Summer 2009
Schedule of Classes
Session starts June 22
collegeofsanmateo.edu
Message from the President

I want to personally welcome you to the Summer 2009 semester at College of San Mateo. I know you will enjoy your overall educational experience here, particularly as you reap the benefits of our improved facilities.

Our ongoing campus-wide Capital Improvement Program (CIP) is in full swing and we are proud to announce that the renovation of our Fine Arts complex (Building 2: Music, Building 3: Theatre, and Building 4: Art and Photography) has been completed. The Fine Arts Complex features seismically-sound, technologically-smart, eco-friendly, and newly-furnished classrooms. At the center of the complex is a courtyard for studying, entertainment, socializing, or just enjoying the inviting climate at CSM. Our main lecture classrooms on campus have received similar upgrades. We were able to make these improvements thanks to the foresight of San Mateo County voters who approved our funding through general obligation bonds, which can only be used for construction.

As you look around campus, you will surely notice the progress being made on two new buildings: an Allied Health and Fitness building and a Campus Center, which I am happy to report are targeted to receive LEED certification (Leadership in Energy and Environmental Design), demonstrating CSM’s commitment to sustainable building design and construction.

As always, I invite you to take advantage of all that CSM has to offer.

Sincerely,

Michael Claire
President
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This class schedule is designed to help you register for Summer 2009 classes at College of San Mateo. Most of the answers to your questions can be found within this booklet. Please keep this schedule for reference throughout Summer 2009. Additional important information about College programs is contained in the Catalog, available in the campus bookstore, through the mail (see page 13) or viewed online at collegeofsanmateo.edu/catalog.

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.

This publication is available upon request in an alternate format by calling College of San Mateo’s Disability Resource Center at (650) 378-7227.

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How are we doing?
Please let us know by visiting
collegeofsanmateo.edu/contactcsm

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### Summer 2009 Important Dates

**To submit an Application for Admission, go to** [collegeofsanmateo.edu/apply](http://collegeofsanmateo.edu/apply).

**All new and former students (who have not attended CSM, Cañada or Skyline since Spring 2008) are encouraged to apply early.**

**When the admissions application is processed, all students receive two pieces of information:**
1. Your student identification number which will begin with a “G.” This number is required for the enrollment process and to maintain your student information.
2. A college email account will be assigned to you. All college electronic communication will come to your my.smccd.edu email address.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Matriculation activities:</strong></td>
<td>Placement Testing, College Orientation, Counseling—see page 7</td>
</tr>
<tr>
<td>Through Thursday, April 30</td>
<td>Submit Application for Admission through WebSMART for earliest registration appointment</td>
</tr>
<tr>
<td>Through Tuesday, August 18</td>
<td>Summer Counseling Services available by appointment – call 574-6400 for information</td>
</tr>
<tr>
<td>Monday, April 20 – Sunday, May 10</td>
<td>Priority Registration for Continuing Students for Summer and Fall 2009 by WebSMART – See page 3</td>
</tr>
<tr>
<td>Monday, May 11 – Sunday, June 21</td>
<td>New, former, and continuing students may register via WebSMART for Summer and Fall 2009.</td>
</tr>
<tr>
<td>Thursday, June 11</td>
<td>Spring 2009 final grades available on WebSMART (<a href="http://collegeofsanmateo.edu/websmart">collegeofsanmateo.edu/websmart</a>)</td>
</tr>
<tr>
<td>Monday, June 22</td>
<td>Summer Session begins for both day and evening classes</td>
</tr>
<tr>
<td>Monday, June 22 – Saturday, June 27</td>
<td>WebSMART Late Registration period – See page 4 for instructions</td>
</tr>
<tr>
<td><strong>Wednesday, June 24</strong></td>
<td>Last day to drop six-week, seven-week, and eight-week MW evening classes with eligibility for partial enrollment fee/nonresident fee refund or credit</td>
</tr>
</tbody>
</table>

**Refunds:** 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 15 for Credit/Refund Policy

| **Thursday, June 25**         | Last day to drop eight-week day and eight-week TTh evening classes with eligibility for partial enrollment fee/nonresident fee refund or credit |
| **Wednesday, July 1**         | Six-week 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** |
| **Friday, July 3**            | July 4th Holiday                                                                   |
| **Thursday, July 9**          | Seven-week and eight-week MW evening classes officially dropped on or before this date will not appear on the student’s record |
| **Friday, July 10**           | Eight-week day and eight-week TTh evening classes officially dropped on or before this date will not appear on the student’s record |
| **Friday, July 10**           | Deadline to pay Summer fees                                                        |
| **Friday, July 10**           | Deadline to apply for August A.A./A.S. degree or certificate                       |
| **Wednesday, July 22**        | Last day to officially withdraw from six-week 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 28**          | Last day to officially withdraw from seven-week classes with assurance of a “W” grade |
| **Thursday, July 30**         | Last day to officially withdraw from eight-week TTh evening classes with assurance of a “W” grade |
| **Saturday, Aug 1**           | End of six-week session                                                            |
| **Monday, Aug 3**             | Last day to officially withdraw from eight-week day classes with assurance of a “W” grade |
| **Last day to officially withdraw from eight-week MW evening classes with assurance of a “W” grade** |
| **Friday, August 7**          | End of seven-week session                                                           |
| **Saturday, August 15**       | End of eight-week session                                                           |
| **Monday, August 17**         | Summer 2009 final grades available on WebSMART ([collegeofsanmateo.edu/websmart](http://collegeofsanmateo.edu/websmart)) |
| **Wednesday, August 19**      | Fall 2009 Semester begins                                                           |

*Sign in and use your assigned SMCCD email! All college electronic communications will go to your my.smccd.edu email address. Log into your WebSMART student account to find your email address and password.*
Registration Dates and Times

YOU MUST HAVE AN ASSIGNED APPOINTMENT DATE TO REGISTER
Register Online at: collegeofsanmateo.edu/websmart

Continuing Students Priority Registration

 Students who attended the Summer 2008, Fall 2008, or Spring 2009 terms are considered continuing students. In mid April, students will be sent a WebSMART registration appointment notice which includes their registration appointment date. Continuing students may register using WebSMART on or after their appointment date.

Priority Registration Dates:
April 20–May 10, 2009*
*see Important Dates on previous page

All Students

All NEW and FORMER (have not attended any of the last three terms) students must submit an Application for Admission for the Summer 2009 session. Submit an Application for Admission at collegeofsanmateo.edu/apply. After being admitted, new and former students may register using WebSMART.

Registration Dates for All Students:
May 11–June 21, 2009

Late Registration

1. If a new student, submit an Application for Admission at collegeofsanmateo.edu/apply
2. To add classes, obtain an authorization code from each course instructor
3. Register on WebSMART using the authorization code

Admissions and Records Office Hours
Monday through Thursday – 7:30 am to 4:30 pm
Friday - 7:30 am to 12:30 pm
For evening hours or more information, visit collegeofsanmateo.edu/admissions or call (650) 574-6165.
WebSMART Hours: Monday through Sunday (unavailable 2 am–4 am daily).

SIGN IN AND USE YOUR ASSIGNED SMCCD EMAIL!
All college electronic communications will go to your my.smccd.edu email address. Log into your WebSMART student account to find your email address and password.
Registration Dates and Times (continued)

Priority Registration for Continuing Students (April 20-May 10)
You are a continuing student if you were enrolled at CSM, Cañada or Skyline College during the Summer 2008, Fall 2008 or Spring 2009 terms. WebSMART online registration begins April 20.
In mid April, students will be sent a WebSMART registration appointment mailer which will contain their individual appointment date. Students may register on or after their appointment date.
WebSMART Registration Hours:
Monday through Sunday, unavailable 2 a.m.-4 a.m. daily.

Admission and Registration for New and Former Students (May 11-June 21)
Steps to Successful Enrollment, see page 7.
Submit your Application for Admission (see pages 9-10); or apply online at collegeofsanmateo.edu/apply.
After your application is processed, you will receive an e-mail with specific instructions for completing the registration process. Based on the educational goal you select on the application you may be required to complete placement testing, attend an orientation session, and meet with a counselor/advisor as part of the registration process. See page 8 for further information.
Applicants for the Cosmetology and Nursing programs must submit an additional application. Students must complete specific prerequisites before applying for admission to the Nursing program. Please call for details and special timelines:

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>574-6361</td>
</tr>
<tr>
<td>Nursing</td>
<td>574-6218</td>
</tr>
</tbody>
</table>

Late Registration for All Students (June 22-27)
If you are unable to submit your application and register before the semester begins, you may register after classes begin on June 22.
1. Submit your Application for Admission by logging on to collegeofsanmateo.edu/apply 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 information and a PIN code enabling you to register using the 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 4-digit authorization code.
4. Use WebSMART no later than Saturday, June 27 to complete the registration process using the authorization code given to you by the instructor.

Program Changes – Adding/Dropping Classes (Through June 21)
Students who have completed registration for the Summer 2009 session may add and/or drop classes by using WebSMART during published service hours through June 21.

Adding Classes (June 22-27)
• 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. You must complete the registration process through WebSMART no later than 3 p.m. Saturday, June 27.

To enroll in a semester-long class, students must be in attendance by the second week of instruction. For evening classes that meet twice weekly, students must be in attendance by the third class meeting. For short courses, students must be in attendance in the class within the first 12% of the class meetings.

See page 15 for important information regarding deadlines for eligibility for credit or refund of fees.

Wait List Option (WL)
If a class has reached its maximum enrollment limit, you may be able to choose to add your name to the waitlist. With your name on the waitlist, you will be notified by email through your my.smccd.edu email account, if space opens up in the class. Upon notification, you have 48 hours to respond. If you fail to respond, the space will be offered to the next student and your name will be moved to the bottom of the waitlist. If a space does not open up to allow your enrollment, you can go to the first class meeting where an instructor may choose to add students. If you have not accessed your my.smccd.edu email account, information to your “Student Email” (including your login and password) can be found following the links in WebSMART.

Classes that begin after June 27
Students may register on WebSMART or in person at the Office of Admissions and Records in classes that begin after June 27. If a class becomes filled to capacity, students will be required to attend the first class meeting, obtain the instructor’s approval signature, and return to the Office of Admissions and Records to complete the registration process.

Dropping Classes
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 27
Throughout the remainder of the semester (within published deadlines) use WebSMART, mail, or in person at the Office of Admissions and Records.
Withdrawal requests must be postmarked by the appropriate deadline date or they will not be processed. Your name, student I.D., or social security number, and your signature must be included. See Summer 2009 Important Dates on page 2. See also page 15 for important information regarding deadlines for eligibility for credit or refund of fees.
A student who stops attending a class is not automatically dropped from the class roster and may receive a penalty grade of F or NP. 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.
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, Second Floor).

Need help? Contact Admissions at (650) 574-6165
Getting Started at CSM

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 7 for Enrollment steps.

High school students may be admitted for concurrent enrollment with the permission of the Dean of Enrollment Services. See College Connection Concurrent Enrollment Program on page 6 for details.

Open Enrollment
Every course offered at College of San Mateo (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites of the course provided that space is available.

Residency
Students who have been California residents (as defined in the Education Code) for more than one year prior to the beginning of any semester are eligible to enroll as residents for that semester. Nonresident students are those U.S. citizens who have not been residents of California (as defined in the Education Code) continuously for one year prior to the start of the term. They are required to pay a tuition fee of $191 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 through the International Student Program. Special international student applications, related forms and additional information may be obtained from the International Student Office (Bldg. 1, Room 263). For office hours and more information, call +1 650 574 6525 or go to collegeofsanmateo.edu/international.

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 2009 (August–December): April 15, 2009
- Spring 2010 (January–May): October 1, 2009

AB 540 Students
Under Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. If you are qualified, please complete the AB540 form and submit it by fax (650) 574-6506, by mail, or in person to the CSM Admissions and Records Office located in Building One, Second Floor. You may obtain the form from the CSM website at collegeofsanmateo.edu/forms, or from the Admissions and Records Office.

- This law does not apply to non-immigrant students such as F, H, or J visa holders
- This law does not change or grant residency status; it exempts students from non-resident tuition.
- There is no time limit as to when the student attended and graduated from a California high school.
- The students who meet the exemption requirements are not eligible for any state-funded programs such as Extended Opportunity Programs and Services (EOP&ES), or Board of Governor Fee Waiver (BOGW). U.S. citizens or legal residents may qualify for federal aid.
- The information submitted on the AB540 form will remain confidential.

WebSMART
our online service enables you to:

- Register for Classes
- Sign in and use your assigned SMCCD email
- View the Catalog
- View the Schedule of Classes, and search for classes by category/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
- Request an official transcript
- Print an unofficial transcript
- Update personal information

Log on to collegeofsanmateo.edu/websmart

WebSMART Hours:
Monday–Sunday, unavailable 2 a.m.–4 a.m. daily.

Office of Admissions and Records:
Monday–Thursday: 7:30 a.m. to 4:30 p.m.
Friday: 7:30 a.m. to 12:30 p.m.

For evening hours, visit collegeofsanmateo.edu/admissions

See page 15 for important information regarding deadlines for eligibility for credit or refund of fees.
Getting Started at CSM (continued)

**College Connection Concurrent Enrollment Program**
The High School College Connection Concurrent Enrollment Program is a special program designed to provide current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit. Enrollment fees are free to California residents who enroll in less than 11.5 units.

**Step 1:** Apply for admission online at [smccd.edu/collegeconnection](http://smccd.edu/collegeconnection).

**Step 2:** Meet with your high school counselor to select your college courses.

**Step 3:** Take placement tests at CSM if you are planning to register for English or Math courses. Call (650) 574-6175 for information.

**Step 4:** Submit completed Course Request Form and high school transcript to the Admissions and Records Office at College of San Mateo, Building 1, Second Floor, by mail, in person, or by fax (650) 574-6506.

**Step 5:** Register for classes at [collegeofsanmateo.edu/websmart](http://collegeofsanmateo.edu/websmart).

**Step 6:** Sign in and use your assigned SMCCD email.

For more information, visit [collegeofsanmateo.edu/ce](http://collegeofsanmateo.edu/ce).

**Priority Enrollment Program (PEP) For Graduating High School Seniors**
College of San Mateo offers a special enrollment program for graduating high school students who plan to enter the College in the Fall 2009 semester. This program, Priority Enrollment Program for High School Seniors (PEP), is offered on dates in the months of April and May 2009. More information about PEP can be found on the PEP website [collegeofsanmateo.edu/pep](http://collegeofsanmateo.edu/pep).

