class and 2.0 hours by arrangement per week for the evening class. Extra supplies may be required. **Prerequisite:** MATH 115 and MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (CSU) (CAN MATH 8)

50690	MATH 130 AA	MTWTh	8:10 10:20	19-103	Feinman, Y.	3.0
	Start and end dates for section 50690: 6/18 7/26					

#### EVENING CLASSES

50692	MATH 130 JA	TTh	6:30 9:45	12-173	Nadkarni, H.	3.0
	Start and end dates for section 50692: 6/18 8/09					

Course

Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
----------	----------	------	-------	-----------	------------	-------

### MATH 200 ELEMENTARY PROBABILITY AND STATISTICS

Representation of data, use and misuse of statistics, measures of central tendency and dispersion, probability sampling distributions, statistical inference, regression and correlation, contingency tables, and non-parametric methods. Measures of central tendency and dispersion; sampling distributions, statistical inference, regression and correlation. Plus 2.8 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405 (CSU/UC\*) (CAN STAT 2)

50693	MATH 200 AA	MTWTh	7:50 10:30	11-133	Zemskova, O.	4.0
			Start and end dates for section 50693:	6/18	7/26	
50694	MATH 200 AB	MTWTh	7:50 10:30	16-165	Tarski, J.	4.0
			Start and end dates for section 50694:	6/18	7/26	
50695	MATH 200 AC	MTWTh	10:40 1:30	16-165	Tarski, J.	4.0
			Start and end dates for section 50695:	6/18	7/26	

#### EVENING CLASSES

53505	MATH 200 JA	TWTh	5:50 9:05	11-133	Chan, M.	4.0
			Start and end dates for section 53505:	6/18	8/09	

### MATH 222 PRECALCULUS

Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential equations, sequences and series, mathematical induction; review of trigonometry and topics of analytical geometry. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 130 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (CSU/UC) (CAN MATH 16)

50696	MATH 222 AA	MTWTh	7:50 10:30	12-173	Shender, E.	5.0
			Start and end dates for section 50696:	6/18	8/09	
52241	MATH 222 AB	MTWTh	10:40 1:20	12-173	Shender, E.	5.0
			Start and end dates for section 52241:	6/18	8/09	

### MATH 241 APPLIED CALCULUS I

Selected topics from analytic geometry, plus basic techniques of both differential and integral calculus. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (CSU/UC\*) (CAN MATH 30) (MATH 241 and 242 = CAN MATH SEQ D)

50697	MATH 241 AA	MTWTh	7:50 10:30	16-172	lonel, E.	5.0
			Start and end dates for section 50697:	6/18	8/09	

### MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I

Study of limits, continuity, the derivative, and its applications, and the definite integral. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 222 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

50698	MATH 251 AA	MTWTh	7:50 10:30	16-274	Staff	5.0
			Start and end dates for section 50698:	6/18	8/09	
51271	MATH 251 AC	MTWTh	10:40 1:20	16-271	Feinman, Y.	5.0
			Start and end dates for section 51271:	6/18	8/09	

### MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II

Study of the Fundamental Theorem of Calculus, techniques of integration, applications of the definite integral, exponential, logarithmic and hyperbolic functions, polar coordinates, conic sections, infinite series, Taylor series, and Taylor's formula. Plus 2.0 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 251. **Recommended Preparation:** READ 400 or 405. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

50699	MATH 252 AA	MTWTh	10:40 1:20	11-131	Staff	5.0
			Start and end dates for section 50699:	6/18	8/09	

### MATH 270 LINEAR ALGEBRA

Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. Plus 2.8 hours by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 252 OR other measures as appropriate. **Recommended Preparation:** concurrent enrollment in or completion of MATH 231 or an equivalent course at a post secondary institution; READ 400 or 405. (CSU/UC)(CAN MATH 26)

52695	MATH 270 AA	MTWTh	10:40 12:50	19-103	Davis, W.	3.0
			Start and end dates for section 52695:	6/18	7/26	

### MATH 811 ARITHMETIC REVIEW

Basic arithmetic involving whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, calculator skills, area and volume, and applications. Plus 2.0 hours by arrangement per week. **Recommended Preparation:** concurrent enrollment in READ 825. Credit/No Credit grading. Open entry/open exit. Variable units. (Units do not apply toward AA/AS degree.)

#### EVENING CLASSES

53507	MATH 811 JO	TTh	6:30 9:45	16-171	Staff	1.0-3.0
			Start and end dates for section 53507:	6/19	8/09	

## MUSIC

### MUS. 100 FUNDAMENTALS OF MUSIC

Learn how to read music and perform it at sight. Recommended for beginning students. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC)

52696	MUS. 100 AA	MTWTh	8:10 10:20	2-203	Ferguson, C.	3.0
			Start and end dates for section 52696:	6/18	7/26	

### MUS. 202 MUSIC LISTENING AND ENJOYMENT

Survey of the music of Western Civilization. Enhances enjoyment and appreciation of the world's great music. No musical experience required. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC)

50705	MUS. 202 AA	MTWTh	10:40 12:50	2-202	Hoffmann, S.	3.0
			Start and end dates for section 50705:	6/18	7/26	

#### EVENING CLASSES

51373	MUS. 202 JA	TTh	6:30 9:45	2-202	Ochoa, R.	3.0
			Start and end dates for section 51373:	6/19	8/09	

### MUS. 301 PIANO I

Elementary piano instruction. Individual attention, assignments, and performance in a class situation. Designed for those with no previous piano playing experience. (CSU/UC\*)

53069	MUS. 301 AA	MTWTh	10:40 12:50	2-100	Ferguson, C.	1.0
		By Arr	6.0 Hrs/Wk	2-100		
			Start and end dates for section 53069:	6/18	7/26	

### MUS. 371 GUITAR I

Techniques of guitar performance and reading music. Students must supply their own instruments. (CSU/UC\*)

#### EVENING CLASSES

53295	MUS. 371 JX	MW	6:30 9:45	2-100	Ferguson, C.	1.0
		By Arr	4.5 Hrs/Wk	2-100		
			Start and end dates for section 53295:	6/18	8/08	

### MUS. 372 GUITAR II

Continuation of MUS. 371 with emphasis on solo performances. Students must supply their own instruments. **Prerequisite:** MUS. 371. (CSU/UC\*)

#### EVENING CLASSES

53281	MUS. 372 JX	MW	6:30 9:45	2-100	Ferguson, C.	1.0
		By Arr	4.5 Hrs/Wk			
			Start and end dates for section 53281:	6/18	8/08	

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

**MUS. 373 GUITAR III**

Continuation of MUS. 372 with emphasis on solo performances. Students must supply their own instruments. **Prerequisite:** MUS. 372. (CSU/UC\*)

**EVENING CLASSES**

53292	MUS. 373 JX	MW	6:30 9:45	2-100	Ferguson, C.	1.0
		By Arr	4.5 Hrs/Wk	2-100		
Start and end dates for section 53292:				6/18	8/08	

**MUS. 374 GUITAR IV**

Continuation of MUS. 373 with emphasis on solo performances. Students must supply their own instruments. **Prerequisite:** MUS. 373. May be taken four times for a maximum of 4 units. (CSU/UC\*)

**EVENING CLASSES**

53294	MUS. 374 JX	MW	6:30 9:45	2-100	Ferguson, C.	1.0
		By Arr	4.5 Hrs/Wk	2-100		
Start and end dates for section 53294:				6/18	8/08	

**MUS. 665 ADVANCED STEEL DRUM BAND**

The study, rehearsal and performance of music for steel drums. Students perfect advanced techniques for performances. **Prerequisite:** demonstration of proficiency on steel drums.

**EVENING CLASSES**

53351	MUS. 665 JA	W	7:00 10:10	3-175	Munzenrider, J.	.5
Start and end dates for section 53351:				6/20	8/08	

**MUS. 665 PENINSULA SYMPHONY**

The study, rehearsal and performance of music for large symphonic orchestra. Students perfect advanced techniques for performances. **Prerequisite:** demonstration of advanced proficiency.

**EVENING CLASSES**

53392	MUS. 665 JB	T	6:45 10:10	3-175	Klein, M.	.5
Start and end dates for section 53392:				6/19	7/31	

**MUS. 665 AMERICAN MUSIC: SPIRITUALS TO BROADWAY**

The study, rehearsal and performance of All-American music; a mix of prepared pieces and sing-alongs.

**EVENING AND SATURDAY CLASSES**

53441	MUS. 665 JC	M	7:15 10:00	2-141	Baker, R.	.5
		By Arr	3.0 Hrs/Wk			
Monday start and end dates for section 53441:				6/18	7/09	
		Th	7:15 10:00			
Thursday meeting date for section 53441:				7/12		
		S	9:00 12:00			
Saturday meeting date for section 53441:				7/07		
		S	6:30 10:00			
Saturday meeting date for section 53441:				7/14		



(CSU) Transferable to California State Universities  
(UC) Transferable to University of California, (\*) With limitations

**NETWORKING**

See *Business Microcomputer Applications and Computer and Information Science*

**NURSING**

**NURS 610 BASIC MEDICATION DOSAGE CALCULATIONS FOR NURSES**

Prepares current and potential nursing students to calculate oral and parenteral drug dosages with a focus on safety and accuracy. Covers the different systems of measurements and conversion of one system to another. Emphasizes calculation accuracy, critical thinking skills, and application of these skills to clinical scenarios. **Prerequisite:** MATH 110 or 112 or equivalent with a grade of C or higher OR equivalent skill level (as measured by a satisfactory score on Math Placement test Two). Credit/No Credit grading. May be taken four times for a maximum of 4 units (CSU)

**SATURDAY/SUNDAY CLASSES**

52575	NURS 610 S2	SSun	9:00 5:00	23-173	Isaef, T.	1.0
Start and end dates for section 52575:				7/21	7/22	

**NURS 666 CAREERS IN NURSING**

This course provides an overview of nursing roles, educational requirements, responsibilities, job opportunities and settings for nursing practice. The course is designed for potential nursing majors and non-nursing majors. Students are required to attend both Saturday and Sunday classes. Credit/No Credit grading. (CSU)

**SATURDAY/SUNDAY CLASSES**

52743	NURS 666 S1	SSun	9:00 5:00	23-173	Isaef, T.	1.0
Start and end dates for section 52743:				6/23	6/24	

**NURS 680 BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS**

This bridge course is designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. This course will help students adjust to CSM's RN program, develop a learning profile, meet other students, and build a support network. The course will also provide an opportunity for students to demonstrate competency in adult physical assessment, in a timed Medication Dosage Calculation Test and in Oral Medication Administration. (CSU)

**SATURDAY/SUNDAY/MONDAY CLASSES**

53622	NURS 680 AA	SSunM	9:00 5:00	23-174	Isaef, T.	1.5
Meeting dates for section 53622:				8/04, 05, and 06		

**NURS 681 PHARMACOLOGY FOR NURSES**

Provides practical application of the pharmacological principles of drug therapy to Nursing practice. Discussion will stress the utilization of key drugs prescribed to treat different disease states. Lectures are organized by body system in order to correlate with the nursing pharmacology text currently being used. No Prerequisite.