**Transfer Students**
If you attended a college or university other than College of San Mateo, Cañada College or Skyline College, you are a transfer student at College of San Mateo and must apply for admission. You may be eligible for exemptions from some of the matriculation requirements listed on page 8. Present your unofficial transcript(s) to a counselor for review.

Students who have completed lower division coursework at other colleges and universities and wish to apply that credit to the completion of a College of San Mateo certificate, associate degree, or to a California State University General Education Certification, or to an IGETC Certification should have their transcripts officially evaluated. For more information, review the Transcript Evaluation Request Form available on the College of San Mateo website [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms).

**Dismissed Students**
Students dismissed at College of San Mateo, Cañada College or Skyline College must petition for reinstatement. Obtain the petition form from the Counseling Center (Building 1, Room 207). Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada College or Skyline College since Summer 2008 must complete an application for admission in addition to the petition for reinstatement.

**College Catalog**
The College of San Mateo Catalog contains detailed course descriptions, suggested programs of study, a list of transferrable courses, degree and certificate requirements, and general college information. The catalog can be obtained at the Bookstore or viewed online at [collegeofsanmateo.edu/catalog](http://collegeofsanmateo.edu/catalog).

**Bookstore**
Books and supplies may be purchased at the College of San Mateo Bookstore (Bldg. 34). Hours are Monday through Thursday from 7:45 a.m. to 7:15 p.m. and Friday from 7:45 a.m. to 3 p.m. (574-6366). Books can also be purchased online at [collegeofsanmateo.edu/bookstore](http://collegeofsanmateo.edu/bookstore).

**CSM is on Facebook!**
College of San Mateo has logged on to Facebook. If you are interested in hearing the latest news from the college, finding out about upcoming events, and reliving some of our past events, visit the CSM Page and become a “fan” of the college. You can also sign up for the Friends of CSM group and share your own comments, photos, and even videos of CSM activities and events. All you have to do is log on to Facebook and search for “College of San Mateo.” You can also visit the CSM website and click on “Find Us on Facebook”.

Need help? Contact Admissions at (650) 574-6165
Steps to Successful Enrollment

The registration steps you will need to complete are based on the education goal you have selected on the Application for Admission (see page 9, #7 Educational Goal).

Option A: If Your Educational Goal is to:
- Obtain a degree or certificate -
- Transfer to a four-year university -
- Improve basic skills in English, Reading or Math -

OR
- If you are undecided about your goal -

1. Apply
2. Take Placement Tests
3. Complete Orientation
4. Meet with a Counselor
5. Register for Classes
6. Sign In and Use Your Assigned SMCCD Email

See page 8, ‘Option A’ for more detailed information about each step.

Option B: If Your Educational Goal is to:
- Take courses for personal interest -
- Prepare for a new career -
- Upgrade job skills -
- Maintain a certificate or license -
- Complete credits for high school -

OR
- If you have completed an Associate Degree or higher

OR
- If you are primarily a student at another educational institution and are taking courses at the College of San Mateo to meet the requirements of that institution

1. Apply
2. Register for Classes
3. Sign In and Use Your Assigned SMCCD Email

See page 8, ‘Option B’ for more detailed information about each step.

Need help? Contact Admissions at (650) 574-6165
Steps to Successful Enrollment (continued)

The registration steps you will need to complete are based on the education goal you have selected on the Application for Admission (see page 9, #7 Educational Goal).

**Option A**

“Matriculation” is a process to assist you in meeting your educational goals. It includes assessment, orientation, counseling and follow up services. All students may participate in matriculation.

You will be considered a matriculating student and need to complete Steps 1–5 if you:

- Plan to complete a certificate or an Associate degree, or
- Plan to transfer to a university to complete a Bachelor’s degree,
- Plan to take courses to improve basic skills in English, reading or mathematics, or
- Are undecided about your educational goal.

**Step 1: Apply**

All students are required to complete the Application for Admission.

Fill out the Application online at collegeofsanmateo.edu/apply or complete the paper application in the Class Schedule.

After your application has been received, you will receive an email confirmation and information about your next steps in the registration process.

**Step 2: Take Placement Tests**

These tests are designed to assess your current skills in reading, English/ESL and mathematics. The test results are used by counselors to assist you to select appropriate courses. Day and evening testing is available.

- Testing takes approximately 3 ½ hours
- There is no fee for taking the placement tests
- You must present a photo ID and your CSM student ID on the test day
- You must complete the Application for Admission before testing
- Sample test questions are online at collegeofsanmateo.edu/testing

To make an appointment or for more information, call 574-6175 or visit Bldg. 1, Room 130.

**Step 3: Orientation**

A College Orientation program is required and provides information about college programs and services, how to accomplish your educational goals, registration information, and college policies and procedures, and much more. Consider using all three orientation options your first semester! The more you know about how to accomplish your goals the better prepared you are to succeed! Select at least one of the options listed below to meet this matriculation requirement.

**Orientation Program Options:**

**Option 1: On-line Orientation**

Log on to collegeofsanmateo.edu/orientation. After completing the online orientation, print a CERTIFICATE OF COMPLETION and a COUNSELING SESSION WORKSHEET and bring these sheets to your counseling appointment.

**Option 2: In Person Orientation**

In-person orientations are offered weekly. General orientations are provided as well as targeted topics such as successful university transfer, completion of the associate degree, entry students, and more. Contact 574-6400 to inquire about scheduled orientations and to make a reservation.

**Option 3 - Orientation Class**

Sign up for one or more of the following classes that provide information about how to achieve educational goals. Check the class schedule or catalog for course descriptions. CRER 104, 105, 107, 108, 120, 121, 122, 123

**Step 4: Meet with a Counselor**

Counseling services are available by appointment after you have completed steps 1, 2, and 3. For the schedule of counseling services call the information phone line at 574-6400 or go to Bldg. 1, Room 115 or 207 for this information.

Bring the following items to your counseling appointment:

- Matriculation Ticket
- Placement Test results
- ON-LINE orientation certificate or other orientation verification
- Transcripts from all former colleges and universities; bring high school transcripts if you are a recent high school graduate
- Advanced Placement test results, if applicable

Students who have completed lower division coursework at other colleges and universities and wish to apply that credit to the completion of a College of San Mateo certificate, associate degree, or to a California State University General Education Certification, or to an IGETC Certification should have their transcripts officially evaluated at CSM. For information about an official evaluation complete a Transcript Evaluation Request Form available on the College of San Mateo forms website (collegeofsanmateo.edu/forms)

**Step 5: Register for Classes**

After meeting with a counselor, you are eligible to enroll in classes. Use our online registration service, WebSMART, to register for classes.

**Step 6: Sign In and Use Your Assigned SMCCD Email**

All college electronic communications will go to you’re my.smccd.edu email address. Log into your WebSMART student account to find your email address and password.

**Option B**

You will need to complete Steps 1 and 2 if you:

- Are primarily a student at another educational institution and are taking courses to meet the requirements of that institution
- Are taking courses for your personal interest
- Are taking courses to upgrade/enhance job skills
- Are taking classes to maintain a certificate or license
- Are taking classes to complete credits for high school
- Have completed an Associate degree or higher

**Step 1: Apply**

All students are required to complete the Application for Admission.

Fill out the Application online at collegeofsanmateo.edu/apply or complete the paper application in the Class Schedule.

After your application has been received, you will receive an email confirmation and information about registering for classes using WebSMART, our online registration system.

**Step 2: Register for Classes**

Use our online registration service, WebSMART, to register for classes.

**Step 3: Sign In and Use Your Assigned SMCCD Email**

All college electronic communications will go to you’re my.smccd.edu email address. Log into your WebSMART student account to find your email address and password.

Matriculation Waivers: If you wish to request a waiver for any matriculation component, call 574-6413

Students with Disabilities: If you need assistance with the matriculation process contact Disabled Students Programs and Services at 574-6438

Si Necesita Ayuda en Español: Para facilitarle el proceso de matriculación, presentese en la oficina de admisión y pregunte por alguien que hable espanol.
### APPLICATION FOR ADMISSION

**San Mateo County Community College District (SMCCCD)**

**1. LEGAL NAME & CURRENT MAILING ADDRESS**
- **Last/Family Name:**
- **First/Given Name:**
- **Middle Name:**
- **Other name(s) used on academic records:**
- **Daytime Phone Number:**
- **Ext.:**
- **Evening/Alternate Phone Number:**
- **Ext.:**
- **Current Mailing Address:**
- **City:**
- **State/Province:**
- **Zip/Postal Code:**
- **Country:**
- **Apt #:**
- **E-mail Address:**

**2. SOCIAL SECURITY #**
- **Check this box if you have no SS Number or decide to state**

**3. DATE LAST ATTENDED CANADA, CSIM OR SKYLINE COLLEGES:**
- **Month:**
- **Year:**

**4. DATE OF BIRTH**
- **MO / DAY / YEAR:**

**5. MARITAL STATUS**
- **Unmarried**
- **Married**
- **Divorced to state**

**6. MAJOR**
- **Program of study you intend to pursue at this college:**
  - (see page 11)

**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 (upgrade 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.
- **N** To move from noncredit coursework to credit coursework.
- **O** 4-year college student taking courses to meet 4-year college requirements.

**8. ETHNIC BACKGROUND (Optional)**
- **A** African American, Non-Hispanic
- **B** American Indian, Alaskan Native
- **C** Asian Islander
- **D** Cambodian
- **E** Central American
- **F** Chinese
- **G** Filipino
- **H** Guamanian
- **I** Hawaiian
- **J** Japanese
- **K** Korean
- **L** Laotian
- **M** Mexican
- **N** Mexican American
- **O** Other Asian
- **P** Other Hispanic
- **Q** Other White
- **R** Other Non-Hispanic
- **S** Other Non-White
- **T** Decline to State
- **U** Pacific Islander
- **V** Samoan
- **W** South American
- **X** Decline to State

**9. CONTACT INFORMATION**
- (If under 18 and unmarried, MUST provide parent/guardian/emergency contact information):
- **Permanent Address:**
- **City:**
- **State/Province:**
- **Zip/Postal Code:**
- **Country:**
- **Apt #:**
- **E-mail Address:**
- **Phone Number:**

**10. ENTRY LEVEL**
- **Enter Code**
- **1** First-time Student in college (never attended college)
- **2** First time at an SMCCCD college, have attended another college
- **3** Returning Student to an SMCCCD college after absence for a main term
- **Y** Entering in high school (or other grades) and college at the same time

**11. HIGH SCHOOL EDUCATION**
- **Yes**
- **No** I have attended high school and completed at least the equivalent of a 4-year high school diploma.
- **Yes**
- **No** I have attended high school in California for three or more years.

**LAST HIGH SCHOOL ATTENDED**
- **High School:**
- **City:**
- **State:**
- **Country:**

**HIGH SCHOOL COMPLETION DATE:**
- **Month:**
- **Day:**

**12. RESIDENCY**
- **Yes**
- **No** I am a resident of California.
- **Yes**
- **No** I am employed and taking only job-related classes.

**13. 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 & SMCCCD 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. YEAR:
- **5** Received a Certificate of 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:

**14. LAST COLLEGE/UNIVERSITY ATTENDED (if applicable)**
- **College/University:**
- **City:**
- **State:**

**Dates attended:**
- **Month:**
- **Year:**
- **Month:**
- **Year:**

**RUC RESIDENCY CODE**
- **6**
- **7**
- **8**

**APPLICATION END**

(See page 11)
☐ None apply to me (Skip to #17)

- Date you were discharged: ______/____/_______ (MM/DD/YYYY)
- 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.

- 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 under the care and control of a 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?
  - For at least one of the following reasons, I am not under the care and control of a parent or guardian. (Continue to Sec. A & B)
    - ☐ I am or have been married, or am legally emancipated
    - ☐ I do not have a living parent or legal guardian
    - ☐ I am on active duty in the armed services
    - ☐ I have been self-supporting for at least one year

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: ______
- ☐ 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?
- ☐ Yes ☐ No Declared residency in another state for state income tax purposes?

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
- ☐ I am a former or current Foster Youth, and am interested in financial aid and/or other benefits and services for Foster Youth.

Financial Assistance (optional):
- ☐ Academic Counseling/Advising
- ☐ Athletics/Intercolligate Sports
- ☐ Basic Skills (reading, writing, math)
- ☐ CalWorks
- ☐ Career Planning
- ☐ Child Care
- ☐ Counseling - Personal
- ☐ DSPS - Disabled Student Programs/Services
- ☐ EOPS - Extended Opportunity Programs
- ☐ ESL - English as a 2nd Language
- ☐ Health Services
- ☐ Housing Information
- ☐ Employment Assistance
- ☐ Online Classes
- ☐ Reentry Program (after 5 years out)
- ☐ Scholarship Information
- ☐ Student Government
- ☐ Testing, Assessment, Orientation
- ☐ Transfer Information
- ☐ Tutoring Information
- ☐ 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 FALSE OR 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 catalog for more information. Notify the Admissions and Records Office if you do not want information released.

I understand that Federal and State Financial Aid Programs are available to me. Financial Aid information is available in the Financial Aid Office or online.

Applicant’s Signature: __________________________ Date: ____________
### Associate Degrees, Certificate Programs and Transfer Programs

Listed below are major fields of study that typically lead to **Associate Degrees, Certificates** or **Transfer**.

Students are encouraged to select a major field and meet with a counselor/advisor for assistance in selecting courses leading toward their educational goal. Publications of special importance like the CSM Schedule of Classes and the CSM Catalog are available online at [collegeofsanmateo.edu/schedule](http://collegeofsanmateo.edu/schedule).

**Associate of Arts (A.A.) or Associate of Science (A.S.) degrees** are based upon completion of a minimum of 60 units of coursework that includes both major and general education requirements.

**Certificate programs** usually entail one year of full-time study or less. Coursework requirements vary by program. Certificates of Achievement are 18 or more units; Certificates of Specialization are less than 18 units.

**Transfer programs** provide the opportunity for students to complete lower-division preparation (i.e., the first two years of the baccalaureate degree) in specific subject areas and majors offered at both public and private universities including all campuses of the University of California (UC) and the California State University (CSU).