**SATURDAY CLASSES**

52904	NURS 681 S1	S	9:00 5:00	23-173	Isaef, T.	1.0
		S	9:00 1:00	23-173		
		S	9:00 1:00	23-173		
Meeting dates for section 52904:				6/30, 7/14 and 7/28		

**NURS 800 SUCCESS STRATEGIES FOR AN RN PROGRAM**

Course offers additional preparation opportunities to socialize students to the student nurse role. Includes preparing for nursing; refining existing educational skills; aspects of the student role; and stress management

52240	NURS 800 A2	M	10:00 3:00	23-173	Isaef, T.	1.0
		T	7:30 2:30	23-173		
		W	7:30 11:30	23-173		
Start and end dates for section 52240:				7/23	7/25	
52978	NURS 800 B2	M	10:00 3:00	23-173	Isaef, T.	1.0
		T	7:30 2:30	23-173		
		W	7:30 11:30	23-173		
Start and end dates for section 52978:				7/30	8/01	

Course

Ref. No. Class ID Days Hours Bldg/Room Instructor Units

## OCEANOGRAPHY

### OCEN 100 OCEANOGRAPHY

Introduction to marine geology, chemistry, and biology. Includes the hydrologic cycle and properties of sea water and marine organisms; currents, waves, tides, coastal processes, and ecology of the ocean; continental drift and seafloor spreading. One or more field trips may be required. Plus 2.0 hours by arrangement per week. (CSU/UC)

#### EVENING CLASSES

51404	OCEN 100 JA	TTh	6:30	9:45	36-109	Galloway, J.	3.0
Start and end dates for section 51404:					6/19	8/09	

## PHILOSOPHY

### PHIL 100 INTRODUCTION TO PHILOSOPHY

An introductory survey of philosophical questions and points of view from classical and contemporary perspectives. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN PHIL 2)

50709	PHIL 100 AA	MTWTh	8:10	10:20	16-154	Zoughbie, A.	3.0
Start and end dates for section 50709:					6/18	7/26	
51449	PHIL 100 AB	MTWTh	10:40	12:50	14-118	Zoughbie, A.	3.0
Start and end dates for section 51449:					6/18	7/26	

#### EVENING CLASSES

50710	PHIL 100 JA	MW	7:00	10:15	14-103	Schwartz, R.	3.0
Start and end dates for section 50710:					6/18	8/09	

#### TV CLASSES

53077	PHIL 100 TV	See pages 41-44			TV-CRS	Schwartz, R.	3.0
-------	-------------	-----------------	--	--	--------	--------------	-----

## PHOTOGRAPHY

See Art

## PHYSICAL EDUCATION

### ADAPTED

See Gym Bulletin Board for location of first class meeting.

### ADAP 100 ADAPTED AQUATICS

Offered primarily for students with physical limitations. Increase range-of-motion through water exercise. Plus 2.8 lab hours by arrangement per week. Credit/No Credit grading. May be repeated according to results of individual testing. (CSU/UC\*)

50478	ADAP 100 AA	MTWTh	10:45	11:55	POOL	Staff	.5
Start and end dates for section 50478:					6/18	7/26	

### ADAP 110 ADAPTED GENERAL CONDITIONING

Offered primarily for students with physical limitations. Therapeutic exercise to develop muscular endurance. Plus 2.8 lab hours by arrangement per week. Credit/No Credit grading. May be repeated according to results of individual testing. (CSU/UC\*)

50479	ADAP 110 AA	MTWTh	10:45	11:55	8-203	Kudo, S.	.5
Start and end dates for section 50479:					6/18	7/26	
51507	ADAP 110 CA	MTWTh	12:10	1:20	8-203	Staff	.5
Start and end dates for section 51507:					6/18	7/26	

### ADAP 140 ADAPTED CIRCUIT WEIGHT TRAINING

Offered primarily for students with physical limitations. Use of fitness equipment to develop muscular endurance. Plus 2.8 lab hours by arrangement per week. Credit/No Credit grading. May be repeated according to results of individual testing. (CSU/UC\*)

50480	ADAP 140 AA	MTWTh	1:25	2:50	8-117	Staff	.5
Start and end dates for section 50480:					6/18	7/26	

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

### ADAP 155 ADAPTED BACK CARE

Designed for students who would like to improve their back health, this course includes structure of the healthy spine, common deviations and back injuries, and proper body mechanics. Students participate in flexibility training and a progressive exercise program to build musculature and correct posture and learn how to perform daily living activities while maintaining back health. Plus 2.8 lab hours by arrangement per week. **Recommended Preparation:** recent physical examination and disability verification. Credit/No Credit grading. (CSU)

52387	ADAP 155 AA	MTWTh	12:10	1:20	8-202	Chu, C.	.5
Start and end dates for section 52387:					6/18	7/26	

### AQUATICS

See Gym Bulletin Board for location of first class meeting.

### AQUA 109 INTERMEDIATE SWIMMING AND BEGINNING WATER POLO

Instruction in the basic swimming strokes, water polo fundamentals, and intra-class competition. Introduction to basic strategies and water polo rules. Plus 2.8 lab hours by arrangement per week. **Prerequisite:** ability to swim comfortably in deep water. To increase competency, may be taken four times. (CSU/UC\*)

52914	AQUA 109 AX	MTWTh	6:50	8:45	POOL	Wright, R.	.5
Start and end dates for section 52914:					6/18	7/26	

### AQUA 127 SWIM FOR CONDITIONING

Program for all swimmers. Endurance swimming for all levels of fitness. Interval training using all strokes. Plus 2.8 lab hours by arrangement per week. **Prerequisite:** ability to swim. To increase competency, may be taken four times. (CSU/UC\*)

53116	AQUA 127 AX@	MTWTh	6:50	8:45	POOL	Wright, R.	.5
Start and end dates for section 53116:					6/18	7/26	
50495	AQUA 127 BA@	MTWTh	8:50	10:00	POOL	Wright, R.	.5
Start and end dates for section 50495:					6/18	7/26	
50496	AQUA 127 CA@	MTWTh	12:10	1:20	POOL	Wright, R.	.5
Start and end dates for section 50496:					6/18	7/26	

### AQUA 680 AQUA EXERCISE

Exercise in the water with stress on stretching and aerobic activities. No swimming skill is necessary. Plus 2.8 lab hours per week. Credit/No Credit or letter grade option. (CSU)

#### EVENING CLASSES

50939	AQUA 680 JA	MTWTh	4:45	5:50	POOL	Barrilleaux, A.	.5
Start and end dates for section 50939:					6/18	7/26	

### AQUA 682 INDIVIDUAL SWIM CONDITIONING

Swimming to improve aerobic capacity by gradually increasing endurance. Plus 2.8 lab hours per week. **Prerequisite:** ability to swim one length of the pool. Credit/No Credit or letter grade option. (CSU/UC\*)

#### EVENING CLASSES

50497	AQUA 682 JA	MTWTh	6:00	7:45	POOL	Barrilleaux, A.	.5
Start and end dates for section 50497:					6/18	7/26	

### DANCE

See Gym Bulletin Board for location of first class meeting.

### DANC 131 JAZZ DANCE I

Beginning techniques in jazz-stage, jazz movements, fast jazz, jazz rock, and blues; plus various other jazz combinations. Plus 2.8 lab hours by arrangement per week. (CSU/UC\*)

53306	DANC 131 AX	MTWTh	9:30	10:40	8-203	Barnes, K.	.5
Start and end dates for section 53306:					6/18	7/26	

### DANC 132 JAZZ DANCE II

Continuation of DANC 131 with more complex routines and refining of basic skills. Plus 2.8 lab hours by arrangement per week. **Prerequisite:** DANC 131 or equivalent. To increase competency, may be taken three times. (CSU/UC\*)

53307	DANC 132 AX	MTWTh	9:30	10:40	8-203	Barnes, K.	.5
Start and end dates for section 53307:					6/18	7/26	



Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

**DANC 680 BALLROOM DANCE**

Introduction to popular social dances. Includes Swing, Tango, Waltz, Cha Cha Fox Trot and Salsa. No partner required. Plus 2.8 lab hours by arrangement per week. Credit/No Credit or letter grade option. (CSU)

**EVENING CLASSES**

52104	DANC 680 LA	MW	5:30 7:35	8-202	Walton, J.	.5
Start and end dates for section 52104:				6/18	7/25	

**DANC 681 HIP HOP**

Beginning and intermediate hip-hop dance techniques, patterns, routines, choreography and improvisational group projects and presentations.

**EVENING CLASSES**

52830	DANC 681 LA	TTh	7:40 9:45	8-202	Wilmot, A.	.5
Start and end dates for section 52830:				6/19	7/26	

**DANC 682 INTERMEDIATE SOCIAL DANCE**

An overview course in Social Dance that goes beyond the basics. Learn variations in Latin, Swing, Waltz and other dance styles with partners who have graduated from the basic levels. No partner required. Plus one lab hour by arrangement per week. Credit/No Credit or letter grade option. **Prerequisite:** Ballroom Dance. To increase competency, may be taken four times.

**EVENING CLASSES**

53437	DANC 682 LA	MW	7:40 9:45	8-202	Warton, J.	.5
Start and end dates for section 53437:				6/18	7/25	

**DANC 683 AEROBIC DANCE**

Exercise routines to music at heart training area. Warm-ups, stretches, strength work, low impact, cool-down and toning exercises. Plus one lab hour by arrangement per week. **Recommended Preparation:** recent physical examination. To increase competency, may be taken four times. (CSU/UC)

53540	DANC 683 DA	MTWTh	8:10 9:20	8-202	Barnes, K.	.5
Start and end dates for section 53540:				6/18	7/26	

**FITNESS**

See Gym Bulletin Board for location of first class meeting.