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**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:**

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**Apprenticeship Programs**

- 0934 Electrical Technology
- 2129 Fire Sprinkler Technology
- 0928 Refrigeration & Air Conditioning
Admissions and Records

Located in the Administration Building (Bldg. 1, Second Floor, 574-6165), this office is open 7:30 a.m. to 4:30 p.m., Monday through Thursday, and 7:30 a.m. to 12:30 p.m. on Friday. For information about evening hours, visit collegeofsanmateo.edu/admissions.

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 instructor initiated withdrawal from class and/or a grade of “F.”

Withdrawal from College
Students who find it necessary to withdraw from their entire program of classes at any time after registration must follow the official procedure for dropping classes as outlined on page 3.

Failure to comply with the prescribed withdrawal procedure and timelines may result in penalty “F” grades.

Pass/No Pass 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 Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass grading; students electing the Pass/No Pass 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 Important Dates on page 2 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 Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass grading is irrevocable after 30% of the duration of the course, students should be cautious in making such a request.

Course Repetition
For full information on course repetition policy refer to page 34 of the catalog.

Certain courses are approved for repetition by the College Committee on Instruction. These are courses that have increasing levels of performance and are identified as repeatable in the Schedule of Classes.

A student who has received a grade of D, F or NP/NC in a course taken in the San Mateo County Community College District may repeat the course up to two times for the purpose of grade alleviation. This allows a maximum of three attempts at a course. Courses which have been completed with a grade of A, B, C, P or C are not repeatable for the purpose of improving the grade. However, a course may be repeated one time for proficiency purposes if, 1) a significant length of time has passed (a minimum of three years), or 2) the official course outline has been updated and the class content has changed substantially, or 3) the course is part of mandated training requirements as a condition of employment.

Open Entry/Open Exit Courses
A number of courses in this schedule are designated as open entry courses. You may enroll in these courses at any point in the semester provided that enough instructional hours remain to allow you to earn the minimum number of units for the course.

When registering for an open entry/open exit variable units course, you must designate the number of units for which you want to enroll. The available range of units is indicated in the course listing. No enrollment fee credit/refund is available if you earn fewer units than the number for which you enrolled. You may stop attending class when the instructor informs you that you have earned the number of units for which you enrolled. However, it is possible to increase the number of units during the semester by application through the Office of Admissions and Records and payment of the additional enrollment fee.

Auditing
Students are allowed to audit 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.

Refer to page 13 of the College Catalog for a list of auditable classes.

Incomplete Grades
A final grading symbol of I (Incomplete) may be assigned in case of incomplete academic work due to unforeseeable, emergency and justifiable reasons. Conditions for removal are set forth by the instructor in a written record which also indicates the grade to be assigned if the student fails to meet the stated conditions. The student receives a copy of this record, and a copy is filed in the Office of Admissions and Records. A final grade is assigned by the instructor when the stipulated work has been completed and evaluated. If the work is not completed within the prescribed time period, the grade previously determined by the instructor is entered in the permanent record.

An I (Incomplete) must be made up no later than one year following the end of the term in which it was assigned. The student does not re-enroll in the course in order to do the make-up work.

August Graduates
Applications for A.A./A.S. Degrees or Career Program Certificates to be conferred in August 2009 must be filed in the Office of Admissions and Records by Friday, July 10, 2009.

In order to evaluate your record for graduation, transcripts from all other colleges and universities which you have attended must be on file in the Office of Admissions and Records by July 10, 2009. It is the student's responsibility to request these transcripts in a timely manner.

Final Grades
Final grades are not mailed to students; they are available at all times on WebSMART during published service hours. Summer 2009 final grades will be available beginning August 17, 2009; access WebSMART at collegeofsanmateo.edu/websmart.

Transcripts
Official transcripts of a student’s academic record will be sent to colleges and universities, employers, and other institutions upon written request signed by the student. Transcripts may be requested using the student WebSMART account. On WebSMART under “Student Records,” find “Request Official Transcript” link for this purpose. Only courses taken at College of San Mateo, Cañada College and Skyline College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded.

The first two official transcripts requested by a student are free; a fee of $5 per transcript is charged if the student has previously requested two or more transcripts. A rush transcript may be obtained for an additional $10.

If “in progress” transcripts are sent to colleges and universities, the student must also submit a request for required final transcripts to be sent to those institutions after grades have been posted at the end of the semester.

Students may obtain an unofficial copy of their CSM academic record on WebSMART. Courses taken prior to Summer 1981 will not appear on this copy.

Need help? Contact Admissions at (650) 574-6165
Prerequisites, Corequisites, and Recommended Preparation

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in accordance with Title 5 regulations in the California Administrative Code. They are designated in course descriptions in the college catalog and appear in the Class Schedules.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. As an example, students must successfully complete, or test out of, elementary algebra (Math 110 or Math 111 & 112), prior to enrolling in intermediate algebra (Math 120 or 122). Thus, Math 110 or Math 112 is a prerequisite for Math 120 or 122. A prerequisite course must be completed successfully before enrolling in a course which follows. Successful completion is defined as earning a grade of “C” or better.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course.

Recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before enrollment. Recommended preparation is designated in course descriptions in the catalog. A number of courses list English 848 and Reading 400 as recommended preparation which alerts students to the writing and reading skills that are important to student success.

Computerized Prerequisite Checking

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. All mathematics and English classes have computerized prerequisite checking in place. When attempting to register for an English or Math course that has a prerequisite, the computer registration system searches the San Mateo County Community College District student data base for one of two things, 1) the successfully completed prerequisite course(s) or, 2) placement test results which meet the skill level prerequisite requirements. If neither prerequisite identifier is in place, registration for the class is blocked. If a student is currently enrolled in the prerequisite course(s) (e.g. Math 110), the system allows registration into the next level course (e.g. Math 120). However, if the “in progress” prerequisite course is not successfully completed, the student will be administratively withdrawn from the course.

How Can Students Meet Prerequisite Requirements?

There are several ways students can meet prerequisite requirements.

1. complete the prerequisite course(s) within the San Mateo County Community College system, with a grade of “P or C” or higher; or
2. complete placement tests in the San Mateo County Community College District (the process includes multiple measures evaluation) with results that meet the prerequisite skill level; or
3. “complete the prerequisite course at another accredited college/university in the United States; or
4. *meet prerequisites through the College Board Advanced Placement Exam results (AP Tests).

*For 3 and 4, students must use the Prerequisite Equivalency Petition to secure approval. Prerequisite Equivalency Forms are available on the college website at collegeofsanmateo.edu/forms.

CSM Catalog

The catalog may be obtained in person at the CSM Bookstore located in building 34. You can also request the catalog on-line via the bookstore by visiting collegeofsanmateo.edu/bookstore, selecting ‘online shopping’ then ‘catalog.’

If you would like the catalog sent to you by mail, please complete this form and send it with $5 for postage/handling to:

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:__________________________

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, checking your student email, 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.

Need help? Contact Admissions at (650) 574-6165
## Fees

<table>
<thead>
<tr>
<th>FEE TYPE</th>
<th>AMOUNT</th>
<th>PAYABLE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$20 per unit</td>
<td>All students except high school students enrolling for less than 12 units through the Concurrent Enrollment Program or Middle College High School Program</td>
</tr>
<tr>
<td>Health Services Fee*</td>
<td>$14 Summer</td>
<td>All students except those enrolled ONLY in off-campus classes, Saturday classes, distance learning courses, or the Concurrent Enrollment Program</td>
</tr>
<tr>
<td></td>
<td>$17 Fall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$17 Spring</td>
<td></td>
</tr>
<tr>
<td>Student Representation Fee**</td>
<td>$1</td>
<td>All students</td>
</tr>
<tr>
<td>Nonresident Tuition Fee</td>
<td>$191 per unit (plus $20 per unit Enrollment Fee)</td>
<td>This fee applies to nonresidents of California who are residents of other states. This fee applies to foreign students</td>
</tr>
<tr>
<td></td>
<td>$200 per unit (plus $20 per unit Enrollment fee)</td>
<td></td>
</tr>
<tr>
<td>International Student (F-1 Visa) Health Insurance</td>
<td>$120 Summer</td>
<td>All F-1 Visa international students who do not present proof that they have the required level of private health insurance</td>
</tr>
<tr>
<td></td>
<td>$310 Fall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$310 Spring</td>
<td></td>
</tr>
<tr>
<td>Student Body Fee****</td>
<td>$8 Fall</td>
<td>Students who purchase a photo ID student body card receive discounts throughout the year and also support many student-sponsored activities and programs (The student body fee is automatically assessed as part of your total fees; if you choose not to pay this fee, contact the Student Activities Office for reimbursement - See Credit and Refund Policy)</td>
</tr>
<tr>
<td></td>
<td>$8 Spring</td>
<td></td>
</tr>
<tr>
<td>Parking Fee****</td>
<td>$20 Summer</td>
<td>Persons who park motor vehicles on campus (Daily permits may be purchased for $2 from ticket dispensers in designated areas)</td>
</tr>
<tr>
<td></td>
<td>$40 Fall</td>
<td>The parking fee is optional and not transferable to other students; disabled parking permits are issued only by the Disabilities Resource Center - See Parking Regulations</td>
</tr>
<tr>
<td></td>
<td>$40 Spring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2 per day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$70 Two-Term (Fall/Spring)</td>
<td></td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$15 per unit (students enrolling in a variable unit course must pay for maximum units)</td>
<td>Students approved to audit a course which is on the list of designated courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students enrolled in 10 or more units for credit can audit up to three additional units free of charge - See Auditing policy</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20</td>
<td>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)</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$5 official</td>
<td>Students requesting a transcript of their academic record at College of San Mateo, Cañada College and/or Skyline College (The first two transcripts ever requested are free)</td>
</tr>
<tr>
<td></td>
<td>$10 additional for rush service</td>
<td></td>
</tr>
</tbody>
</table>

* 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 Business Office.

*** Foreign students are required to pay an additional $9 Capital Outlay fee

**** This fee is optional. Please refer to “Payable By” column for further information. A two-term parking permit is available for $70. Parking permits for low income students are $20 per semester; low income students are those who demonstrate financial need under federal or state standards.

**NOTE:** Student enrollment fees are set by California's legislature and governor and are subject to change at any time. All Student records are automatically held until all outstanding debts to the District colleges have been cleared. Unpaid bills may be sent to collections.

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Fee and Refund Questions? Contact the Business Office at (650) 574-6412
Fees

(continued)

Students who are classified as California residents as defined in the California Education Code will be charged an enrollment fee, a health services fee and a student representation fee. An optional student body fee also will be assessed. 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 College Financial Aid Office for additional information.

Students who are classified as nonresidents 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.

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 withheld until all outstanding debts to the District colleges have been cleared.

AB 540 Students

Under Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. See page 5 for more information.

Credit and Refund Policy

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 class meetings, will receive credit toward future fees for the full amount of all fees paid for those classes. View course refund deadlines on WebSMART.

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 semester-long classes dropped after the deadline, (or short 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.

Student Representation Fee

Students enrolling for the first time in the semester after the end of the add/drop period may request a credit or refund within one week of their initial enrollment. To request a credit or refund of this fee, contact the Student Activities Office at 574-6141 before the end of the add/drop period with eligibility for credit/refund. See Important Dates on page 2. Waiver for this fee must be requested in-person in the Student Activities Office.

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.

Important:

1. If a parking permit has been issued, it must be returned to the Business Office or the Security Office by February 2 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. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.
6. 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.
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 withheld until all debts to the District colleges have been cleared.

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, complete the application (see pages 17 and 18) and submit it to the Financial Aid Office (Bldg. 1, Room 217) or apply online. Log in to WebSMART and select Board of Governors Fee Waiver Application.

For most students, the application process is simple and can be completed within ten minutes. Students who qualify for a Board of Governors Enrollment Fee Waiver will have their enrollment fees waived for the entire academic year. Students who had a waiver for the ‘07/08 academic year will need to reapply.

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

A Spanish version of the BOGW application is available in CSM’s Financial Aid Office and in the Office of Admissions & Records.
What Kinds of Financial Aid Can I Receive?

Complete a Free Application for Federal Student Aid (FAFSA) to automatically be considered for all of the following programs.

**Board of Governor’s Fee Waiver (BOGFW)**
The State of California offers a BOGFW for students who are residents of the State of California, attend a Community College, and who are eligible for need-based financial aid. The BOGFW pays the enrollment fee for the student for the academic year when eligibility has been determined. Other fees, such as parking (at a reduced rate of $20 for BOGFW students), health and student activities, must be paid by the student.

**Federal Pell Grant**
You are automatically considered for a Federal Pell Grant when you file the FAFSA. If you receive an Expected Family Contribution (EFC) of 3800 or less on the Student Aid Report (SAR), you are eligible for a Federal Pell award. Less than half-time students have a much lower EFC cut-off to be eligible for a grant. Awards for students are pro-rated based on enrollment status: Full-time 12 or more units; Half-time 6-8.5 units; Three-quarter time 9-11.5 units; Less than half 5-5.5 units. Awards range from: $400 to $4,050.

**Cal Grant A, B and C Deadline to Apply is March 2 or September 4**
Cal Grants are for California residents only. They are awarded by the California Student Aid Commission for attendance in schools in California only. Maximum awards are: Cal Grant B $1,551; Cal Grant C $576.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
FSEOG is a grant awarded to students with exceptional need (EFC of 0 through 1,000). Awards range from: $100 to $800. Priority application date: May 2, 2009. Visit [www.icanaffordcollege.com](http://www.icanaffordcollege.com)

**California Chafee Grant (CHAFEE)**
The California Chafee Grant Program awards funds to eligible current or former foster youth for career and technical training or college courses. Eligible Chafee applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and to not have reached the age of 22 by July 1 of the award year. Maximum annual award: $5,000.

**Academic Competitive Grant (ACG)**
The Academic Competitiveness Grant (ACG) encourages high school students to complete a rigorous secondary school curriculum which would lead to college admission. Eligible ACG applicants are required to be US citizens, Federal Pell Grant recipients at the time the ACG is awarded, first or second academic year students enrolled in a two- or four-year degree program, and enrolled full time. Students must also submit a high school curriculum validation form to the Financial Aid Department. First year ACG award: $750. Second year ACG award: $1,300.

**Extended Opportunity Programs and Services (EOPS)**
EOPS is a State-funded program that provides book vouchers, grants, support services, and limited transportation services to high-need, educationally disadvantaged students who are California residents. Students must complete the FAFSA and/or a BOGFW application to apply. Students must be enrolled full-time at the time of application. Final eligibility for EOPS and CARE is determined and coordinated through the EOPS Office.

**Student Employment Federal Work Study (FWS)**
Students who apply for financial aid and complete the Student Information Sheet and the FAFSA by May 2 are given priority. Maximum Annual Award: $6,000. Priority application date: May 2, 2009.

**Loans**
Loans are financial aid funds that the student borrows now and repays after s/he completes a program of study or stops going to school. Loan amounts vary from $500-$4,000.

**Scholarships**
Scholarships are awarded for a variety of criteria. Awards range from $100-$2,500. Scholarships are available from College and Foundation resources and many external organizations. Contact the Scholarship Office at 574-6434 for more information.
California Community Colleges 2008-2009 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 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 a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle/Initial</th>
<th>Student ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email (if available):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td>Street</td>
<td>City</td>
<td>Zip Code</td>
<td>Date of Birth:</td>
</tr>
</tbody>
</table>

Has the Admissions or Registrar's Office determined that you are a California resident? ☐ Yes ☐ 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 dependent 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 is 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

1. Were you born before January 1, 1985? ☐ Yes ☐ No
2. 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
3. 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, 2009? ☐ Yes ☐ No
4. Are (a) both your parents deceased, or (b) are you (or were you until age 18) a ward/dependent of the court? ☐ Yes ☐ No
5. 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:

6. If your parent(s) or his/her RDP filed or will file a 2007 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
7. 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 OF ENROLLMENT FEE WAIVER

8. Are you (the student ONLY) currently receiving monthly cash assistance for yourself or any dependents from:
   - TANF/CalWORKs? ☐ Yes ☐ No
   - SS/SSP (Supplemental Security Income/State Supplemental Program)? ☐ Yes ☐ No
   - General Assistance? ☐ Yes ☐ No
9. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SS/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, 2009.)

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, 2009.)

12. **2007 Income Information**

<table>
<thead>
<tr>
<th>DEPENDENT STUDENT: PARENT(S)/RDP INCOME</th>
<th>INDEPENDENT STUDENT: STUDENT (&amp; SPOUSE’S/RDP) INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

a. Adjusted Gross Income (If 2007 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 ALL money received in 2007 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).

**TOTAL Income for 2007** (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?  
   - [ ] Yes  
   - [ ] No

14. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent’s fee waiver?  
   - [ ] Yes  
   - [ ] No

15. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  
   - [ ] Yes  
   - [ ] No

16. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
   - [ ] Yes  
   - [ ] No

17. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
   - [ ] 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 2007 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

- [ ] BOGFW-A  
- [ ] TANF/CalWORKs  
- [ ] BOGFW-B  
- [ ] Special Classification  
- [ ] BOGFW-C  
- [ ] National Guard Dependent  
- [ ] VA  
- [ ] SSI/SSP  
- [ ] Dependent  
- [ ] Student  
- [ ] Parent  
- [ ] Student is not eligible

Comments: __________________________

Certified by: __________________________ Date: __________________________
Seven Steps to Financial Aid at CSM

**Step 1: File Forms**
For 2008-09 file an 08-09 FAFSA at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). College of San Mateo’s college code is 001181. Priority filing date for Cal Grants is March 2. For 09-10, FILE EARLY (anytime after January 1)!

**Step 2: Access Aid Report**
Access your Student Aid Report online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov) (one to two weeks after you have submitted your FAFSA.)

**Step 3: CSM Receives Data**
College of San Mateo receives your FAFSSA data from processor.

**Step 4: CSM Contacts You**
College of San Mateo will send an email or letter requesting additional documents, if needed.

**Step 5: Paperwork is Complete**
Student submits all required documents to College of San Mateo Financial Aid Office. File is complete! You may qualify for a fee waiver before you register.

**Step 6: Notification of Result**
College of San Mateo will notify you of your financial aid award or your eligibility status (email or letter) OR check WebSMART to learn the status of your financial aid.

**Step 7: Aid Funds are Paid!**
Financial Aid funds are paid!

The entire process may take 1–3 months, so apply early!

For more information, see page 17

Financial Aid Office information: (650) 574-6146 or [collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid)
Support Services for Students

**CalWORKs Program**
There are additional services available to students who are currently receiving TANF (Temporary Aid to Needy Families). CalWORKs (California Work Opportunity and Responsibility to Kids) is a state funded Welfare to Work program designed to assist individuals to get the job they need in order to become self-reliant. Support services include: child care, books, transportation, work-study, academic counseling, career planning, and assistance meeting county requirements. For more information, contact Danita Scott-Taylor in the CalWORKs office (Bldg. 20, Room 106, 574-6154) or visit collegeofsanmateo.edu/calworks.

**Campus Tours**
The CSM Student Activities Office is providing free tours of its campus to individuals or groups. Tours can include a visit to KCSM radio and TV studios. Call 574-6429 today to schedule your tour.

**CARE Program**
The CARE program (Cooperative Agencies Resources for Education) provides services to single parents receiving CalWORKs (formerly known as AFDC) to increase their educational skills, become more confident and self-sufficient, and move from welfare to independence. Support and services include: child care, transportation, tutoring, peer advising, parenting workshops, books and supplies.

To be considered for the CARE program, a student must: 1) be 18 years of age or older; 2) be a single parent and head of household; 3) be receiving CalWORKs; 4) have one child under 14 years of age; and, 5) qualify for the EOPS program. For more information, contact Ruth Turner in the EOPS Office (Bldg. 20, Room 107, 574-6154).

**Career Services**
- Interest assessment
- College major research
- Career research
- Career counseling
- Internship and volunteer opportunities
- Student employment
- Job search assistance

Located in Building 1, Room 213, the Career & College Resource Center assists students to conduct career research, explore interests and college majors, determine educational and career goals and objectives, find employment, learn job search strategies, and actively participate in academic and career planning. For more information, visit collegeofsanmateo.edu/career.

**Career and Life Planning Classes**
The Department of Counseling, Advising, and Matriculation offers a number of classes that help students learn about educational goals, college planning, university transfer, how to choose a college major, career assessment, job search strategies, and more. Look under Career and Life Planning in this schedule for a complete list of this term's offerings.

**Child Development Center**
The Mary Meta Lazarus Child Development Center provides a child care program for children two and one-half through five years old who have a parent attending CSM or another District college. Children are selected on a non-discriminatory basis.

Families may be eligible for financial assistance. Subsidized fees are based on family size and gross income and are subject to change. There is a $50 registration fee per semester. In addition, fees for children three through 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 Child Development Center, located in Bldg. 33, is open from 7:30 a.m. to 5 p.m., Monday through Friday. During summer session, the Child Development Center will be open for a 6 week session from June 22 through July 31. For more information, call Louise Piper at 574-6279 or visit collegeofsanmateo.edu/childcenter.

**Counseling Services**
Counseling Services offer assistance in the areas of academic, transfer, and career counseling to CSM students. Academic counseling services are designed to: 1) help students make decisions and set educational goals; 2) provide academic planning assistance to complete certificate, associate degree, and/or university transfer goals; 3) help students evaluate academic readiness and plan coursework to build skills; 4) teach students important skills to enhance classroom and academic success; and 5) work with students to resolve personal concerns that may interfere with the ability to succeed.

Counselors work with students to develop personalized Student Educational Plans (SEPs) that map out semester by semester, the courses necessary to complete specific educational goals. Once an SEP is developed, students are expected to meet with a counselor at least once a semester to review the SEP, evaluate ongoing educational progress, and make modifications as needed to stay on the path and successfully complete educational goals. Students can schedule appointments to meet with Counselors and Faculty Advisors. To schedule an appointment with a counselor or advisor you may go to:
- Counseling Support Center, Bldg. 1, Room 115
- The Counseling Office, Bldg. 1, Room 207
- Call 574-6400 to schedule by phone

**Disabled Students Programs and Services**
Disabled Students Programs & Services (DSP&S) provides assistance to students with verified physical, psychological and specific learning disabilities. Support services and accommodations are provided to help students develop independence and to successfully participate in college classes. Contact the Disability Resource Center to get started (Bldg. 16, Room 150, 574-6438). Additional programs for students with disabilities include:
- Disability Resource Center (Bldg. 16, Room 150, 574-6438)
- Learning Disabilities Assessment Center (Bldg. 16, Room 150, 574-6433)
- Assistive Technology Center (Bldg. 16, Room 151, 574-6432)
- Adapted Physical Education (Bldg. 8, Room 111A, 378-7219)
- Transition to College (574-6487)

**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) or go to collegeofsanmateo.edu/eops.
**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. For step-by-step process, see page 19. Determination of eligibility takes approximately eight to 12 weeks.

For office hours and more information, visit the Financial Aid Office (Bldg. 1, Room 217, 574-6100) or go to collegeofsanmateo.edu/finaid.

**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 59.

**Library Services**

For information on access to Library Computers, see “Labs & Centers” list in the directory on page 59.

Library Services will be available 9 a.m. to 7 p.m., Monday - Thursday. Closed Friday, Saturdays and Sundays. For more information, call 574-6100 or visit 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.

We are located in building 12, room 177. For more information, call 574-6101, visit collegeofsanmateo.edu/middlecollege, or contact middlecollege@smuhsd.org.

**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 and 113. For more information, call 574-6154 or visit collegeofsanmateo.edu/multicultural.

**Psychological Services**

Psychological Services offers confidential individual consultation regarding personal concerns. Also available are: group counseling, seminars, classes in developing coping skills, and referral to other on- and off-campus resources. These services are available to all day and evening students. Appointments may be made through the Health Center (Bldg. 1, Room 226, 574-6396). For more information, visit collegeofsanmateo.edu/psychservices.

**Scholarships**

College of San Mateo offers many scholarships with awards ranging from $100 to approximately $2,000. CSM students who have completed at least 12 graded CSM units and who have a GPA of 2.75 or above may apply. Both students returning to and transferring from CSM the following fall are eligible. Scholarships are awarded on the basis of academic achievement and are for the most part not need-based.
Featured Programs

Study in South Africa, London or Paris
You may be eligible to participate in the 5-week summer 2009 program in South Africa 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 2009 London or Paris 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.

Proposed course offerings in London this fall will include English, psychology, geography and speech. All students participating in the London program will enroll in a British Life and Culture class with weekly field trips.

Proposed course offerings in Paris this fall will include film, French, art and political science. All students participating in the Paris program will enroll in a French Life & Culture class with weekly field trips.

The same enrollment fee as charged for on-campus classes covers the cost of instruction for California residents. The program fee includes services offered by the American Institute for Foreign Study, living accommodations and many activities. Financial aid can assist students with these costs, but early filing is essential.

For more information and a detailed brochure on any of the above-mentioned programs, please call the Study Abroad office at 650-574-6595.

Apprenticeship Programs
College of San Mateo offers related and supplemental instruction for several of the many apprenticeship programs based in San Mateo County. Through these programs, participants (1) work full-time, earning an ever-increasing percentage of journeyman pay, and (2) attend CSM related and supplemental classes part-time.

Applicants must be indentured by the California Division of Apprenticeship Standards (D.A.S.) before attending classes or working in a program.

For more information, call the CSM Apprenticeship Office at 574-6177 or the D.A.S. Office at (408) 277-1273.

Community Education Classes
Expand your knowledge without the commitment of a semester-long course or grades. Consider the many fun, not-for-credit short classes, seminars and workshops offered by the Office of Community Education.

The program features over 200 classes in topics such as arts and science, business, computers, languages, real estate, dance and fitness, home and garden, music, photography, and financial planning. Classes are conveniently located at CSM, Skyline and Canada. Additionally, highly interactive online classes are available 24/7.

Fees are charged for these classes. Community Education is entirely self-supporting; and does not receive state or local funding. For more information, call Community Education at 574-6149.

Coastside Office
In order to better provide for the coastal community, the San Mateo County Community College District has established an office in Half Moon Bay that functions as a one-stop service center for all three schools in the district. SMCCCD Coastside (‘Coastside Office’) assists prospective and continuing students with the application and registration processes, financial aid applications and information, placement and skills assessment, and general counseling.

The Coastside Office offers some courses at coastal locations and provides support for those students taking online courses.

For more information, visit collegeofsanmateo.edu/coastside or call (650) 726-6444.

Cooperative Work Experience Education
This program allows students to earn college credit for learning on the job. Co-op is offered to students who work full- or part-time. Work may be paid or volunteer.

You may register by WebSMART during regular registration periods for Cooperative Work Experience Education courses. In addition, you must go to the Cooperative Work Experience Education Office for your specific instructor assignment. If your work assignment is outside of San Mateo or San Francisco counties, check with the Cooperative Work Experience Education Office prior to enrollment.

For more information, please call the program coordinator, Steve Cooney at (650) 358-6762, or visit the Co-op Office in Bldg. 15, Room 117.

Emeritus Institute
Emeritus Institute offers short courses in a format and setting designed to meet the needs and interests of mature adults. With its variety of courses, this program appeals to those who appreciate the arts or enjoy an educational walking tour, or are interested in historical events. For further information, call Community Education at 574-6149.
College Policies

Crime Awareness/Student Right to Know 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 about Student Right to Know data, including completion or graduation rates, please contact CSM’s Office of Institutional Research at 574-6196 or email: csmresearch@smccd.edu.) Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts and crime statistics should contact the Supervisor of Institutional Research at 574-6118.

Disciplinary Actions
Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Rules and Regulations, Section 7.73. General disciplinary actions include warning, temporary exclusion, censure, cancellation of registration, disciplinary probation and restitution. Disciplinary action shall not of itself jeopardize a student's grades, nor will the record of such actions be maintained in the student's academic files. A student subject to disciplinary action has a right to appeal the decision in accordance with Rules and Regulations, Section 7.73.

Other specific disciplinary actions which may be taken are suspension and expulsion. Suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College-granted privileges. The chief executive officer of the College or his/her designee may suspend a student, as deemed appropriate, for specified time periods. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the College President. Detailed information is provided in the College catalog, which is available for review in College offices and for free in the CSM Bookstore. For further information concerning any aspect of student disciplinary actions, students should contact the Office of the Vice President, Student Services at 574-6118.

Drug-Free Campus Policy
College of San Mateo prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances on College property or at any function sponsored by the College.

For further information on the Drug-Free Campus Policy, contact the Health Services 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 the Office of the Vice President, Student Services (Bldg. 1, Room 273, 574-6118).