**FITN 136 LOW IMPACT AEROBICS**

TELECOURSE: "Sit and be Fit" is a series of programs designed for students desiring an exercise program at an easier pace. Concentrates on developing and strengthening muscle groups as well as overall stretching. Credit/No Credit or letter grade option. To increase or maintain conditioning this class may be taken three times. (CSU)

**TV CLASSES**

53298	FITN 136 TV	See pages 41-44		TV-CRS	Walker, L.	1.0
-------	-------------	-----------------	--	--------	------------	-----

**FITN 205 WEIGHT CONDITIONING**

Individualized weight conditioning for all levels of ability using specialized machines and free weights. Instruction on safety, form, technique, and muscle development. Increase muscle strength, tone, and endurance. Plus 2.8 lab hours by arrangement per week. **Recommended Preparation:** recent physical examination. To increase competency, may be taken four times. (CSU)

53161	FITN 205 AA	MTWTh	9:30 10:40	8-117	Schmidt, M.	1.0
Start and end dates for section 53161:				6/18	7/26	
53516	FITN 205 BA	MTWTh	10:45 11:55	8-117	Warner, M.	1.0
Start and end dates for section 53516:				6/18	7/26	

**EVENING CLASSES**

53542	FITN 205 LA	MTWTh	5:30 7:35	8-117	Mangan/Vogel	1.0
Start and end dates for section 53542:				6/18	8/09	
53518	FITN 205 MA	TTh	7:40 9:45	8-117	Chu, C.	.5
Start and end dates for section 53518:				6/19	7/26	

**FITN 680 CLASSICAL STRETCH: THE ESMONDE TECHNIQUE**

This course is designed to improve fitness and overall knowledge of the process of physical conditioning. The progressive aerobic and physical conditioning program is designed to improve musculature while teaching proper posture and flexibility for daily living activities. Plus one hour by arrangement per week. **Recommended Preparation:** eligibility for ENGL 848 or equivalent. To increase or maintain conditioning this class may be taken three times. (CSU)

**TV CLASSES**

53314	FITN 680 TV	See pages 41-44		TV-CRS	Walker, L.	1.0
-------	-------------	-----------------	--	--------	------------	-----

**FITN 681 SPINNING®**

Spinning includes ongoing technique, proper bike set-up, body positioning, terminology, gearing, cadence, race strategies, breathing, mind training, injury prevention/management, flexibility, hydration and nutrition. Designed for both the beginner spinner as well as advanced spinners which allows all who participate to spin at their own maximum capacity. Credit/No Credit or letter grade option. (CSU)

53520	FITN 681 AA	MTWTh	8:10 9:20	8-B1	Schmidt, M.	.5
Start and end dates for section 53520:				6/18	7/26	
53521	FITN 681 BA	MTWTh	10:45 11:55	8-B1	Schmidt, M.	.5
Start and end dates for section 53521:				6/18	7/26	

**EVENING CLASSES**

53695	FITN 681 LA	TTh	6:00 8:00	8-01	Staff	.5
Start and end dates for section 53695:				6/19	7/26	

**FITN 682 YOGA FOR FITNESS**

A fitness class using yoga postures to increase flexibility and strength, to improve balance and posture, and to learn breathing techniques to relax the mind and body. This class is appropriate for all ages and abilities. Plus 2.8 lab hours by arrangement per week. Credit/No Credit or letter grade option. (CSU)

53260	FITN 682 AA	MTWTh	9:30 10:40	8-202	Furgason, H.	.5
Start and end dates for section 53260:				6/18	7/26	

**EVENING CLASSES**

52105	FITN 682 JA	MW	5:30 7:35	8-203	Seech, A.	.5
Start and end dates for section 52105:				6/18	7/26	

**FITN 683 CROSS TRAINING BOOT CAMP**

Cross training for students who wish to develop an overall body workout to achieve personal fitness goals. Cross utilizes various exercise stations to produce aerobic, anaerobic and flexibility fitness.

53084	FITN 683 AA	MTWTh	6:50 8:00	8-201	Schmidt, M.	.5
Start and end dates for section 53084:				6/18	7/26	

**FITN 684 TRACK AEROBICS**

Designed to increase the student's personal fitness through a comprehensive stretching, jogging and/or walking program. Instruction includes: proper stretching techniques, proper training, principles, correct walking/jogging techniques and heart rate monitoring to assist student in developing a realistic cardiovascular program. Upon completion of the course the student will be able to successfully design and implement a stretching and cardiovascular training program. (CSU)

**EVENING CLASSES**

53522	FITN 684 LA	TTh	5:30 7:35	TRAK	Chu, C.	.5
Start and end dates for section 53522:				6/19	7/26	

**FITN 685 PILATES**

An anaerobic method of conditioning the body designed to stretch, strengthen and balance, while improving posture and toning.

53512	FITN 685 AA	MTWTh	8:10 9:20	8-203	Furgason, H.	.5
Start and end dates for section 53512:				6/18	7/26	
53514	FITN 685 BA	MTWTh	10:45 11:55	8-202	Furgason, H.	.5
Start and end dates for section 53514:				6/18	7/26	

**EVENING CLASSES**

53431	FITN 685 LA	TTh	5:30 7:35	8-202	Wilmot, A.	.5
Start and end dates for section 53431:				6/19	7/26	

(CSU) Transferable to California State Universities  
(UC) Transferable to University of California, (\*) With limitations

Course

Ref.

No.

Class ID

Days

Hours

Bldg/  
Room

Instructor

Units

**INDIVIDUAL SPORTS**

See Gym Bulletin Board for location of first class meeting.

**INDV 120 BADMINTON**

Emphasis on skill techniques, proper footwork, rules of play, strategies, doubles and singles play for various skill levels. Tournaments in singles and doubles. Plus one lab hour by arrangement per week. To increase competency, may be taken four times. (CSU/UC\*)

51378 INDV 120 AA@ MTWTh 9:30 10:40 8-201 Warner, M. .5  
Start and end dates for section 51378: 6/18 7/26

**EVENING CLASSES**

53302 INDV 120 LA@ MW 7:40 9:45 8-201 Mangan/Vogel .5  
Start and end dates for section 53302: 6/18 8/08

53465 INDV 120 MA@ T 5:30 10:00 8-201 Walker, L. .5  
Start and end dates for section 53465: 6/19 7/24

**PHYSICAL EDUCATION****P.E. 810 ADAPTED P.E. ASSISTANT LAB**

Students work as teaching assistants in Adapted P.E. classes. Open entry/open exit. Variable units.

50888 P.E. 810 AO By Arr 8.0 Hrs/Wk 8-107 Staff 1.0  
Start and end dates for section 50888: 6/18 7/26

**TEAM SPORTS**

See Gym Bulletin Board for location of first class meeting.

**TEAM 105 ADVANCED BASEBALL**

Training class for prospective varsity baseball participants. Plus 2.8 lab hours per week. **Recommended Preparation:** interscholastic baseball or equivalent. Open entry/open exit. Variable units. To increase competency, may be taken four times. (CSU/UC\*)

**Advanced Baseball is open Mondays, 5:00-8:00 p.m. and Wednesdays, 12:00-3:00 p.m.**

50838 TEAM 105 AA By Arr 6.0 Hrs/Wk DIAM Williams/Vogel .5  
Start and end dates for section 50838: 6/18 7/25

**TEAM 118 ADVANCED BASKETBALL: WOMEN**

Designed as a training class for women interested in participating on the women's varsity basket ball team. Plus 2.8 lab hours per week. **Recommended Preparation:** interscholastic basketball or the equivalent. To increase competency, may be taken four times. (CSU)

53309 TEAM 118 AA By Arr 4.0 Hrs/Wk 8-201 Warner, M. .5  
Start and end dates for section 53309: 6/18 7/26

**TEAM 135 ADVANCED FOOTBALL AND CONDITIONING**

Basic skills review. Introduction to advanced sport techniques. Plus 2.0 lab hours by arrangement per week. **Recommended Preparation:** interscholastic varsity football experience or equivalent. Open entry/open exit. Variable units. To increase competency, may be taken four times. (CSU/UC\*)

**Advanced Football and Conditioning meets Monday through Saturday, 8:30 a.m.-12:30 p.m. and 1:30-6:00 p.m.**

51296 TEAM 135 AO By Arr 12-72 Hrs/Wk 8-117 Owens/Pollack/Heck .5-2.0  
Start and end dates for section 51296: 8/07 8/18

**TEAM 681 WEIGHT TRAINING AND CONDITIONING FOR FOOTBALL**

Combination of weight training and on-the-field fitness to improve athletic performance. Plus one hour by arrangement per week. **Recommended Preparation:** varsity football experience of demonstration of ability. Open entry/open exit. Variable units.

**Weight Training and Conditioning for Football meets Monday through Thursday, 3:30-8:30 p.m.**

**EVENING CLASSES**

50764 TEAM 681 JO By Arr 5-20 Hrs/Wk 8-117 Owens/Pollack .5-2.0  
Start and end dates for section 50764: 6/18 7/19

**TEAM 682 BASKETBALL FOR WOMEN**

Major concepts of basketball for women taught in tournament format. League play. Plus 2.8 lab hours by arrangement per week. Credit/No Credit or letter grade option. (CSU)

**Basketball for Women is open Thursdays, 5:00-9:05 p.m.**

**EVENING CLASSES**

52388 TEAM 682 JO By Arr 2.0-4.3 Hrs/Wk 8-201 Warner, M. .5  
Start and end dates for section 52388: 6/21 7/26

**PHYSICS****PHYS 250 PHYSICS WITH CALCULUS I**

Mechanics, wave motion and special relativity. Plus four hours by arrangement per week. Extra supplies may be required. **Prerequisite:** PHYS 150 or equivalent with a grade of C or higher; completion of or concurrent enrollment in MATH 252 or 242. (CSU/UC\*) (PHYS 250, 260 and 270 = CAN PHYS SEQ B)

50713 PHYS 250 AX MTWTh 10:40 12:10 36-109 Janatpour, M. 4.0  
MTWTh 8:20 9:50 36-114  
MTWTh 10:05 10:35 36-109

Start and end dates for section 50713: 6/18 8/09

51589 PHYS 250 BX MTWTh 10:40 12:10 36-109 Janatpour, M. 4.0  
MTWTh 12:20 1:50 36-114  
MTWTh 10:05 10:35 36-109

Start and end dates for section 51589: 6/18 8/09

**POLITICAL SCIENCE****PLSC 210 AMERICAN POLITICS**

Survey of the organization and functions of the federal government; examination of the dynamics of the American political process. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures (CSU/UC\*) (CAN GOVT 2)

50714 PLSC 210 AA MTWTh 8:10 10:20 14-100 Keenan, K. 3.0  
Start and end dates for section 50714: 6/18 7/26

50715 PLSC 210 AB MTWTh 10:40 12:50 18-204 Staff 3.0  
Start and end dates for section 50715: 6/18 7/26

**EVENING CLASSES**

50717 PLSC 210 JA MW 7:00 10:15 14-100 Keenan, K. 3.0  
Start and end dates for section 50717: 6/18 8/08

50718 PLSC 210 JB TTh 7:00 10:15 16-255 Scholnick, E. 3.0  
Start and end dates for section 50718: 6/19 8/09

**ONLINE CLASSES**

52526 PLSC 210 WW See pages 39-40 Online-CRS O'Connell, K. 3.0  
Start and end dates for section 52526: 6/18 8/06

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

**PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT**

Study of the institutions and problems of state and local government in California; California in the federal system. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/No Credit or letter grade option. (CSU)

**EVENING CLASSES**

50720	PLSC 310 JB	TTh	6:30 9:45	14-120	Staff	2.0
Start and end dates for section 50720:				6/19	8/09	

**ONLINE CLASSES**

51811	PLSC 310 WW	See pages 39-40	Online-CRS	Staff		2.0
Start and end dates for section 51811:				6/20	8/01	

**PSYCHOLOGY**

**PSYC 100 GENERAL PSYCHOLOGY**

Introduction to psychology; perception, motivation, emotion, learning and thinking, observation of behavior and measurement. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN PSY 2)

50722	PSYC 100 AA	MTWTh	8:10 10:20	16-155	Ratner, A.	3.0
Start and end dates for section 50722:				6/18	7/26	
51304	PSYC 100 AC	MTWTh	10:40 12:50	18-308	Clifford Jr., J.	3.0
Start and end dates for section 51304:				6/18	7/26	
51712	PSYC 100 AD	MTWTh	1:00 3:15	16-155	Rose, M.	3.0
Start and end dates for section 51712:				6/18	7/26	

**EVENING AND SATURDAY CLASSES**

50724	PSYC 100 JA	MW	7:00 10:15	14-120	Clare, D.	3.0
Start and end dates for section 50724:				6/18	8/08	
51713	PSYC 100 JB	TTh	6:30 9:45	16-267	Clifford Jr., J.	3.0
Start and end dates for section 51713:				6/19	8/09	
52097	PSYC 100 SA	S	8:00 4:20	16-155	Rose, M.	3.0
Start and end dates for section 52097:				6/23	8/04	

**TV CLASSES**

50725	PSYC 100 TV	See pages 41-44	TV-CRS	Clare, D.		3.0
-------	-------------	-----------------	--------	-----------	--	-----

**PSYC 110 COURTSHIP, MARRIAGE AND THE FAMILY**

Societal, psychological and biological aspects of gender, sex, love, conflict, etc., in dating, marital and familial interaction. May not be taken for credit following SOCI 110. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/ No Credit or letter grade option. (CSU/UC)

53623	PSYC 110 AA	MTWTh	8:10 10:20	16-273	Toomer, D.	3.0
Start and end dates for section 53623:				6/18	7/26	

**TV CLASSES**

51469	PSYC 110 TV	See pages 41-44	TV-CRS	Wehrle, G.		3.0
-------	-------------	-----------------	--------	------------	--	-----

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**

Psychological development across the life-span. Focuses particularly on the development of thinking, social interaction, and the sense of self from birth through old age. **Prerequisite:** PSYC 100 with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (UC credit limited to either PSYC 200 or 201.) (CSU/UC\*)

51910	PSYC 200 AA	MTWTh	8:10 10:20	16-267	Clifford Jr., J.	3.0
Start and end dates for section 51910:				6/18	7/26	

**EVENING CLASSES**

53435	PSYC 200 JA	Th	6:00 9:15	16-155	Matsuda, D.	3.0
Start and end dates for section 53435:				6/19	8/09	

(CSU) Transferable to California State Universities  
(UC) Transferable to University of California, (\*) With limitations

**PSYC 201 CHILD DEVELOPMENT**

A research-based treatment of the biological and experiential forces that shape and influence human development during the childhood years. **Prerequisite:** PSYC 100. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (UC credit limited to either PSYC 200 or 201.) (CSU/UC\*)

**TV CLASSES**

53154	PSYC 201 TV	See pages 41-44	TV-CRS	Clifford Jr., J.		3.0
-------	-------------	-----------------	--------	------------------	--	-----

**PSYC 410 ABNORMAL PSYCHOLOGY**

Types and patterns of abnormal behavior; major theories regarding its causes; clinical assessment and modes of treatment. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/No Credit or letter grade option. (CSU/UC)

**TV CLASSES**

50826	PSYC 410 TV	See pages 41-44	TV-CRS	Wehrle, G.		3.0
-------	-------------	-----------------	--------	------------	--	-----

**READING**

**READ 812 INDIVIDUALIZED READING IMPROVEMENT**

Improvement of reading skills. Practice in methods of increasing speed, comprehension, and vocabulary. Emphasizes computer-assisted and audio-visual instruction. Credit/No Credit grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

51553	READ 812 AO	By Arr	9.6 Hrs/Wk	18-101	Staff	.5-1.0
Start and end dates for section 51553:				6/18	7/26	

**READ 814 BASIC SPELLING MASTERY**

Self-paced course that incorporates a textbook and computer-assisted instruction to facilitate basic spelling mastery. Includes silent letters, a review of basic phonetic rules, rules for spelling compound words, ie/ei rules, final e rules, basic plural rules, and basic homonyms. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52462	READ 814 AO	By Arr	8.0 Hrs/Wk	18-101	Staff	1.0
Start and end dates for section 52462:				6/18	7/26	

**READ 815 ADVANCED SPELLING MASTERY**

Self-paced course that incorporates textbook and computer-assisted instruction to facilitate advanced spelling mastery. Includes advanced rules for doubling final consonants, plurals, advanced homonyms, spelling prefixes and suffixes, and English words whose etymologies are Spanish, Italian, or French. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52463	READ 815 AO	By Arr	8.0 Hrs/Wk	18-101	Staff	1.0
Start and end dates for section 52463:				6/18	7/26	

**READ 825 INTRODUCTION TO COLLEGE READING**

Instruction in techniques for improving skills basic to college reading. Focus on comprehension, vocabulary building, and college study reading skills using a variety of nonfiction and fiction materials. Includes reading books for enjoyment, written responses to text, and use of computers. Qualifies as preparation for READ 830. Plus 2.8 hours by arrangement per week. **Recommended Preparation:** ESL 857 (or appropriate skill level indicated by the Reading placement tests and other measures).

52690	READ 825 AA	MTWTh	8:10 10:20	18-305	Staff	3.0
Start and end dates for section 52690:				6/18	7/26	

Course

Ref. No. Class ID Days Hours Bldg/Room Instructor Units

**READ 852 VOCABULARY IMPROVEMENT I**

A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52466 READ 852 AO By Arr 8.0 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 52466: 6/18 7/26

**READ 853 VOCABULARY IMPROVEMENT II**

A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52467 READ 853 AO By Arr 8.0 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 52467: 6/18 7/26

**READ 854 VOCABULARY IMPROVEMENT III**

A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52468 READ 854 AO By Arr 8.0 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 52468: 6/18 7/26

**READ 855 VOCABULARY IMPROVEMENT IV**

A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Credit/No Credit grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.) **Students may register at any time but should go to the Reading Center (18-101) during the first week of the summer session to meet with an instructor.**

52469 READ 855 AO By Arr 8.0 Hrs/Wk 18-101 Staff .5-1.0  
Start and end dates for section 52469: 6/18 7/26

**REAL ESTATE**

**R.E. 100 REAL ESTATE PRINCIPLES**

Property, contracts, agency, financing, liens and encumbrances, taxes, escrows, land descriptions. Meets State requirements for admission to the salesperson's license exam. (CSU)

53285 R.E. 100 AA MW 1:00 5:10 18-308 Keavney, B. 3.0  
Start and end dates for section 53285: 6/18 7/30

**EVENING CLASSES**

50730 R.E. 100 JA TTh 7:00 10:15 18-308 Gottlieb, M. 3.0  
Start and end dates for section 50730: 6/19 8/09

**R.E. 801 REAL ESTATE LICENSE EXAM PREPARATION**

Preparation for the California Real Estate License Exam. Includes the following topics: agency, ethics, contract, ownership, encumbrances, taxation, escrow, and land descriptions. May be taken twice for a maximum of 3.0 units. (Units do not apply toward AA/AS degree.)

52099 R.E. 801 AA Th 1:00 5:10 18-308 Keavney, B. 1.5  
Start and end dates for section 52099: 6/21 7/26

**SOCIOLOGY**

**SOCI 100 INTRODUCTION TO SOCIOLOGY**

Analysis processes of group behavior and interaction between the individual and society. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/No Credit or letter grade option. (CSU/UC) (CAN SOC 2)

50746 SOCI 100 AA MTWTh 8:10 10:20 14-103 Crawford, Z. 3.0  
Start and end dates for section 50746: 6/18 7/26

50747 SOCI 100 AB MTWTh 10:40 12:50 16-167 Mathur, M. 3.0  
Start and end dates for section 50747: 6/18 7/26

**EVENING CLASSES**

50748 SOCI 100 JA MW 6:00 10:05 16-167 Mathur, M. 3.0  
Start and end dates for section 50748: 6/18 8/09

**EVENING/OFF-CAMPUS CLASSES**

53613 SOCI 100 JB TTh 6:00 9:05 KING Crawford, Z. 3.0  
Start and end dates for section 53613: 6/19 8/09

**TV CLASSES**

50749 SOCI 100 TV See pages 41-44 TV-CRS Mathur, M. 3.0

**SOCI 105 SOCIAL PROBLEMS**

Theoretical and descriptive studies of selected social problems that affect the quality of life in contemporary America. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Credit/No Credit or letter grade option. (CSU/UC) (CAN SOC 4)

51801 SOCI 105 AA MTWTh 10:40 12:50 14-103 Staff 3.0  
Start and end dates for section 51801: 6/18 7/26

**SPANISH**

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 25.

**SPAN 111 ELEMENTARY SPANISH I**

Covers approximately the first half of the semester's work in SPAN 110. Plus 2.8 lab hours by arrangement per week for the day class, and 2.0 lab hours by arrangement per week for the evening class. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Credit/No Credit or letter grade option. (CSU/UC\*)

51554 SPAN 111 AA MTWTh 10:40 12:50 16-252 Dinelli, A. 3.0  
Start and end dates for section 51554: 6/18 7/26

**EVENING CLASSES**

50754 SPAN 111 JA TTh 6:30 9:45 18-305 Collis, H. 3.0  
Start and end dates for section 50754: 6/19 8/09

**SPAN 112 ELEMENTARY SPANISH II**

Covers approximately the second half of the semester's work in SPAN 110. Plus 2.0 lab hours by arrangement per week. **Prerequisite:** SPAN 111 or equivalent with Credit or a grade of C or higher. Credit/No Credit or letter grade option. (CSU/UC)

**EVENING CLASSES**

51366 SPAN 112 JA MW 6:30 9:45 18-307 Dinelli, A. 3.0  
Start and end dates for section 51366: 6/18 8/08

@ Courses open for audit.