Off-Campus Transportation Guidelines Field Trips/Excursions
Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the district, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

Although the district may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the district assumes no liability or responsibility for the transportation and any person driving a personal vehicle is not an agent of the district.

Off-Campus Classes
Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

Sexual Assault Policy
It is the policy of the San Mateo County Community College District to educate all students, faculty, and staff on the prevention of sexual assault. The District and Colleges will provide information to all faculty, staff, and registered students on the definition of sexual assault, how to prevent it, and how to report it if assaulted. “Sexual assault” includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

For further information concerning this policy please see pg. 9 of the college catalog.

Any faculty, staff member, or student who has been sexually assaulted should immediately contact the Health Center, 574-6396, or the Security Office, 574-6415.

Sexual Harassment Policy
It is the policy of 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.

For further information concerning this policy please see pg. 9 of the college catalog.

Students or staff 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 only allowed in parking lots and designated areas on the campus. For a map identifying designated areas, please see page 118 or visit collegeofsanmateo.edu/smokingpolicy.

Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, see page 9 of the College Catalog.

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, Instruction at 574-6404 or the office of the Academic Senate President at 574-6235.
Student Conduct
Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each College in the District. Violations shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. A list of actions which are prohibited and may lead to appropriate disciplinary action is contained in the College Catalog, which is available for review in College offices and for free in the College of San Mateo Bookstore. For further information concerning any aspect of student conduct, students should contact the Office of the Vice President, Student Services (Bldg. 1, Room 273, 574-6118).

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 for review in College offices and for purchase in the CSM 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 (Bldg. 1, Room 273, 574-6118).

Student Rights and Nondiscrimination Policy
College of San Mateo is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin or other similar factors, for admission to the College, enrollment in classes, student services, financial aid and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act of 1990.

It is important that students, staff and all others associated with the College understand the importance of reporting concerns about possible violations of this policy. The College's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the 1964 Civil Rights Act and Sec. 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 should contact the Vice Chancellor, Human Resources/Employee Relations, 358-6767.

All grievances will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated. The office will maintain a record of all Title VI and Title IX grievances and will report to the Affirmative Action Committee the general nature of such grievances and progress toward their resolution.

Política Antidiscriminatoria
El Colegio de San Mateo se compromete a proporcionarle a todos la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, sin que se tenga en cuenta la edad, el sexo, el estado civil, la incapacidad física o mental, la raza, el color, la orientación sexual, la religión, la nacionalidad y otro factor similar. El texto completo de nuestra política antidiscriminatoria se encuentra en la página 7 de la edición actual del Catálogo del Colegio de San Mateo.

Wanglal Diskriminasiyong Patakaran
Ang Kolehiyo ng San Mateo ay nagbibigay ng pantay na pagkakataon sa lahat anuman ang edad, kasarian, katayuang marital, kapansanan, lahi, kulay, orientasyong seksuwal, relihiyon, bansang pinagmulan, o iba pang batayan, para sa pagtanggap sa Kolehiyo, pagpapatawa sa klase, serbisyo sa estudyante, tulong na pinansiyal, at trabaho.

Ang kumpletong patakaran ay matatagpuan sa pahina 7 ng katalogo para sa 2008-2009 ng College of San Mateo.

Privacy Rights of Students Policy
The Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380, as amended) requires educational institutions to provide access to students’ official educational records; provide opportunity for a hearing to challenge such records on certain grounds; obtain written consent of the student before releasing certain information; and extend these rights to all students of the College.

The Act provides that the College may release certain types of “Directory Information” unless the student submits a request in writing to the Office of Admissions and Records that certain or all such information not be released without his/her consent. Currently enrolled students may request that “Directory Information” be withheld by notifying the Office of Admissions and Records in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

“Directory Information” at this College includes: (1) student’s name and city of residence; (2) email address; (3) participation in recognized activities and sports; (4) dates of enrollment; (5) degrees and awards received; (6) the most recent previous educational agency or institution attended; and (7) height and weight of members of athletic teams.

See the College Catalog for further information. A copy of the Family Educational Rights and Privacy Act is available in the Office of Admissions & Records during normal business hours.
Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

### Schedule of Classes

#### How to Read Class Information

- **Department, Course Number, & Class Title**: ENGL 165 ADVANCED COMPOSITION
- **Class Description, Prerequisites, and Recommended Prep.**: 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 one hour by arrangement per week. **Prerequisite**: ENGL 100 with a grade of C or higher. **Recommended Preparation**: Reading courses at 400 level are designed for students enrolled in ENGL 100 or higher level courses. (CSU/UC) (CAN ENGL 4) (ENGL 100 and 165 = CAN ENGL SEQ A).

- **Course Reference Number**: 31596
- **Class ID**: ENGL 165 AX
- **Time Class Meets**: MWF 12:10-1:00, 16-171 Mach, J. 3.0
- **Building & Room**: 16-171
- **Instructor**: Mach, J.
- **Start and end dates for section 31596**: 1/23 - 3/28

- **Note**: An X indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX). An @ indicates an auditable class.

- **Specific Class Information**: *Students enrolled in these sections will participate in the Mountains Beyond Mountains Learning Community. See page 61.*

#### Schedule Planning Table

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View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
ACCOUNTING

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

START A NEW CAREER IN ACCOUNTING OR TAX

Get ready for your first job
The Accounting Assistant certificate and the Tax Preparer certificate will give you the skills to start a new career in one or two semesters.

Prepare for the CPA Exam or the Enrolled Agent Exam
The CPA Exam certificate and the Enrolled Agent Exam certificate will meet the education requirements for professional certification.

To get started
- Visit www.smccd.edu/accounts/raeber for information about materials which must be brought to the first class meeting.
- Make an appointment with academic advisor Rick Ambrose:
  (650) 574-6400

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 accounting software. ACTG 100 provides an important foundation for ACTG 121. A $2.00 materials fee is payable upon registration. (CSU)

51346 ACTG 100 AA MTWTh 8:10 10:05 14-201 Raeber, S. 3.0
Start and end dates for section 51346: 6/22 7/23

ACTG 121 FINANCIAL ACCOUNTING

Preparation and interpretation of accounting information. Includes application of accounting principles to value assets, liabilities, and equity; accounting systems and internal controls; 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. Recommended Preparation: ACTG 100. (CSU/UC) (CAN BUS 2)

50476 ACTG 121 AA MTWTh 8:00 9:50 14-201 Harding, J. 4.0
Start and end dates for section 50476: 6/22 8/13

ACTG 144 QUICKBOOKS:
SET-UP AND SERVICE BUSINESS

Practical hands-on introduction to QuickBooks accounting software. Covers set-up and service business transactions, including the sales cycle, the purchasing cycle, 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. See instructor's website at www.smccd.edu/accounts/raeber for information about materials which must be brought to the first class meeting. (CSU)

52259 ACTG 144 AA TTh 10:40 12:30 14-201 Raeber, S. 1.5
Start and end dates for section 52259: 6/23 7/30

ACTG 145 QUICKBOOKS:
PAYROLL AND MERCHANDISING BUSINESS

Covers payroll and merchandising business transactions, including the sales cycle, the purchasing cycle, 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. See instructor's website at www.smccd.edu/accounts/raeber for information about materials which must be brought to the first class meeting. (CSU)

52260 ACTG 144 JA T 8:00 10:15 14-201 Raeber, S. 1.5
Start and end dates for section 52260: 6/23 7/28

35790 ACTG 144 WWH See pages 52–53 Online-CRS Raeber, S. 1.5
Start and end dates for section 35790: 6/27 8/8

ACTG 172 BUSINESS INCOME TAXES

Preparation of Federal and California income tax returns for corporations, partnerships, and sole proprietors. Accounting 171 and 172 will enable students to complete most tax returns required of professional tax preparers. The course will meet continuing education requirements for the California Tax Education Council (CTEC). Prerequisite: ACTG 100 or 121. Recommended Preparation: ACTG 171. (CSU)

54124 ACTG 172 JA TTh 6:30 9:45 14-202 Reitz, D. 3.0
Start and end dates for section 54124: 6/23 8/13

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). Recommended Preparation: ACTG 171. Pass/No Pass or letter grade option. (CSU)

53241 ACTG 173 JA MW 7:30 10:30 14-202 Stevens, S. 1.5
Start and end dates for section 53241: 6/22 7/15

ACTG 665MD LACERTE TAX SOFTWARE BASICS

Introduction to the use of Lacerte tax software to prepare basic tax returns. Primary emphasis will be on the Individual package; Partnership, Corporation, and Fiduciary packages will also be discussed. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). Pass/No Pass grading.

53150 ACTG 665MD SAH Sa 8:00 11:00 14-205 Lunn, J. .5
Start and end dates for section 53150: 6/27 6/27

ACTG 665ME ELECTRONIC TAX RESEARCH

Introduction to electronic tax research using free tax and legal research websites. Research areas include Internal Revenue Code, statutes, case law, rulings, and tax commentary. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). Pass/No Pass grading.

54166 ACTG 665ME SAH Sa 9:00 12:00 14-205 Staff .5
Start and end dates for section 54166: 7/11 7/18

ACTG 665MF DEPRECIATION BASICS

Introduction to the methods used to depreciate business assets, including Class Life, MACRS, Section 179, AMT adjustments, and California conformity/nonconformity. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). Pass/No Pass grading.

54168 ACTG 665MF JA M 6:00 9:40 14-206 Reitz, D. .5
Start and end dates for section 54168: 7/20 7/27

How to read class information can be found on page 25
**ACTG 665MG IRS REPRESENTATION**

Introduction to representation of clients before the IRS. Review of requirements for representation and analysis of representation issues, audits, appeals, and collection actions. Emphasizes advocating for your client in a variety of circumstances. This course meets continuing education credit requirements of the California Tax Education Council (CTEC). Pass/No Pass grading.

**SATURDAY CLASSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>54169</td>
<td>9:00-12:40</td>
<td>14-202</td>
<td>Staff</td>
<td>.5</td>
</tr>
</tbody>
</table>

Start and end dates for section 54169:

- Start: 6/22
- End: 7/25
- 8/1

**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. Pass/No pass 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. Students are required to attend classes both on Tuesday/Thursday evenings and on Saturdays.

**EVERN/SATURDAY CLASSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>53489</td>
<td>6:30-10:30</td>
<td>35-101</td>
<td>Curley, W.</td>
<td>3.0</td>
</tr>
<tr>
<td>Sa</td>
<td>8:00-5:00</td>
<td>35-101</td>
<td>Curley, W.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Start and end dates for section 53489:

- Start: 6/22
- End: 7/25
- 8/1

**ADMJ 775 PENAL CODE 832: FIREARMS TRAINING**

Includes handgun familiarization; safety; care, cleaning, and storage; shooting principles; firearms range qualifications. Firearms used in this course are those typically used by law enforcement. Firearms and materials will be supplied in class. Range fees required. **Prerequisite:** successful completion of or concurrent enrollment in ADMJ 771 or successful completion of the P.C. 832 Arrest and Control portion (40 hours). Per Penal Code 13511.5, students must obtain written clearance from the California Department of Justice verifying that they are not prohibited from firearms training. Please allow five to six weeks for DOJ clearance. Call the Administration of Justice Office for more information. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. Students are required to attend classes both on Tuesday/Thursday evenings and on Sundays.

**EVERN/SUNDAY CLASSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>53807</td>
<td>6:30-10:30</td>
<td>CPFR</td>
<td>Curley, W.</td>
<td>.5</td>
</tr>
</tbody>
</table>

Start and end dates for section 53807:

- Start: 6/22
- End: 7/25
- 8/1

NOTE: This class meets at the Coyote Point Firearms Range, 1601 Coyote Point Dr., San Mateo.

**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. Pass/No Pass or letter grade option. (CSU/UC) (CAN ANTH 4)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>50485</td>
<td>10:40-12:45</td>
<td>18-306</td>
<td>Titus, M.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Start and end dates for section 50485:

- Start: 6/22
- End: 7/30

**EVERN CLASSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>53113</td>
<td>6:30-9:45</td>
<td>18-204</td>
<td>Nass, G.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Start and end dates for section 53113:

- Start: 6/22
- End: 8/13

**ANTH 180 MAGIC, SCIENCE & 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. Pass/No Pass or letter grade option. Not applicable to Art major. (CSU/UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>52474</td>
<td>8:10-10:15</td>
<td>18-204</td>
<td>Titus, M.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Start and end dates for section 52474:

- Start: 6/22
- End: 7/30

**ART**

**ART 100 ART OF THE WESTERN WORLD**

“Art of the Western World” traces the Western tradition in the visual arts from Prehistoric times 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. Pass/No Pass or letter grade option. Not applicable to Art major. (CSU)

**TV/EVERN CLASSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>51649</td>
<td>6:30-9:30</td>
<td>pm 38-308</td>
<td>Pennington, S.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Introductory meeting date for section 51649:

- Start: 6/26

See pages 54-55

Start and end dates for section 51649:

- Start: 6/26
- End: 8/7

**ART 101 ART & 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, Pass/No Pass 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>52949</td>
<td>8:10-10:15</td>
<td>4-135</td>
<td>Listopad, J.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Start and end dates for section 52949:

- Start: 6/22
- End: 7/30

**EVERN CLASSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>50936</td>
<td>6:30-9:45</td>
<td>4-135</td>
<td>Hiramoto, J.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Start and end dates for section 50936:

- Start: 6/22
- End: 8/12

Art courses continued on next page
ART 201 DRAWING AND COMPOSITION I
Study of two- and three-dimensional forms and space relationships and pictorial composition. Drawing in various dry media. Drawing proficiency is not required. Extra supplies may be required. Plus minimum 48 lab hours by arrangement per term. (CSU/UC*) (CAN ART 8)
Students are required to attend both the morning and afternoon sessions.

53509 ART 201 AA MW 9:00 12:05 4-111 Ren, M. 3.0
MW 1:00 4:05 4-111
Start and end dates for section 53509: 6/22 8/12

ART 223 OIL PAINTING I
Introduction to basic oil painting techniques, including the use of value, color and light to model 3D form. Students are encouraged to develop personal style in the latter part of the course. Plus minimum 48 lab hours by arrangement per term. Recommended Preparation: ART 201 and 214. Pass/No Pass or letter grade option. (CSU/UC*) (CAN ART 10) Students are required to attend both the morning and the afternoon sessions.