An X in the Class ID indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

Course Ref. No.	Class ID	Days	Hours	Bldg/Room	Instructor	Units
-----------------	----------	------	-------	-----------	------------	-------

## SPEECH COMMUNICATION

For information about a Certificate of Completion in Speech Communication, see the Catalog or contact the Language Arts Division Office (Building 17, Room 169, 574-6314).

### SPCH 100 PUBLIC SPEAKING

Practice in delivering speeches; study of effective communication; organizing and outlining; critical listening; analysis and evaluation. Plus 2.8 lab hours by arrangement per week for the day classes, and 2.0 lab hours by arrangement per week for the evening classes. **Recommended Preparation:** eligibility for ENGL 100. (CSU/UC) (CAN SPCH 4)

50755	SPCH 100 AA	MTWTh	8:10 10:20	16-253	Motoyama, C.	3.0
			Start and end dates for section 50755:	6/18	7/26	
50756	SPCH 100 AC	MTWTh	10:40 12:50	16-253	Motoyama, C.	3.0
			Start and end dates for section 50756:	6/18	7/26	
53144	SPCH 100 BA	MTWTh	10:40 12:50	14-102	Staff	3.0
			Start and end dates for section 53144:	6/18	7/26	

#### EVENING CLASSES

50757	SPCH 100 JB	MW	6:30 9:45	16-253	Li, Y.	3.0
			Start and end dates for section 50757:	6/18	8/08	

### SPCH 120 INTERPERSONAL COMMUNICATION

Theory and practice of interpersonal communication skills. Analysis of perception, verbal and nonverbal messages, listening skills, and strategies for resolving conflict. Plus 2.8 hours by arrangement per week for the day classes, and 2.0 hours by arrangement per week for the evening classes. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC)

50760	SPCH 120 AA	MTWTh	8:10 10:20	16-251	Kramm, G.	3.0
			Start and end dates for section 50760:	6/18	7/26	
53293	SPCH 120 AB	MTWTh	10:40 12:50	16-272	Kramm, G.	3.0
			Start and end dates for section 53293:	6/18	7/26	
52894	SPCH 120 AC	MTWTh	10:40 12:50	16-251	Paoli, P.	3.0
			Start and end dates for section 52894:	6/18	7/26	

#### EVENING CLASSES

52449	SPCH 120 JA	MW	6:30 9:45	16-251	Paoli, P.	3.0
			Start and end dates for section 52449:	6/18	8/08	
50761	SPCH 120 JC	TTh	6:30 9:45	16-253	Staff	3.0
			Start and end dates for section 50761:	6/19	8/09	

### IF YOU CAN'T FIND IT AT CSM

San Mateo County Community College District also operates Cañada College in Redwood City and Skyline College in San Bruno which offer a number of special programs not available at College of San Mateo:

**Cañada College**  
4200 Farm Hill Blvd.  
Redwood City, CA 94061  
(650) 306-3100 or  
(650) 364-1212

**Skyline College**  
3300 College Drive  
San Bruno, CA 94066  
(650) 355-7000 (day)  
(650) 738-4251 (evening)

#### Programs

Computer Business Office Technology  
Computer Information Technology  
Drama/Theater Arts  
Early Childhood Education  
English Institute  
Fashion/Design  
Interior Design  
Medical Assisting  
Paralegal  
Radiologic Technology  
Small Business Development and Job Training Center (Office Automation and Small Business Development)

#### Athletics

Men's Basketball  
Men's Golf  
Men's Soccer  
Women's Golf  
Women's Soccer  
Women's Volleyball

#### Programs

Arabic  
Automotive Technology  
Cosmetician/Esthetician (Eve. & Sat.)  
Early Childhood Education  
Family & Consumer Sciences  
Fashion Merchandising  
Fiber Optics/  
Telecommunications  
Filipino/Tagalog  
International Studies  
International Trade  
Image Consulting  
Japanese Automotive Technology  
Paralegal  
Respiratory Therapy  
Surgical Technology  
Telecommunications and Network Information Technology  
Toyota Technical Education Network

#### Athletics

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

## SPORTS

See Physical Education



# College of San Mateo Distance Learning Guide

## What You Should Know About CSM Distance Learning Courses

Distance Learning courses at College of San Mateo consist of telecourses and online courses. **Telecourses** are pre-produced television courses broadcast on KCSM TV and available on tape in the Library. The **online courses** require students to have access to a computer with an individual email account and/or Web access. Students complete most of their course work outside the classroom, on their own time, usually at home, or in the Library.

- Distance learning courses are recommended for students who work well independently and have solid study skills and self-discipline.
- Three or more on-campus meetings are held for each course during the summer. (\*\* indicates MANDATORY introductory meeting.)
- Distance learning courses parallel courses taught in the classroom and are transferable to most four-year colleges and universities.
- Telecourses are not “class lectures transferred to tape.”
- Distance learning courses are as effective as regular college courses in terms of student learning.

### KCSM TV

CSM telecourses are transmitted over KCSM-TV Channel 43, a Public Broadcasting Services station, licensed to the San Mateo County Community College District. Studios are located on the CSM campus, and the transmitter is on Mount Sutro. If you do not receive a digital signal, you may need to subscribe to cable or satellite services. Most Bay Area cable companies carry KCSM as part of their service on cable Channel 17. Consult your local cable company's channel directory to make sure you know the correct channel number for KCSM-TV.

### Distance Learning Support Services

The Distance Learning Office is located in the lower level of Building 9 (524-6933). Staff is available to answer your questions about courses, the registration process, study materials and instructor access. Or you can email: [fleming@smccd.edu](mailto:fleming@smccd.edu). Office hours are Monday - Thursday, 8:30 a.m. - 4:30 p.m., and Friday, 8:30 a.m. - 12:30 p.m.

Area Code for College of San Mateo is **650**

### Distance Learning Website:

[collegeofsanmateo.edu/DL](http://collegeofsanmateo.edu/DL)

KCSM maintains a distance learning website that includes a full listing of online courses and telecourses offered by CSM.

### Study Buddy Sign-Up

At each introductory session, instructors will circulate a Study Buddy Sign-Up Sheet that will be mailed by the Distance Learning Office to every participant. Partners study by phone, online or in person and may wish to share off-air recording responsibilities.

### Textbooks by Telephone

The CSM Bookstore (574-6366) accepts textbook orders by phone for Distance Learning students. Allow 10 days for delivery. Credit card orders only. Books can also be purchased online at [www.smccd.edu/csmbookstore](http://www.smccd.edu/csmbookstore).

In addition to regular hours, the Bookstore will be open on Saturday, June 23, from 9 a.m. to 2 p.m.

### Video Library

The library provides a video checkout service and computer workstations with Internet access. Video tapes of broadcast courses are available for overnight checkout on a first-come, first-served basis.

A current Peninsula Library System (PLS) card is required to check out tapes and use the computers. Residents of San Mateo County may obtain a library card at any local public library or the College of San Mateo Library. Non-residents may obtain a card at the College of San Mateo Library (Bldg. 9). Photo identification and proof of enrollment are required. Students will be charged \$1 per hour for each hour a tape is returned late and \$.15 per page printer use.

The Library closes for holidays, staff development days and semester break.

### Semester Rental of Telecourse Tapes

The CSM Distance Learning Office has limited sets of video tapes of telecourses available for rent. Rental Fee is \$50 per set, plus a \$20 (cash) security deposit. Deposit is refunded to student when the tapes are returned. Contact the Distance Learning Office, Bldg. 9, Room 181, or (650) 524-6933 for information.

ACT/RMI Media Productions, Inc. also rents the complete telecourse for the entire semester. Call 1-800-745-5480 or order online at <http://www.rmimedia.com>.

### Use Your Video Cassette Recorder

Students may video tape telecourse programs off the air and view them at a more convenient time. Simply set your VCR to the appropriate channel to record KCSM-TV. Be sure to program your television to recognize the KCSM-TV channel.

## Important Components of Distance Learning Courses

### 1. On-Campus Meetings

Most distance learning courses require students to come to the CSM campus at designated times to meet with the instructor and other students. Introductory meetings, reviews, and exams are held on-campus unless otherwise stipulated by the instructor. Most courses have from three to five scheduled on-campus meetings during the semester. Students may also telephone, use email or meet with instructors during office hours.

The introductory meeting and other scheduled on-campus meetings are required unless otherwise indicated. If you don't attend the introductory meeting, you may be dropped from the class roster.

### 2. Internet Access/Television Viewing

Students enrolled in online courses are expected to visit the Website weekly and to participate in email and online discussions.

Facilities are available in the CSM Library for accessing the course website.

Telecourse students usually view weekly programs at home. Some students videotape programs if they cannot watch them at broadcast time.

### 3. Reading Assignments

Students are required to read the textbook, study guide, handouts or Web information as assigned by the instructor. It is recommended that telecourse students read each lesson before viewing the corresponding program, unless specified otherwise by the instructor. See Textbooks by Telephone information on this page.

#### 4. Written Assignments

Students complete written work or special projects as assigned by the instructor. By prior arrangement with the instructor, assignments may be submitted in person, by mail, by email or by fax (574-6345), Attention: Distance Learning Office.

#### Distance Learning Registration

- Register online.
- Cost is only \$20 per unit for California residents. (See Fees, page 9)
- A student enrolled in distance learning courses who officially drops by the stated deadline may be eligible for partial enrollment fee/nonresident fee refund or credit. Please see "Credit and Refund Policy" on page 10.
- Distance Learning students have the same status as regularly enrolled students.

It's easy to enroll in CSM distance learning courses. Once you have selected the course(s) you want to take, enroll as follows:

#### Continuing Students

If you were enrolled at CSM, Cañada College, or Skyline College during Summer 2006, Fall 2006, and/or Spring 2007, follow the How to Register instructions for continuing students on pages 6-7 to take advantage of your registration priority and register using the WebSMART registration system.

#### New and Former Students

Students who have never enrolled at CSM, Cañada College or Skyline College, or whose last enrollment was prior to Summer 2006, may submit their application for admission on the Web at [collegeofsanmateo.edu](http://collegeofsanmateo.edu) or in person at the Office of Admissions and Records (Bldg. 1, Second Floor).

We will send you specific instructions and provide a registration appointment date and PIN code to enable you to register and pay fees using WebSMART registration. You will be able to register or change your program on or after your appointment date.

#### Late Registration

The registration deadline for Summer 2007 telecourses and online courses is the mandatory introductory meeting shown for each class in the Distance Learning course listings (pgs. 39-44) Assistance with registration will be available on campus Building 9, Lower Level on Friday, June 22, 6:30 to 9:00 pm and Saturday, June 23, 8:30 am to 3:00 pm.

After the introductory meeting has been held, course authorization codes are required to register on WebSMART or in-person at the introductory meeting. Contact the Distance Learning Office at 524-6933, or

the designated instructor, to request course authorization codes. Authorization codes are valid until Tuesday, June 25, 2007.

#### Fees

You may charge your fees to your VISA, MasterCard, Discover or American Express card, or you may pay by check if you prefer to do so. **If you register only for distance learning courses, you need not pay health services or parking fees.**

However, if your on-campus meetings are at any time other than a Friday evening or Saturday, you will have to purchase a parking permit from the Security Office (Bldg. 1, Room 270) or Business Office (Bldg. 1, Room 147) or from the machines in Lots 1, 2, 10 or 14.

Distance learning students pay the State-mandated enrollment fee (\$20 per unit) and the student fee (\$1). (See Fees, page 9) In addition, if they have not been residents of California (as defined in the Education Code) continuously since June 17, 2006, they must pay an additional nonresident tuition fee of \$184 per unit. Foreign students also need to pay an additional \$8 per unit nonresident capital outlay fee for a total of \$192 per unit.

#### Introductory Meetings

The first class meeting will provide you with an opportunity to have questions answered, to obtain specific information, to find out how to proceed through the course, and to meet your instructors and your fellow classmates. Telecourse students will receive a syllabus and broadcast schedule. Instructors for online courses will distribute course material in person and online. **You do not have to be preregistered to attend.** You may register on the day of the introductory meeting if there is space in the class. (See Late Registration for details.)

#### Students Unable to Attend the Introductory Meeting

Many courses have *mandatory* introductory meetings; students not in attendance *may* be dropped unless they have made prior arrangements with the instructor. However, this is not an automatic withdrawal—the student is responsible for officially withdrawing from the class by using fax, WebSMART, or written notification to Admissions and Records by appropriate deadline date(s). Check the detailed course listings to learn whether attendance at the introductory meeting is mandatory for your course(s). If you have completed registration and are unable to attend the scheduled introductory meeting, contact the Distance Learning Office before the meeting to

obtain necessary information. If you have not registered before the introductory meeting and are unable to attend, call the Distance Learning Office (524-6933) to learn whether it is still possible to enroll in the course you have chosen and to take the necessary steps for late registration.

#### Dismissed Students

Students dismissed at College of San Mateo, Cañada College or Skyline College at the close of Summer 2006, Fall 2006, and/or Spring 2007 must petition for reinstatement. Obtain the petition form from the Counseling Center (Bldg. 5, Room 128).

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada College or Skyline College during Fall 2006 or Spring 2007 must complete an application for admission in addition to the petition for reinstatement.

#### Credit/No Credit Grading Option

Most CSM courses are graded on the basis of the standard letter grades (A, B, C, D, F). Some courses are graded on a Credit (CR) or No Credit (NC) basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Credit/No Credit grading; students electing the Credit/No Credit option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the course. Changes are not permitted thereafter. See Summer 2007 Important Dates on the inside front cover for the established deadline for semester-long courses.

Students should be aware that many colleges and universities, including College of San Mateo, place specific restrictions on the number, if any, of units graded on a Credit/No Credit basis that are acceptable toward degrees and certificates. Because the decision to request Credit/No Credit grading is irrevocable after 30% of the duration of the course, students should be cautious in making such a request.

### Transferable Courses

All CSM distance learning courses are applicable for A.A./A.S. degree credit and are transferable to most four-year universities for bachelor's degree credit.

### Drop/Withdrawal

If you officially drop a Summer 2007 telecourse by the stated 'last day to drop with refund' deadline, you may be eligible for partial enrollment fee/nonresident fee

refund. See "Credit and Refund Policy" on page 10. The final deadline for withdrawal from each telecourse is listed with the description of each telecourse. Withdrawal from a class(es) must be initiated by the student by the appropriate deadline date (see Distance Learning course listings on pages 37-40 for deadlines) by WebSMART, mail, or in person at the Office of Admissions and Records. Withdrawal requests must be postmarked or faxed by the appropriate deadline date (see Important Dates on inside

front cover) and must include the student's identification number and the student's signature. (See Distance Learning course listings on pages 37-40 for deadlines).

### Final Grades Reported on WebSMART

Final grades will be available on WebSMART beginning August 19, 2007.

## "Is Distance Learning For Me?"

### This Handy Questionnaire Will Help You Decide

Instructional technologists Bob Lose, Joan Trabandit, Barbara Hatheway and Teresa Donnell of Northern Virginia Community College's Extended Learning Institute would like to share the following simple, quick questionnaire they developed to help potential distance learning students assess their chances for success.

#### Is Distance Learning for You?

How well will distance learning fit your circumstances and life-style? Circle one answer for each question and score as directed.

- My need to take this course now is:
  - High - I need it immediately for degree, job or other important reason.
  - Moderate - I could take it on campus later or substitute another course.
  - Low - It's a personal interest that could be postponed.
- Feeling that I am part of a class is:
  - Not particularly necessary to me.
  - Somewhat important to me.
  - Very important to me.
- I would classify myself as someone who:
  - Often gets things done ahead of time.
  - Needs reminding to get things done on time.
  - Puts things off until the last minute.
- Classroom discussion is:
  - Rarely helpful to me.
  - Sometimes helpful to me.
  - Almost always helpful to me.
- When an instructor hands out directions for an assignment, I prefer:
  - Figuring out the instructions myself.
  - Trying to follow the directions on my own, then asking for help as needed.
  - Having the instructions explained to me.

- I need faculty comments on my assignments:
  - Within a few weeks, so I can review what I did.
  - Within a few days, or I forget what I did.
  - Right away, or I get very frustrated.
- Considering my professional and personal schedule, the amount of time I have to work on a distance learning course is:
  - More than enough for a campus class or a distance learning course.
  - The same as for a class on campus.
  - Less than for a class on campus.
- When I am asked to use VCRs, computers, voice mail, e-mail, or other technologies new to me:
  - I look forward to learning new skills.
  - I feel apprehensive, but try anyway.
  - I put it off or try to avoid it.
- As a reader, I would classify myself as:
  - Good - I usually understand the text without help.
  - Average - I sometimes need help to understand the text.
  - Slower than average.
- If I have to go to campus to take exams or complete work:
  - I can go to campus anytime.
  - I might miss some lab assignments or exam deadlines if campus labs are not open evenings and weekends.
  - I will have difficulty getting to the campus, even in the evenings and on weekends.

#### Scoring

Add 3 points for each "A" that you circled, 2 for each "B" and 1 for each "C".

If you scored 20 or over, distance learning is a real possibility for you.

If you scored 11 to 19, you may need to make a few adjustments in your schedule and study habits to succeed.

If you scored 10 or less, distance learning may not currently be the best alternative for you; talk to your counselor.

#### Explanation

The 10 questions in the questionnaire reflect some of the facts about taking distance learning courses:

- Distance learning students sometimes can end up neglecting courses because of personal or professional circumstances, unless they have compelling reasons for taking the course.
- Some students prefer the independence of distance learning; others find it uncomfortable.
- Distance learning courses give students greater freedom of scheduling, but they can require more self-discipline than on-campus classes.
- Some people learn best by interacting with other students and instructors, but Distance learning courses often do not provide much opportunity for this type of interaction.
- Distance learning courses require you to work from written directions without face to face instruction.
- It may take as long as two weeks to get comments back by mail from your instructor.
- Distance learning courses require at least as much time as on-campus courses.
- Distance learning courses frequently use technology for teaching and telecommunication.
- Printed materials are the primary source of directions and information in distance learning courses.
- All distance learning courses require some on-campus work: introductory, review sessions, exams, and labs. Student schedule flexibility is important.



# Distance Learning Guide

---

## ONLINE COURSES

---

Distance Learning Website:  
[collegeofsanmateo.edu/DL](http://collegeofsanmateo.edu/DL)

### General requirements for all online courses:

- Complete the required registration procedure.
- Attend the introductory meeting and other on-campus meetings (\*\*indicates MANDATORY).
- Read the required textbooks.
- Visit the Website weekly to keep apprised of schedule changes, new texts, etc.
- Participate actively in e-mail and online discussions.
- Complete class assignments, exams and specific course requirements.

NOTE: These courses are offered online. Students MUST have e-mail and Web access. For complete course descriptions, prerequisites, and recommended preparations, see listings under the respective departments. For further information about a specific class, its schedule, recommended software or other questions, visit the course Website or contact the instructor.

## Biology

### Introduction to Life Sciences

BIOL 100 WW (53310) (3 Units)

**Introductory Meeting:** Sat. June 23\*\*  
 11 am - 1 pm  
 Bldg. 36, Room 215

**Website:** To be announced in class

**Instructor:** Tania Beliz

**e-mail:** [beliz@smccd.edu](mailto:beliz@smccd.edu)

**Phone:** 712-8412

**Start date:** 6/23

**End date:** 8/4

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

## Business Applications-Window Platform

### Word Processing I Using WORD for Windows

BUSW 214 W1 (51814) (1.5 Units)

**Introductory Meeting:** None. Please contact instructor at email address below before start date.

**Website:** [www.smccd.edu/accounts/brownk](http://www.smccd.edu/accounts/brownk)

**Instructor:** K. Brown

**e-mail:** [kittyb33@hotmail.com](mailto:kittyb33@hotmail.com)

**Phone:** 574-6402

**Start date:** 6/18

**End date:** 7/05

**Registration Deadline:** June 18

**Last Day to Drop with Refund:** June 19

**Last Day to Withdraw:** June 29

### Word Processing II Using WORD for Windows

BUSW 215 W2 (53152) (1.5 Units)

**Introductory Meeting:** None. Please contact instructor at email address below before start date.

**Website:** [www.smccd.edu/accounts/willis](http://www.smccd.edu/accounts/willis)

**Instructor:** Janice Willis

**e-mail:** [willis@smccd.edu](mailto:willis@smccd.edu)

**Phone:** 574-6477

**Start date:** 7/09

**End date:** 7/26

**Registration Deadline:** July 9

**Last Day to Drop with Refund:** July 10

**Last Day to Withdraw:** July 23

### Business Presentations Using Power Point for Windows

BUSW 383 WW (53156) (1.5 Units)

**Introductory Meeting:** Mon., June 18\*\*  
 6 - 10 pm  
 Bldg. 14, Room 119

**Website:** To be announced in class

**Instructor:** M. Morgan

**e-mail:** [morganm@smccd.edu](mailto:morganm@smccd.edu)

**Phone:** 378-7301 ext. 19284

**Start date:** 6/18

**End date:** 7/23

**Registration Deadline:** June 18

**Last Day to Drop with Refund:** June 20

**Last Day to Withdraw:** July 14

### Spreadsheet I Using Excel for Windows

BUSW 415 W1 (51570) (1.5 Units)