53282 ART 223 AX TTh 9:00 12:05 4-111 Buchanan, N. 3.0
TTh 1:00 4:05 4-111
Start and end dates for section 53282: 6/23 8/13

ART 224 OIL PAINTING II
Continuation of ART 223 with increased emphasis on a variety of painting techniques and development of personal style. Plus minimum 48 lab hours by arrangement per term. Prerequisite: ART 223. Recommended Preparation: ART 223. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (CSU/UC*)
Students are required to attend both the morning and the afternoon sessions.

53286 ART 224 AX TTh 9:00 12:05 4-111 Buchanan, N. 3.0
TTh 1:00 4:05 4-111
Start and end dates for section 53286: 6/23 8/13

ART 301 DESIGN
Two-dimensional design elements and principles: line, shape, color, texture, balance, rhythm, pattern and more. Collage, painting, and digital. Also applies to three-dimensional design. Plus minimum 48 lab hours by arrangement per term. (CSU/UC*)
Students are required to attend both the morning and the afternoon sessions.

54269 ART 301 AA MW 9:00 12:05 4-139 Rumer, D. 3.0
MW 1:00 4:05 4-139
Start and end dates for section 54269: 6/22 8/12

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)

54270 ART 350 AA TTh 12:00 4:00 4-135 Bhattacharji, S. 3.0
Start and end dates for section 54270: 6/23 7/30

ART 665MC ADVANCED TOPICS IN WATERCOLOR
Designed for students who have completed ART 232 or equivalent. Focus on application of advanced watercolor techniques to enhance personal style. Pass/No Pass or letter grade option. (CSU)

OFF-CAMPUS CLASSES
54282 ART 665MC AAH Daily 1:00 6:30 HMB-C106 Matthews, S. 2.0
Start and end dates for section 54282: 7/13 7/23
NOTE: This course meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

ART 801 ART & 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. Pass/No Pass grading. (Not transferable. Units apply toward AA/AS degree.)

53163 ART 801 AX MTWTh 8:10 10:15 4-135 Listopad, J. 3.0
Start and end dates for section 53163: 6/22 7/30

EVENING CLASSES
53164 ART 801 IX MW 6:30 9:45 4-135 Hiramoto, J. 3.0
Start and end dates for section 53164: 6/22 8/12

ASTRONOMY
ASTR 100 INTRODUCTION TO ASTRONOMY
Descriptive study of the solar system, stars, galaxies, and life in the universe. Plus minimum 16 hours by arrangement per term. (CSU/UC)

52660 ASTR 100 AA MTWTh 8:10 10:15 36-100 Vanajakshi, C. 3.0
Start and end dates for section 52660: 6/22 7/30

53793 ASTR 100 AB MTWTh 10:40 12:45 36-100 Stanford, D. 3.0
Start and end dates for section 53793: 6/22 7/30

TV/EVENING CLASSES
50502 ASTR 100 TVH Intro Mtg 7:00–9:00 pm 36-109 Vanajakshi, C. 3.0
Introductory meeting date for section 50502: 6/26
See pages 54–55
Start and end dates for section 50502: 6/26 8/7

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 3:05 36-100 Stanford, D. 1.0
Start and end dates for section 52661: 6/22 7/30

BIOLOGY
BIOI 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 minimum 16 hours by arrangement hours per term. Possible field trips.
Recommended Preparation: eligibility for ENGL 484 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 BIOI 100 AA MTWTh 8:10 10:15 36-207 Zahedi, S. 0.3
Start and end dates for section 50505: 6/22 7/30

53500 BIOI 100 AB MTWTh 10:40 12:45 36-207 Zahedi, S. 0.3
Start and end dates for section 53500: 6/22 7/30

EVENING CLASSES
50506 BIOI 100 JA TTh 6:10 9:25 36-207 Fark, R. 3.0
Start and end dates for section 50506: 6/23 8/13

ONLINE CLASSES
53310 BIOI 100 WWH See pages 52–53 Online-CRS Beliz, T. 3.0
Start and end dates for section 53310: 6/24 8/12

How to read class information can be found on page 25
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. Prerequisite: completion of one year of high school biology or equivalent. Recommended Preparation: eligibility for ENGL 848. (CSU/UC) (CAN BIOL 2)

BIOL 130 HUMAN BIOLOGY
Introduction to human anatomy and physiology, including the functional relationship of cells to each body system. Plus minimum 16 hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848. Recommended especially for students in the Medical Assisting program. (CSU/UC)

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)

BIOL 250 ANATOMY
Human body structure. Lab study and dissection of human male and female. Extra supplies may be required. 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)

BUSINESS

BUS. 100 CONTEMPORARY AMERICAN BUSINESS
Explores various aspects of the business world: management, marketing, accounting, finance, production, management information systems, small business, business law and world trade. Helps students identify career opportunities. Recommended Preparation: eligibility for ENGL 848. (CSU/UC)

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)

BUS. 352 INTRODUCTION TO INSURANCE
Students study the basic background of the modern property/casualty insurance system. Topics include insurance products and services, reinsurance, civil and tort laws, basic commercial and personal ISO insurance contracts, and the importance of the risk management process. Pass/No Pass or letter grade option. (CSU)

BUS. 353 PROPERTY & LIABILITY INSURANCE PRINCIPLES
The course covers the fundamentals of property and liability insurance as follows: (1) fundamentals of insurance including types of insurers, institutions that provide insurance, how it is regulated, and measurement of financial performance; (2) insurance operations such as marketing, underwriting, and claims; (3) insurance contracts, loss exposure, and risk management. Recommended Preparation: eligibility for ENGL 838/848 and BUS 352 or equivalent. Pass/No Pass or letter grade option. (CSU)
BUSINESS WINDOWS APPLICATIONS

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 3½-inch High Density diskette required at first class meeting. A $2.00 materials fee is payable upon registration. Plus minimum 16 lab hours by arrangement per term. Prerequisite: BUS. 315 or equivalent. Recommended Preparation: eligibility for ENGL 838 or 848. May be taken twice for a maximum of 3 units. (CSU)

ONLINE CLASSES
51814 BUSW 214 WWH See pages 52–53 Online-CRS Willis, J. 1.5 Start and end dates for section 51814: 6/22 7/9

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 3½-inch High Density diskette required at first class meeting. A $2.00 materials fee is payable upon registration. Plus minimum 16 lab hours by arrangement per term. Prerequisite: BUSW 105 or equivalent. Recommended Preparation: eligibility for ENGL 838 or 848. May be taken twice for a maximum of 3 units. (CSU)

ONLINE CLASSES
51570 BUSW 415 W1H See pages 52–53 Online-CRS Willis, J. 1.5 Start and end dates for section 51570: 6/22 7/9

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 3½-inch High Density diskette required at first class meeting. A $2.00 materials fee is payable upon registration. Plus minimum 16 lab hours by arrangement per term. Prerequisite: BUSW 415 or equivalent. (CSU)

ONLINE CLASSES
53157 BUSW 416 W2H See pages 52–53 Online-CRS Willis, J. 1.5 Start and end dates for section 53157: 7/13 7/30

CAREER AND LIFE PLANNING

CRER 104 TRANSFER ESSENTIALS & 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. May be taken twice for a maximum of 1 unit. (CSU)

ONLINE CLASSES
53490 CRER 104 G1 MTWTh 10:40 12:45 16-243 Staff .5 Start and end dates for section 53490: 7/20 7/23

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. Pass/No Pass grading. A $5.00 materials fee is payable upon registration. May be taken twice for a maximum of 1 unit. (CSU/UC)

53492 CRER 105 G1 MTWTh 10:40 12:45 16-243 Del Mundo, L. .5 Start and end dates for section 53492: 7/13 7/16

CRER 107 INTRODUCTION TO CHOOSING A COLLEGE MAJOR

This short course assists students to research and identify a college major and to understand major requirements and course planning. It is highly recommended for students who are undecided about a major or for associate degree or for university transfer. University transfer students need to complete lower division major courses to assure successful transfer. This course offers discussion and exercises to support decision making and facilitates guided research. Pass/No Pass grading. A $5.00 materials fee is payable upon registration. May be taken twice for a maximum of 1 unit. (CSU)

53784 CRER 107 G1 MTWTh 10:40 12:45 16-243 Bednarek, M. .5 Start and end dates for section 53784: 7/27 7/30

CRER 121 PLANNING FOR STUDENT SUCCESS

Provides students with the tools necessary to maximize academic success by enhancing familiarity with college expectations, resources, facilities, and requirements. A preliminary educational plan is researched and developed. A $5.00 materials fee is payable upon registration. In addition to a materials fee, students must pay for assessment instruments used in the class which amount to $30.00. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (CSU)

52328 CRER 121 G2 MTWTh 10:40 12:45 16-243 Cavel, A. 1.0 Start and end dates for section 52328: 6/22 7/2

CRER 126 CAREER CHOICES I: 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 $5.00 materials fee is payable upon registration. In addition to a materials fee, students must pay for assessment instruments used in the class which amount to $30.00. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (CSU)

ONLINE CLASSES
53786 CRER 126 J4 W 4:30 6:35 16-243 O’Brien, E. .5 Start and end dates for section 53786: 7/1 7/22

CHEMISTRY

CHEM 192 ELEMENTARY CHEMISTRY

Basics in measurement, symbols, reactions, equations, gases, solutions and periodic table. Plus minimum 16 hours by arrangement per term. 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 8:00 9:25 36-306 Song, S. 4.0 Start and end dates for section 50572: 6/22 8/13
50822 CHEM 192 BX MTWTh 9:45 11:30 36-306 Song, S. 4.0 Start and end dates for section 50822: 6/22 8/13
53734 CHEM 192 CA MTWTh 1:10 2:35 36-306 Tou, K. 4.0 Start and end dates for section 53734: 6/22 7/13
54196 CHEM 192 JA MTWTh 6:10 7:35 36-306 Flowers, J. 4.0 Start and end dates for section 54196: 6/22 8/13

How to read class information can be found on page 25
CHEM 210 GENERAL CHEMISTRY I
College chemistry: structure, bonding, reactions, gases, solutions, organic chemistry, thermodynamics, and periodic table with related calculations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. A $4.00 materials fee is payable upon registration. Prerequisite: CHEM 192 with a grade of C or higher or equivalent; MATH 120 with a grade of C or higher. Recommended Preparation: eligibility for ENGL 838/848 and one course in physics. (CSU/UC) (CAN CHEM 2) (CHEM 210 and 220 = CAN CHEM SEQ A)
50573 CHEM 210 AX MTWTh 8:00 9:25 36-319 Li, J. 5.0
MTWTh 9:40 12:55 36-321
Start and end dates for section 50573: 6/22 8/13
51092 CHEM 210 BX MTWTh 8:00 9:25 36-319 Li, J. 5.0
MTWTh 9:40 12:55 36-329 Tou, K.
Start and end dates for section 51092: 6/22 8/13

CHINESE
CHIN 111 ELEMENTARY CHINESE I
A beginning course in Mandarin Chinese with instruction and practice in understanding, speaking, reading, and writing. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. (CSU/UC)
51543 CHIN 111 AA MTWTh 8:10 10:15 18-203 Wu, J. 3.0
Start and end dates for section 51543: 6/22 7/30

COMPUTER INFORMATION SCIENCE
Information subject to change, please check WebSmart at collegeofsanmateo.edu/websmart for most current information.
CIS 110 INTRODUCTION TO COMPUTER AND INFORMATION SCIENCE
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 minimum 16 lab hours by arrangement per term. Recommended Preparation: eligibility for ENGL 848. Pass/No Pass or letter grade option. (CSU/UC)
50756 CIS 110 TTh 6:30 9:20 19-121 Martens, B. 3.0
Start and end dates for section 50756: 6/23 8/13
ONLINE/SATURDAY CLASSES
52432 CIS 110 WWH See pages 52–53 Online-CRS Martens, B. 3.0
Start and end dates for section 52432: 6/22 8/1

CIS 254 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN
Introduction to object-oriented computer programming for computer science majors and computer professionals. Includes simple data types; control structures; and an introduction to array and string data structures and algorithms; debugging techniques; history of computer science, computer systems and environments; and the social implications of computing. Emphasizes object-oriented design, good software engineering principles and developing fundamental programming skills in Java. This course conforms to the ACM CS0 standards. A $2.00 materials fee is payable upon registration. Recommended Preparation: eligibility for ENGL 836/848 and completion of MATH 110 or equivalent with a grade of C or higher. Pass/No Pass or letter grade option. (CSU)
ONLINE/EVENING CLASSES
53311 CIS 254 WWH Intro Mtg 6:00–7:50 pm 19-121 Timlin, R. 4.0
Introductory meeting date for section 53311: 6/22
See pages 52–53
Start and end dates for section 53311: 6/22 8/12

CIS 255 (CS1) PROGRAMMING METHODS: JAVA
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 minimum 16 hours by arrangement per term. Prerequisite: MATH 120 or equivalent; CIS 254 or 118/119 or equivalent; both with a grade of C or higher. Recommended Preparation: eligibility for ENGL 848. Pass/No Pass or letter grade option. (CSU/UC)
ONLINE/EVENING CLASSES
54130 CIS 255 WWH Intro Mtg 5:00–6:30 pm 19-107 Green, M. 4.0
Optional introductory meeting date for section 54130: 6/24
See pages 52–53
Start and end dates for section 54130: 6/24 8/12

CIS 278 PROGRAM 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 materials fee is payable upon registration. Plus minimum 16 hours by arrangement per term. Prerequisite: MATH 120 or equivalent; CIS 254 or equivalent; both with a grade of C or higher. Recommended Preparation: eligibility for ENGL 836. Pass/No Pass or letter grade option. (CSU/UC)
ONLINE/EVENING CLASSES
53494 CIS 278 WWH Intro Mtg 6:00–7:50 pm 19-107 Giambattista, L.4.0
Introductory meeting date for section 53494: 6/22
See pages 52–53
Start and end dates for section 53494: 6/22 8/13

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 XPrinter. Plus minimum of 16 hours by arrangement per term. Prerequisite: CIS 115/116 or 118/119 or equivalent with a grade of C or higher. Recommended Preparation: BUSW 534 or equivalent; eligibility for ENGL 808 or 836. Access to a computer with Internet capability is strongly recommended. Pass/No Pass or letter grade option. (CSU/UC)
ONLINE/EVENING CLASSES
52005 CIS 379 WWH Intro Mtg 6:30–7:30 pm 19-107 Bohan, J. 3.0
Introductory meeting date for section 52005: 6/25
See pages 52–53
Start and end dates for section 52005: 6/25 8/6

Computer Information Science courses continued on next page
COOP 641 COMPUTER FORENSICS
Covers forensics tools, evidence collection, expert witness skills, protecting evidence, and computer crime investigation techniques. Prepares student for industry standard tests for certification, including Comptia and Microsoft. Prerequisite: CIS 479 or equivalent. Recommended Preparation: eligibility for ENGL 838. Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (CSU)

CONSUMER ARTS AND SCIENCE
CA&S 310 NUTRITION
Principles of good nutrition. Includes discussion of nutrients, food sources, and functions in the body related to optimal health. Students conduct a personalized nutritional assessment. Recommended Preparation: eligibility for ENGL 848. (CSU/UC) (CAN H EC 2)

COOPERATIVE WORK EXPERIENCE AND EDUCATION
COOP 641 is Occupational Work Experience Education and is supervised employment, extending classroom based occupational learning at an on-the-job learning station relating to the students’ educational or occupational goal. When you enroll in COOP 641 a MANDATORY ORIENTATION must be completed. Attend one of the orientation dates below for required program information. Also note if your work assignment is located outside of SAN MATEO or SAN FRANCISCO counties, you may not be eligible to enroll. Check with the instructor prior to enrolling.