**Introductory Meeting:** None. Please contact instructor at email address below before start date.

**Website:** [www.smccd.edu/accounts/willis](http://www.smccd.edu/accounts/willis)

**Instructor:** Janice Willis

**e-mail:** [willis@smccd.edu](mailto:willis@smccd.edu)

**Phone:** 574-6477

**Start date:** 6/18

**End date:** 7/05

**Registration Deadline:** June 18

**Last Day to Drop with Refund:** June 19

**Last Day to Withdraw:** June 29

### Spreadsheet II Using Excel for Windows

BUSW 416 W2 (53157) (1.5 Units)

**Introductory Meeting:** None. Please contact instructor at email address below before start date.

**Website:** [www.smccd.edu/accounts/willis](http://www.smccd.edu/accounts/willis)

**Instructor:** Janice Willis

**e-mail:** [willis@smccd.edu](mailto:willis@smccd.edu)

**Phone:** 574-6477

**Start date:** 7/09

**End date:** 7/26

**Registration Deadline:** July 9

**Last Day to Drop with Refund:** July 10

**Last Day to Withdraw:** July 23

## Computer and Information Science

### Introduction to Computer and Information Science

CIS 110 WW (52432) (3 Units)

**Introductory Meeting:** Sat., June 23\*\*  
 9-11 am  
 Bldg. 19, Room 121

**Website:** [www.smccd.edu/accounts/martens/cis110ww](http://www.smccd.edu/accounts/martens/cis110ww)

**Instructor:** Bryce Martens

**e-mail:** [martens@smccd.edu](mailto:martens@smccd.edu)

**Phone:** (use e-mail)

**Start date:** 6/23

**End date:** 8/04

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 26

**Last Day to Withdraw:** July 24

**(CS1) Programming Methods: C++**

CIS 278 WW (53494) (4 Units)

**Introductory Meeting:** Tues., June 19\*\*

6-8 pm

Bldg. 19, Room 121

**Website:** [www.smccd.edu/accounts/grassos](http://www.smccd.edu/accounts/grassos)**Instructor:** Stacey Grasso**e-mail:** grassos@smccd.edu**Phone:** 574-6693**Start date:** 6/19**End date:** 8/07**Registration Deadline:** June 19**Last Day to Drop with Refund:** June 23**Last Day to Withdraw:** July 25**Internet Programming: XML**

CIS 379 WW (52005) (3 Units)

**Introductory Meeting: OPTIONAL** - Please contact instructor at email below start date.

Wed., June 20\*\*

5-6:30 pm

Bldg. 19, Room 105

**Website:** [www.smccd.edu/accounts/greenm](http://www.smccd.edu/accounts/greenm)**Instructor:** Melissa Green**e-mail:** greenm@smccd.edu**Phone:** 574-6374**Start date:** 6/20**End date:** 8/01**Registration Deadline:** June 20**Last Day to Drop with Refund:** June 24**Last Day to Withdraw:** July 27**Online Research Skills**

LIBR 105 WW (53315) (3 Units)

**Introductory Meeting:** Please contact Instructor at email address below.**Website:** [www.smccd.edu/accounts/gibbsd/facultyhomepage.htm](http://www.smccd.edu/accounts/gibbsd/facultyhomepage.htm)**Instructor:** David Gibbs**e-mail:** gibbsd@smccd.edu**Phone:** 574-6174**Start date:** 6/18**End date:** 8/9**Registration Deadline:** June 18**Last Day to Drop with Refund:** June 22**Last Day to Withdraw:** July 26**California State and Local Government**

PLSC 310 WW (51811) (2 Units)

**Introductory Meeting:** Wed., June 20\*\*  
7-9 pm

Bldg. 16, Room 255

**Website:** To be announced in class**Instructor:** Staff**e-mail:** TBA**Phone:** 574-6496**Start date:** 6/20**End date:** 8/01**Registration Deadline:** June 20**Last Day to Drop with Refund:** June 24**Last Day to Withdraw:** July 27**Political Science****American Politics**

PLSC 210 WW (52526) (3 Units)

**Introductory Meeting:** Mon., June 18\*\*

7-10 pm

Bldg. 18, Room 204

**Website:** To be announced in class**Instructor:** Kathryn O'Connell**e-mail:** oconnell@smccd.edu**Phone:** 574-6381**Start date:** 6/18**End date:** 8/06**Registration Deadline:** June 18**Last Day to Drop with Refund:** June 22**Last Day to Withdraw:** July 20**Library****Information Research Skills**

LIBR 101 WW (53317) (1 Unit)

**Introductory Meeting:** Please contact Instructor at email address below.**Website:** [www.smccd.edu/accounts/finkm](http://www.smccd.edu/accounts/finkm)**Instructor:** Mark Fink**e-mail:** finkm@smccd.edu**Phone:** (925) 366-6660**Start date:** 6/18 (open entry)**End date:** 8/09**Registration Deadline:** June 18**Last Day to Drop with Refund:** June 22**Last Day to Withdraw:** July 26

\*\* Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is **not an automatic withdrawal**—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.

## TELECOURSES

### General requirements for all telecourses:

- Complete the required registration procedure.
- Attend the introductory meeting (\*\*indicates MANDATORY) and other on-campus meetings.
- Read the required textbooks.
- View the telelessons.
- Complete additional specific course requirements.

## Art

### Art of the Western World

**ART 100 TV** (CRN 51649) (3 Units)

"Art of the Western World" traces the Western tradition in the visual arts from their origins in Ancient Greece to the present day.

**Recommended Preparation:** ENGL 848. Credit/No Credit or letter grade option. (CSU)

#### Specific course requirement:

- Complete a Museum Paper.

**TV:** TTh, 12 - 1 pm,  
June 26 - July 24

**Campus Meetings:** Fri, 6:30 - 9:30 pm  
Bldg 4, Room 152

Introduction: June 22\*\*  
Midterm Review: July 6  
Midterm: July 13  
Final Review: July 27  
Final Exam: Aug. 3  
Instructor: Simon Pennington

**Registration Deadline:** June 22

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 19

## Astronomy

### Introduction to Astronomy

**ASTR 100 TV** (CRN 50502) (3 Units)

"Universe: The Infinite Frontier" is a survey of astronomy with descriptive material on the solar system, stars, galaxies, and life in the universe. (CSU/UC)

#### Specific course requirement:

- Complete a term paper.

**TV:** MTWThF, 7 - 7:30 am,  
June 25 - July 30

**Campus Meetings:** Fri, 7 - 9 pm  
Bldg 36, Room 109

Introduction: June 22\*\*  
Midterm Review: July 6  
Midterm: July 13  
Final Review: July 27  
Final Exam: Aug. 3  
Instructor: C.T. Vanajakshi

**Registration Deadline:** June 22

**Last Day to Drop with Refund:** June 29

**Last Day to Withdraw:** July 23

## Business

### Contemporary American Business

**BUS. 100 TV** (CRN 50511) (3 Units)

"It's Strictly Business" covers current concepts of American business as well as examining societal issues affecting business. Includes the nature of major business functions and the roles of producer and consumer in the economy. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC)

#### Specific course requirement:

- Complete either a project or a term paper.

**TV:** MTWThF, 5:30 - 6 am,  
June 25 - July 30

**Campus Meetings:** Sat, 11 am - 1 pm  
Bldg 14, Room 200

Introduction: June 23\*\*  
Midterm: July 14  
Final Exam: Aug. 4  
Instructor: Pamela McGlasson

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

### Small Business Management

**BUS. 150 TV** (CRN 50825) (3 Units)

"Something Ventured" provides aspiring entrepreneurs and those already involved in a small business venture with the tools needed to enhance their potential for success. **Prerequisite:** BUS. 100 or equivalent. **Recommended Preparation:** eligibility for ENGL 848. (CSU)

#### Specific course requirement:

- Complete assignments and final paper.

**TV:** MTWThF, 6 - 6:30 am,  
June 25 - July 30

**Campus Meetings:** Sat, 11am - 1 pm  
Bldg 14, Room 100

Introduction: June 23\*\*  
Midterm Review: July 7  
Midterm: July 14  
Final Review: July 28  
Final Exam: Aug. 4  
Instructor: Peter von Bleichert

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

## Business Law I

**BUS. 201 TV** (CRN 50518) (3 Units)

"Business and the Law" examines contracts and the legal system along with critical legal environment topics such as government regulation, employment practices, and consumer/environment protection. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN BUS. 8)

**TV:** MTWThF, 5 - 5:30 am,  
June 25 - Aug. 3

**Campus Meetings:** Sat, 9 - 11 am  
Bldg 14, Room 122

Introduction: June 23\*\*  
Midterm Review: July 7  
Midterm: July 14  
Final Review: July 28  
Final Exam: Aug. 4  
Instructor: Gardner Trimble

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

## Consumer Arts and Science

### Nutrition

**CA&S 310 TV** (CRN 51650) (3 Units)

"Nutrition Pathways" is an introductory course on human nutrition designed to satisfy basic nutrition course requirements for students entering allied health programs and to provide practical and interesting nutrition information for non-majors, covers topics such as "good" and "bad" foods, dietary supplements, metabolism, exercise, and the best program for weight loss. Video lessons feature experts and professionals associated with nutrition to show how nutrition and lifestyle choices impact our lives in positive and negative ways. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN H EC 2)

**TV:** MTWThF, 8:30 - 9 am,  
June 25 - July 30

**Campus Meetings:** Fri, 5 - 7 pm  
Bldg 2, Room 141

Introduction: June 22\*\*  
Midterm Review: July 6  
Midterm: July 13  
Final Review: July 27  
Final Exam: Aug. 3  
Instructor: Antoinette Ferrang Bloom

**Registration Deadline:** June 22

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

\*\* Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is **not an automatic withdrawal**—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.

## Film

### American Cinema

FILM 110 TV (CRN 53153) (3 Units)

Familiarizes students with the history of American Cinema, focusing on the studio system, the star system, genres and directors. Emphasizes film vocabulary and critical viewing skills. **Recommended Preparation:** ENGL 838 or 848. (CSU)

**Specific course requirement:**

- Complete term paper.

**TV:** TTh, 1:30 - 2:30 pm  
June 26 - July 26

**Campus Meetings:** Sat, 1 - 4 pm,  
Bldg 2, Room 141

Introduction: June 23\*\*

Midterm Review: July 7

Midterm: July 14

Final Review: July 28

Final Exam: Aug. 4

Instructor: Tony Kashani

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 26

**Last Day to Withdraw:** July 19

## Geology

### Survey of Geology

GEOL 100 TV (CRN 51700) (3 Units)

"Earth Revealed" is a comprehensive study of the Earth's physical processes and properties, with emphasis on understanding the scientific theories behind the geological principles. Not open to students who have taken Geology 210. (CSU/UC\*)

**Specific course requirement:**

- Participate in some of the optional activities assigned by the instructor.

**TV:** MTWThF, 7:30 - 8 am  
June 25 - July 30

**Campus Meetings:** Sat, 9 am - 11 am,  
Bldg 36, Room 109

Introduction: June 23\*\*

Midterm Review: July 7

Midterm: July 14

Final Review: July 28

Final Exam: Aug. 4

Instructor: John Galloway

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

## Health Science

### General Health Science

HSCI 100 TV (CRN 50665) (2 Units)

"Journey to Health" examines critical health questions facing today's society. Research findings and emerging theories are explored. (CSU/UC\*)

**Specific course requirement:**

- Complete a notebook of study questions and self-assessments for each lesson.

**TV:** MTWThF, 8 - 8:30 am,  
June 25 - July 30

**Campus Meetings:** Fri., 7 - 9 pm  
Bldg 19, Room 121

Introduction: June 22\*\*

Midterm Review: July 6

Midterm: July 13

Final Review: July 27

Final Exam: Aug. 3

Instructor: Ashok Malik

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

## Philosophy

### Introduction to Philosophy

PHIL 100 TV (CRN 53077) (3 Units)

"The Examined Life" is an introductory survey of philosophical questions and points of view from classical and contemporary perspectives. **Recommended Preparation:** eligibility for ENGL 848. (CSU)

**Note: This telecourse has an online component. Students MUST have e-mail and Web access.**

**TV:** MTWThF, 1 - 1:30 pm,  
June 25 - July 30

**Campus Meetings:** Thurs., 6 - 8 pm  
Bldg 14, Room 218

Introduction: June 21\*\*

Midterm Review: July 5

Midterm: July 12

Final Review: July 26

Final Exam: Aug. 2

Instructor: Robert Schwartz

**Registration Deadline:** June 21

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23



\*\* Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is **not an automatic withdrawal**—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.

## Physical Education

### Fitness

#### **Stretch Conditioning**

**FITN 680 TV** (CRN 53314) (1 Unit)

“Classical Stretch: The Esmonde Technique” is designed to improve fitness and overall knowledge of the process of physical conditioning. The progressive aerobic and physical conditioning program is designed to improve musculature while teaching proper posture and flexibility for daily living activities. Credit/No Credit grading. To increase or maintain conditioning, this class may be repeated up to three times for a maximum of 4 units. (CSU)

**TV:** MTWThF, 10:30 -11:00 am,  
June 25 - July 30

**Campus Meetings:** Sat., 1-3:30 pm  
Bldg. 8, Room 203

Introduction: June 23\*\*  
Midterm: July 14  
Final Exam: Aug. 4  
Instructor: Larry Walker

**Registration Deadline:** June 23  
**Last Day to Drop with Refund:** June 27  
**Last Day to Withdraw:** July 23

#### **Low Impact Aerobics**

**FITN 136 TV** (CRN 53298) (1 Unit)

“Sit & Be Fit” is a series of programs designed for students desiring an exercise program at an easier pace. Concentrates on developing and strengthening muscle groups as well as overall stretching. Credit/No Credit or letter grade option. To increase or maintain conditioning this class may be taken three times. (CSU)

**TV:** MTWThF, 11-11:30 am,  
June 25 - July 30

**Campus Meetings:** Sat., 10 am-12:30 pm  
Bldg. 8, Room 203

Introduction: June 23\*\*  
Midterm: July 14  
Final Exam: Aug. 4  
Instructor: Larry Walker

**Registration Deadline:** June 23  
**Last Day to Drop with Refund:** June 27  
**Last Day to Withdraw:** July 23

## Psychology

### **General Psychology**

**PSYC 100 TV** (CRN 50725) (3 Units)

“Discovering Psychology” is a survey course that encourages an understanding and appreciation of the scientific approach to the study of human behavior. **Recommended Preparation:** eligibility for ENGL 838 or 848. (CSU/UC) (CAN PSY 2)

#### **Specific course requirement:**

- Complete written assignments.

**TV:** MTWThF, 9 - 9:30 am,  
June 25 - July 30

**Campus Meetings:** Sat, 11 am - 1 pm  
Bldg 19, Room 121

Introduction: June 23\*\*  
Midterm: July 14  
Final Exam: Aug. 4  
Instructor: Dennis Clare

**Registration Deadline:** June 23  
**Last Day to Drop with Refund:** June 27  
**Last Day to Withdraw:** July 23

## WebSMART enables you to:

- View the *Catalog*
- View the *Schedule of Classes*, and search for classes by category and time
- Apply for admission
- Check your registration status
- Add/Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Apply for Financial Aid information/review application status
- Obtain your grades
- Obtain your Placement Test scores

Log on to [collegeofsanmateo.edu](http://collegeofsanmateo.edu)  
and click WebSMART.

## **Courtship, Marriage and the Family**

**PSYC 110 TV** (CRN 51469) (3 Units)

“Portrait of a Family” includes the history and development of marriage, dating, and courtship. Additional topics include personality adjustment in marriage, parenthood, love, the family, aspects of sex, and marriage as a social institution. **Recommended Preparation:** eligibility for ENGL 848. Credit/No Credit or letter grade option. May not be taken for credit following SOCI 110. (CSU)

#### **Specific course requirement:**

- Complete term paper.

**TV:** MTWThF, 2:30 - 3:00 pm,  
June 25 - July 30

**Campus Meetings:** Sat, 9 - 11 am  
Bldg 18, Room 304

Introduction: June 23\*\*  
Midterm Review: June 30  
Midterm: July 14  
Final Review: July 28  
Final Exam: Aug. 4  
Instructor: Gretchen Wehrle

**Registration Deadline:** June 23  
**Last Day to Drop with Refund:** June 27  
**Last Day to Withdraw:** July 23

## **Child Development**

**PSYC 201 TV** (CRN 53154) (3 Units)

“Stepping Stones” explores child development through theory, discussions and examples of physical, perceptual, cognitive, linguistic, social and emotional developmental, from prenatal development and birth through adolescence. **Prerequisite:** PSYC 100. **Recommended Preparation:** eligibility for ENGL 848. (CSU)

#### **Specific course requirement:**

- Complete notes on each lesson.

**TV:** MTWThF, 3 - 3:30 pm,  
June 25 - July 30

**Campus Meetings:** Fri., 7 - 9 pm  
Bldg 18, Room 303

Introduction: June 22\*\*  
Midterm Review: July 6  
Midterm: July 13  
Final Review: July 27  
Final Exam: Aug. 3  
Instructor: James Clifford

**Registration Deadline:** June 22  
**Last Day to Drop with Refund:** June 27  
**Last Day to Withdraw:** July 23

## Abnormal Psychology

**PSYC 410 TV** (CRN 50826) (3 Units)

“World of Abnormal Psychology” explores the types and patterns of abnormal behavior and major theories regarding its causes, clinical assessment, and modes of treatment.

**Recommended Preparation:** eligibility for ENGL 848. Credit/No Credit or letter grade option. (CSU/UC)

**Specific course requirement:**

- Complete notes on each lesson.

**TV:** MWF, 12 - 1 pm,  
June 25 - July 23

**Campus Meetings:** Sat, 11 am - 1 pm  
Bldg 18, Room 304

Introduction: June 23\*\*  
Midterm Review: June 30  
Midterm: July 14  
Final Review: July 28  
Final Exam: Aug. 4  
Instructor: Gretchen Wehrle

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23

## Sociology

### Introduction to Sociology

**SOCI 100 TV** (CRN 50749) (3 Units)

“The Way We Live” explores the intersection of history and biography where the social conditions of the present relate to the attitudes of the recent past. **Recommended Preparation:** eligibility for ENGL 838 or 848. Credit/No Credit or letter grade option. (CSU/UC) (CAN SOC 2)

**Specific course requirement:**

- Complete written assignments.

**TV:** MTWThF, 9:30 - 10 am,  
June 25 - July 24

**Campus Meetings:** Sat, 11 - 1 pm  
Bldg 18, Room 308

Introduction: June 23\*\*  
Midterm Review: July 7  
Midterm: July 14  
Final Review: July 21  
Final Exam: July 28  
Instructor: Minu Mathur

**Registration Deadline:** June 23

**Last Day to Drop with Refund:** June 27

**Last Day to Withdraw:** July 23



**\*\* Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is *not an automatic withdrawal*—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.**

# CSM Student Success Story

## *Paul Haas*

### *Graduate's success a tribute to perseverance and College of San Mateo's highly respected nursing program*

A husband and father, Paul Haas, 37, graduated from College of San Mateo with honors and a nursing degree in 2006. As a tribute to his hard work and CSM's highly regarded nursing program, Haas passed the registered nurse licensing examination on his first attempt and landed a well-paying and secure job at a local hospital.

"The nursing program was fantastic and prepared me well," said Haas, one of 10 men in the 51-student nursing program graduating class. He added that CSM's "supportive instructors" helped him get through the intense program, always preparing students to be good nurses.

Part of Haas' education at CSM involved eight "rotationals" at four different hospitals, an opportunity that led to a job in the intensive care unit at Kaiser Permanente in Redwood City.

This was Haas' second stop at CSM, which both his parents also attended. He first entered after graduating from high school but returned later with a focused goal of becoming a nurse, knowing that he enjoyed the medical field and working with people.

Juggling family, work and school was a challenge, but Haas said that it was all worth it. And his hard work didn't go unnoticed.

"I'm always impressed with students, like Paul, who give up so much of their lives to pursue a positive change in their lives," said Janis Ryan, one of Haas' CSM nursing professors.

To read the full feature on Haas, visit [collegeofsanmateo.edu](http://collegeofsanmateo.edu) and go to Campus Notes > Student Success Stories.



**COLLEGE of SAN MATEO**  
1700 West Hillsdale Boulevard  
San Mateo, CA 94402-3784  
(650) 574-6161  
[collegeofsanmateo.edu](http://collegeofsanmateo.edu)

**Board of Trustees**  
San Mateo County Community College District

Helen Hausman, President  
Richard Holoher, Vice President-Clerk  
Dave Mandelkern  
Patricia Miljanich  
Karen Schwarz  
Richael Young, Student Trustee, 2006-2007

Ron Galatolo, District Chancellor

**Residential Customer Local  
Carrier Route Pre-Sort  
ECRWSS**

**Non-Profit  
Organization  
U.S. Postage  
PAID  
Permit No. 27  
San Mateo, CA**