FOR ALL COOP SECTIONS:
75 hours of paid work = 1 unit
60 hours of unpaid work = 1 unit
COOP 641 is offered with Pass/No Pass or letter grade option.
Day and evening students may register for either section.
MANDATORY ORIENTATION SESSION SCHEDULE
All COOP students must select one date and time.
Location: 18-206
Monday, June 22 12:10 – 1:00 pm
Tuesday, June 23 5:10 – 6:00 pm
Wednesday, June 24 12:10 – 1:00 pm
Failure to attend one of the mandatory orientations listed above will result in being dropped from the class.

COOP 641 COOPERATIVE WORK EXPERIENCE/VOCATIONAL WORK EXPERIENCE
Students earn 2 to 4 units of credit for work experience in a field related to a career goal or major. Work may be paid or unpaid. To calculate enrollment units see above. Pass/No Pass or letter grade option. May be taken for a maximum of 16 units. Of the 16 units only 12 are transferable. (CSU)

COSMETOLOGY
COSM 731 ADVANCED COSMETOLOGY II
Continuation of COSM 712-722. For COSM AX sections, a $25.00 materials fee is payable upon registration. For COSM A1 and A2 sections, 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.

COSM 742 ADVANCED COSMETOLOGY II
Continuation of COSM 712-722. For COSM AX sections, a $25.00 materials fee is payable upon registration. For COSM A1 and A2 sections, 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.

DANCE
See Physical Education: Dance

DENTAL ASSISTING
DENT 716 DENTAL OFFICE PRODECURES
Office management, telephone and written communications, recall system, office billing, dental jurisprudence and malpractice. Introduction to computers in the dental office. A $5.00 materials fee is payable upon registration.

DENT 763 DENTAL RADIOLOGY
Designed to meet the standards established by the Board of Dental Examiners for the operation of dental radiographic equipment in California. Includes both didactic and clinic application, utilizing both DXTTR manikin and patients. Study of radiation, legislation, effects and protection, exposing techniques for the adult, pedodontic, mixed dentition, and edentulous patients, utilizing the various types of dental films, identification and correction of faulty films, developing and

How to read class information can be found on page 25
processing procedures, record maintenance, mounting and evaluating of films. Emphasizes the student's individual development. Extra supplies required. A $16.00 materials fee is payable upon registration.

54247 DENT 763 AA TTh 9:10 12:00 22-140 Herold, R. 2.0
TTh 12:30 1:20 22-140
Start and end dates for section 54247: 6/23 8/13

DENTAL HYGIENE

DENH 200 INTRODUCTION TO DENTAL HYGIENE
Provides the prospective dental hygiene student with an overview of the scope and responsibility of the dental hygiene profession. There are many facets to the profession of dental hygiene and understanding the full scope is essential to making an informed decision regarding entry into the profession. This course provides the prospective dental hygiene student with the ability to make that decision. Required for admission into the Dental Hygiene program.

EVENING CLASSES
53808 DENH 200 JA MTWTh 6:10 8:15 16-209 Derr, E. 3.0
Start and end dates for section 53808: 6/22 8/12

ECONOMICS

ECON 100 PRINCIPLES OF MACROECONOMICS
The American economy: the price system; the role of business, labor, and government; the money and banking system; trends of national income and factors in its determination; problems and policies for stabilization and growth. Recommended Preparation: eligibility for ENGL 838/848 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 10:15 14-117 Brusin, M. 3.0
Start and end dates for section 50607: 6/22 7/30
51308 ECON 100 AB MTWTh 8:10 10:15 14-102 Roghani, M. 3.0
Start and end dates for section 51308: 6/22 7/30
52965 ECON 100 AC MTWTh 1:10 3:15 14-117 Shokouhbakhsh, A. 3.0
Start and end dates for section 52965: 6/22 7/30

EVENING CLASSES
50608 ECON 100 JA MW 7:00 10:15 14-117 Roghani, M. 3.0
Start and end dates for section 50608: 6/22 8/12

ECON 102 PRINCIPLES OF MICROECONOMICS
Supply, demand and price determination in a market economy; business firm's costs, revenues; and price policies under conditions of competition through monopoly; role of government in cases of market failure; determination of wages, rent, interest, and profits; international trade and finance; comparative economic systems of other nations. Recommended Preparation: eligibility for ENGL 838/848 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)

50610 ECON 102 AA MTWTh 10:40 12:45 14-117 Brusin, M. 3.0
Start and end dates for section 50610: 6/22 7/30
51309 ECON 102 AB MTWTh 10:40 12:45 14-102 Roghani, M. 3.0
Start and end dates for section 51309: 6/22 7/30

EVENING CLASSES
52955 ECON 102 JA TTh 6:30 9:45 14-117 Roghani, M. 3.0
Start and end dates for section 52955: 6/23 8/13

ENGLISH

ENGLISH COURSE SEQUENCE

Non Degree Applicable
ENGL 828
With grade of C
With grade of A or B

Associate Degree Applicable
ENGL 838
ENGL 848
ENGL 100
ENGL 100/101
University Transferable
ENGL 110
ENGL 165
ENGL 110
ENGL 165

Counselors and Advisors are available by appointment. Call 574-6400 or visit Building 1, Room 115 or 207.

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 minimum 16 hours by arrangement per term. 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 Pass 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 101 or ENGL 100 and ENGL 165 = CAN ENGL SEQ A)

50618 ENGL 100 AA MTWTh 8:10 10:15 16-201 Fitzgerald, V. 3.0
Start and end dates for section 50618: 6/22 7/30
52931 ENGL 100 AC MTWTh 8:10 10:15 16-202 Jones, B. 3.0
Start and end dates for section 52931: 6/22 7/30
50619 ENGL 100 AE MTWTh 10:40 12:45 16-202 Jones, B. 3.0
Start and end dates for section 50619: 6/22 7/30
51504 ENGL 100 AF MTWTh 10:40 12:45 16-201 Fitzgerald, V. 3.0
Start and end dates for section 51504: 6/22 7/30

EVENING CLASSES
52982 ENGL 100 JA MW 6:30 9:45 16-204 Heinebockel, J. 3.0
Start and end dates for section 52982: 6/22 8/12
50621 ENGL 100 JD TTh 6:30 9:45 16-204 Heinebockel, J. 3.0
Start and end dates for section 50621: 6/22 8/13

ONLINE/SATURDAY CLASSES
54207 ENGL 100 WWH Intro Mtg 11:00–12:00 pm 16-105 Murphy, M. 3.0
Introductory meeting date for section 54207: 6/27
See pages 52–53
Start and end dates for section 54207: 6/27 8/1

English courses continued on next page
### 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 minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. (CSU/UC) (CAN ENGL 4) (ENGL 100 and ENGL 165 = CAN ENGL SEQ A)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>50624</td>
<td>ENGL 110 AA</td>
<td>MTWTh</td>
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<td>16-143</td>
<td>Brennan, M.</td>
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<tr>
<td>52389</td>
<td>ENGL 110 CA</td>
<td>MTWTh</td>
<td>10:40</td>
<td>12:45</td>
<td>16-104</td>
<td>Reynolds, R.</td>
</tr>
</tbody>
</table>

### ENGLISH 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. Pass/No Pass or letter grade option. (CSU/UC) (CAN ENGL 6) Meets with ENGL 162/163 of same section.

### EVENING CLASSES

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>51395</td>
<td>ENGL 161 JX</td>
<td>MW</td>
<td>6:00</td>
<td>9:50</td>
<td>16-104</td>
<td>Reynolds, R.</td>
</tr>
<tr>
<td>54288</td>
<td>ENGL 161 BXH</td>
<td>Daily</td>
<td>1:00</td>
<td>6:30</td>
<td>HMB-C106</td>
<td>Maxwell, T.</td>
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<tr>
<td>50627</td>
<td>ENGL 161 JC</td>
<td>TTh</td>
<td>6:30</td>
<td>9:45</td>
<td>16-101</td>
<td>Miller, A.</td>
</tr>
</tbody>
</table>

### ENGLISH 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. Pass/No Pass or letter grade option. (CSU/UC) (CAN ENGL 6) Meets with ENGL 162/163 of same section.

### EVENING CLASSES

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tr>
<td>51396</td>
<td>ENGL 162 JX</td>
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<tr>
<td>54290</td>
<td>ENGL 162 BXH</td>
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<td>6:30</td>
<td>HMB-C106</td>
<td>Maxwell, T.</td>
</tr>
</tbody>
</table>

### ENGLISH 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. Pass/No Pass or letter grade option. (CSU/UC)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>51397</td>
<td>ENGL 163 JX</td>
<td>MW</td>
<td>6:00</td>
<td>9:50</td>
<td>16-104</td>
<td>Reynolds, R.</td>
</tr>
<tr>
<td>54292</td>
<td>ENGL 163 BXH</td>
<td>Daily</td>
<td>1:00</td>
<td>6:30</td>
<td>HMB-C106</td>
<td>Maxwell, T.</td>
</tr>
</tbody>
</table>

### 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 minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. (CSU/UC) (CAN ENGL 4) (ENGL 100 and 165 = CAN ENGL SEQ A)

### ONLINE/SATURDAY CLASSES

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>54206</td>
<td>ENGL 165 WWH</td>
<td>Intro Mtg</td>
<td>10:00-11:00 am</td>
<td>16-105</td>
<td>Murphy, M.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### ENGLISH 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 minimum 16 hours by arrangement per term. **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.)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>50636</td>
<td>ENGL 828 AB</td>
<td>MTWTh</td>
<td>10:40</td>
<td>1:45</td>
<td>16-205</td>
<td>Kitamura, J.</td>
</tr>
</tbody>
</table>

### ENGLISH 848 INTRODUCTION TO COMPOSITION AND READING

Practice in reading and writing to develop and refine specific composition skills. Plus minimum 16 hours by arrangement per term. 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 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 Pass or a grade of C or higher (or eligibility for READ 836 or 400-level Reading course).

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>51970</td>
<td>ENGL 848 AA</td>
<td>MTWTh</td>
<td>10:40</td>
<td>1:00</td>
<td>16-105</td>
<td>Pizzi, K.</td>
</tr>
<tr>
<td>50631</td>
<td>ENGL 848 AH</td>
<td>MTWTh</td>
<td>10:40</td>
<td>1:00</td>
<td>16-105</td>
<td>Olson, L.</td>
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### EVENING CLASSES

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
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<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>50633</td>
<td>ENGL 848 JA</td>
<td>MW</td>
<td>6:00</td>
<td>10:05</td>
<td>16-102</td>
<td>Bliss, K.</td>
</tr>
<tr>
<td>53749</td>
<td>ENGL 848 JD</td>
<td>TTh</td>
<td>6:00</td>
<td>10:05</td>
<td>16-102</td>
<td>Bliss, K.</td>
</tr>
</tbody>
</table>

### ENGLISH 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. Pass/No Pass 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.)

<table>
<thead>
<tr>
<th>Section</th>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Units</th>
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<tbody>
<tr>
<td>50638</td>
<td>ENGL 850 AO</td>
<td>By Arr</td>
<td>4.0-24.0 Hours/Wk</td>
<td>18-104</td>
<td>Steele, K.</td>
<td>.5-3.0</td>
</tr>
</tbody>
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*How to read class information can be found on page 25*
ENGLISH AS A SECOND LANGUAGE – ETHNIC STUDIES

ESL COURSE SEQUENCE (English as a Second Language)

<table>
<thead>
<tr>
<th>Program Skill Levels</th>
<th>Writing Skills</th>
<th>Conversation Skills</th>
<th>Reading Skills</th>
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<tr>
<td>Level 1</td>
<td>ESL 825</td>
<td>ESL 845</td>
<td>ESL 855</td>
</tr>
<tr>
<td>Level 2</td>
<td>ESL 826</td>
<td>ESL 846</td>
<td>ESL 856</td>
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<td>Level 3</td>
<td>ESL 827</td>
<td>ESL 847</td>
<td>ESL 857</td>
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<tr>
<td>Level 4</td>
<td>ESL 828</td>
<td>ESL 848</td>
<td>SPCH 855</td>
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<tr>
<td>Level 5</td>
<td>ESL 400</td>
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<td>READ 830</td>
</tr>
</tbody>
</table>

Counselors and Advisors are available by appointment or drop-in. Call 574-6400 or visit Building 1, Room 207.

ESL 850 WRITING WORKSHOP

Assistance in writing tasks is given to native speakers of languages other than English. Individual appointments with faculty. Pass/No Pass or letter grade option. 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.)

Start and end dates for section 52392: 6/22 7/30

ESL 880MA ESL FOR THE WORKPLACE

Study of beginning English grammar, reading, writing, listening, and speaking skills, including job-related vocabulary and cross-cultural concepts relevant to work situations. Recommended Preparation: One year of previous English language study, or appropriate skill level as indicated by placement tests and other measures. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

Start and end dates for section 52316: 6/23 8/13

OFF-CAMPUS/EVENING CLASSES

54293 ESL 880MA JAH MW 6:00 9:00 HMB D208 Casado, K. 3.0
Start and end dates for section 54293: 6/22 8/12

NOTE: This class meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

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. Pass/No Pass grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.)

Start and end dates for section 52464: 6/22 7/30

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. Pass/No Pass grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.)

Start and end dates for section 52465: 6/22 7/30

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. Pass/No Pass or letter grade option. (Units do not apply towards AA/AS degree.)

Start and end dates for section 53119: 6/22 7/30

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’s institutions. Recommended Preparation: eligibility for ENGL 848 or 838 and completion of READ 400 or 405 or 415 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC)

Start and end dates for section 50639: 6/22 7/30

Start and end dates for section 53158: 6/22 7/30

EVENING CLASSES

52316 ETHN 101 JA TTh 6:30 9:45 14-101 Ramirez, R. 3.0
Start and end dates for section 52316: 6/22 7/30

ETHN 102 INTRODUCTION TO ETHNIC STUDIES II

Study of the historical and cultural presence of African-Americans and Asians in the U.S.; Emphasis on their contributions to California’s 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)

Start and end dates for section 52365: 6/22 7/30

View current open classes at collegeofsanmateo.edu/openclasses
**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. Pass/No Pass or letter grade option. (CSU/UC)

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<tr>
<th>EVENING CLASSES</th>
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<tr>
<td>53291 FILM 100 JA</td>
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<td>Start and end dates for section 53291:</td>
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**FILM 110 AMERICAN CINEMA**

TELCOURSE: 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)

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<th>TV/SATURDAY CLASSES</th>
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<tr>
<td>53153 FILM 110 TVH</td>
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<td>Introductory date for section 53153:</td>
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<td>Start and end dates for section 53153:</td>
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**FIRE SCIENCE TECHNOLOGY**

**FIRE 787 EMERGENCY MEDICAL TECHNICIAN I 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. Pass/No Pass grading. Open entry/open exit. May be taken four times to maintain skills and certification.

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<tr>
<th>SATURDAY CLASSES</th>
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<tr>
<td>52872 FIRE 787 SIH</td>
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<td>Start and end dates for section 52872:</td>
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**FRENCH**

**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 beginning to develop proficiency and ease in using spoken and written French. (Covers approximately the first half of work done in FREN 110.) Plus minimum 16 lab hours by arrangement per term. No Prerequisite. **Recommended Preparation:** eligibility for ENGL 848 or higher English course. Pass/No Pass or letter grade option. (CSU/UC)

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<th>EVENING CLASSES</th>
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<tr>
<td>51551 FREN 111 JA</td>
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<td>Start and end dates for section 51551:</td>
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**GEOLOGY**

**GEOL 100 SURVEY OF GEOLOGY**

Earthquakes, volcanoes, drifting continents and plate tectonics; earth materials and processes that shape the land. Plus minimum 16 hours by arrangement per term. Not open to students who have taken or are taking GEOL 210. (CSU/UC)

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<tr>
<th>TV/SATURDAY CLASSES</th>
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<tr>
<td>51700 GEOL 100 TVH</td>
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<tr>
<td>Introductory meeting for section 51700:</td>
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<td>See pages 54–55</td>
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<tr>
<td>Start and end dates for section 51700:</td>
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**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*)

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<th>EVENING CLASSES</th>
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<tr>
<td>50662 HSCI 100 AA</td>
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<td>Start and end dates for section 50662:</td>
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<tr>
<td>50663 HSCI 100 AB</td>
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<tr>
<td>Start and end dates for section 50663:</td>
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</tbody>
</table>

**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 as indicated by reading placement tests or other measures. (CSU/UC) (CAN HIST 2) (HIST 100 and 101 = CAN HIST SEQ A)

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<th>EVENING CLASSES</th>
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<tr>
<td>51585 HIST 100 AA</td>
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<tr>
<td>Start and end dates for section 51585:</td>
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</table>

**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)

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<tr>
<td>51749 HIST 201 AB</td>
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<td>Start and end dates for section 51749:</td>
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How to read class information can be found on page 25
**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 - 10:15 14-104 3.0
Start and end dates for section 51390: 6/22 - 7/30
51750 HIST 202 AB MTWTh 10:40 - 12:45 14-214 3.0
Start and end dates for section 51750: 6/22 - 7/30

**EVENING CLASSES**

50660 HIST 202 JA MW 6:30 - 9:45 14-102 3.0
Start and end dates for section 50660: 6/22 - 8/12

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**HORTICULTURE**

**HORT 326 GROWING ORCHIDS**

Principles and techniques of growing orchids. Study of their history, growth habits, culture, media selection, potting techniques, diseases, pests, fertilizer requirements and propagation. Identification and culture of popular orchids used in the nursery and floral design industries. Field trips to outstanding orchid growers’ greenhouses. Pass/No Pass or letter grade option. (CSU)

**OFF-CAMPUS CLASSES**

54228 HORT 326 COH T 6:00 - 9:00 HMB-D208 1.0
Start and end dates for section 54228: 6/23 - 7/28

**NOTE:** This course meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

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**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 $65.00 materials fee (approximately $7 per class) is payable upon registration. Plus one hour by arrangement per week. **Recommended Preparation:** HORT 401 or equivalent. Pass/No Pass or letter grade option. May be taken twice for a maximum of 1 unit. (CSU)

**EVENING CLASSES**

53149 HORT 429 JA W 6:00 - 7:10 20-101 0.5
W 7:15 - 10:05 20-101
Start and end dates for section 53149: 6/24 - 7/8

53149 HORT 429 JA W 6:00 - 7:10 20-101
W 7:15 - 10:05 20-101
Start and end dates for section 53149: 7/22 - 8/5

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**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-America. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400, 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 - 12:45 18-204 3.0
Start and end dates for section 53618: 6/22 - 7/30

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**ITALIAN**

**ITAL 111 ELEMENTARY ITALIAN I**

Conversation in Italian, dictation, reading, fundamentals of grammar and writing of simple Italian exercises. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Pass/No Pass or letter grade option. (CSU/UC*)

53483 ITAL 111 AB MTWTh 8:10 - 10:15 16-102 3.0
Start and end dates for section 53483: 6/22 - 7/30

**ITAL 802 CONVERSATIONAL ITALIAN II**

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

**OFF-CAMPUS CLASSES**

54295 ITAL 802 BXH Daily 1:00 - 4:30 HMB-D210 2.0
Start and end dates for section 54295: 6/22 - 7/2

**NOTE:** This class meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

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**JAPANESE**

**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 minimum 16 hours by arrangement per term. Pass/No Pass or letter grade option. (CSU/UC*)

**EVENING CLASSES**

52687 JAPN 111 JA MW 6:30 - 9:45 16-102 3.0
Conway, M.
Start and end dates for section 52687: 6/22 - 8/12

53017 JAPN 111 JC TTh 6:30 - 9:45 16-105 3.0
Wright, E.
Start and end dates for section 53017: 6/23 - 8/13

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**LIBRARY SCIENCE**

**LIBR 100 INTRODUCTION TO LIBRARY RESEARCH**

An introduction to library resources and research. Provides a practical, hands-on introduction to the library. Topics covered include formulating and refining a research question, library organization, using reference materials, searching the online catalog and databases, searching the Internet, evaluating Web sites, avoiding plagiarism, and citing sources. (CSU/UC)

**ONLINE CLASSES**

54205 LIBR 100 WWH Intro Mtg 4:00 - 5:30 pm 9-200 1.0
Morris, T.
Start and end dates for section 54205: 6/22 - 8/1

See pages 52-53

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View current open classes at collegeofsanmateo.edu/openclasses
MATH 110 ELEMENTARY ALGEBRA
A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: satisfactory completion of MATH 110 with a grade of C or higher; or MATH 811 with a grade of C or higher; or MATH 802 with a grade of C or higher. Recommended Preparation: concurrent enrollment in READ 830.

Prerequisite: satisfactory completion of MATH 110 with a grade of C or higher; or MATH 811 with a grade of C or higher; or appropriate score on the College Placement Test and other measures as appropriate.

MATH 111 ELEMENTARY ALGEBRA I
Covers first half of MATH 110. First half of a study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents. Plus 16 minimum hours by arrangement per term. Extra supplies may be required. Prerequisite: appropriate score on the College Placement Test and other measures as appropriate; OR MATH 811 with a grade of C or higher; OR MATH 802 with a grade of C or higher. Recommended Preparation: concurrent enrollment in READ 830.

Prerequisite: satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate.

MATH 112 INTERMEDIATE ALGEBRA I
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 one hour 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: concurrent enrollment in READ 830.

Prerequisite: satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate.

MATH 115 GEOMETRY
Geometric properties of plane and solid figures, using real number system. Plus one hour 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.

Prerequisite: satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate.

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 one hour 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.

Prerequisite: satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate.

MATH 122 INTERMEDIATE ALGEBRA II
First half of MATH 120. 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 minimum 16 hours by arrangement per term. Extra supplies may be required. Prerequisite: satisfactory completion of MATH 110 with a grade of C or higher; or MATH 112 with a grade of C or higher; or appropriate score on the College Placement Test and other measures as appropriate.

Recommended Preparation: MATH 115 and READ 830.

Prerequisite: satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate.

See the CSM Catalog or your counselor for transferable math courses related to your preferred major.

Counselors and Advisors are available by appointment. Call 574-6400 or visit Building 1, Room 115 or 207.

How to read class information can be found on page 25.
MATH 123 INTERMEDIATE ALGEBRA II
Second half of MATH 120. 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. MATH 122 and 123 together are equivalent to MATH 120. Plus minimum 16 hour by arrangement per term. Extra supplies may be required. Prerequisite: MATH 122 with a grade of C or higher. Recommended Preparation: MATH 115 and READ 830.

50685 MATH 123 AA MTWTh 10:40 12:45 18-303 Moughadam, S. 3.0 Start and end dates for section 50685: 6/22 7/30

MATH 125 ELEMENTARY FINITE MATHEMATICS
Systems of linear equations and inequalities, matrices, set theory, logic, elementary probability, linear programming, and mathematics of finance. Plus one hour 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)

50666 MATH 125 AA MTWTh 8:10 10:15 18-301 Davis, W. 3.0 Start and end dates for section 50666: 6/22 7/30
50687 MATH 125 AB MTWTh 10:40 12:45 18-305 Staff 3.0 Start and end dates for section 50687: 6/22 7/30

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 minimum 16 hours by arrangement per term. 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 MATH 115 and READ 400 or 405. (CSU) (CAN MATH 8)

5423 MATH 130 AA MTWTh 8:10 10:35 18-303 Kalantar, M. 4.0 Start and end dates for section 5423: 6/22 7/30
53800 MATH 130 AB MTWTh 8:10 10:35 18-305 Malucci, R. 4.0 Start and end dates for section 53800: 6/22 7/30

Mathematics courses continued on next page
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 minimum 16 hours by arrangement per term. Recommended Preparation: concurrent enrollment in READ 825. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

53804 MATH 811 AA MTWTh 8:10 10:15 14-218 Zemskova, O. 3.0
Start and end dates for section 53804: 6/22 7/30

EVERY CLASS

53507 MATH 811 JA TTh 6:30 9:45 18-205 Ionel, E. 3.0
Start and end dates for section 53507: 6/23 8/15

MATH 850 MATHEMATICS SUPPLEMENT 1
Twenty-four lab hours for each .5 unit. For students who need to strengthen their basic math skills. An instructor will help students identify deficiencies and promote mastery of skills necessary for success in developmental mathematics courses. May be repeated for credit a maximum of four times. (Open entry.)

54302 Math 850 AA By Arr 18-202 Staff .5 – 2.0
Start and end dates for section 54302: 6/22 8/15

MATH 852 MATHEMATICS SUPPLEMENT 2
Twenty-four lab hours for each .5 unit. For students who need to strengthen their math skills. An instructor will help students identify deficiencies and promote mastery of skills necessary for success in college level mathematics and science courses. May be repeated for credit a maximum of four times. (Open entry.)

54303 Math 852 AA By Arr 18-202 Staff .5 – 2.0
Start and end dates for section 54303: 6/22 8/15

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 10:15 2-250 Ferguson, C. 3.0
Start and end dates for section 52696: 6/22 7/30

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 1:10 3:15 2-110 Lim, B. 3.0
Start and end dates for section 50705: 6/22 7/30

EVERY CLASS

51373 MUS. 202 JA MTWTh 6:30 8:35 2-110 Staff 3.0
Start and end dates for section 51373: 6/22 7/30

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. Plus minimum 32 practice hours per term. (CSU/UC*)

53069 MUS. 301 AA MTWTh 10:40 12:45 2-240 Ferguson, C. 1.0
Start and end dates for section 53069: 6/22 7/30

MUS. 371 GUITAR I
Techniques of guitar performance and reading music. Plus minimum 32 practice hours per term. Students must supply their own instruments. (CSU/UC*)

EVERY CLASS

53295 MUS. 371 JX MW 6:30 9:45 2-150 Ferguson, C. 1.0
Start and end dates for section 53295: 6/22 8/12

OFF-CAMPUS CLASSES

54284 MUS. 371 AXH TWTh 9:10 12:00 HMB-D210 Nichols, J. 1.0
Start and end dates for section 54284: 7/14 7/23
NOTE: This course meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

MUS. 372 GUITAR II
Continuation of MUS. 371 with emphasis on solo performance. Plus minimum 32 practice hours per term. Students must supply their own instruments. Prerequisite: MUS. 371. (CSU/UC*)

EVERY CLASS

53281 MUS. 372 JX MW 6:30 9:45 2-150 Ferguson, C. 1.0
Start and end dates for section 53281: 6/22 8/12

OFF-CAMPUS CLASSES

54286 MUS. 372 AXH TWTh 9:10 12:00 HMB-D210 Nichols, J. 1.0
Start and end dates for section 54286: 7/14 7/23
NOTE: This course meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

MUS. 373 GUITAR III
Continuation of MUS. 372 with emphasis on solo performances. Plus minimum 32 practice hours per term. Students must supply their own instruments. Prerequisite: MUS. 372. (CSU/UC*)

EVERY CLASS

53292 MUS. 373 JX MW 6:30 9:45 2-150 Ferguson, C. 1.0
Start and end dates for section 53292: 6/22 8/12

MUS. 374 GUITAR IV
Continuation of MUS. 373 with emphasis on solo performances. Plus minimum 32 practice hours per term. Students must supply their own instruments. Prerequisite: MUS. 373. May be taken four times for a maximum of 4 units. (CSU/UC*)

EVERY CLASS

53294 MUS. 374 JX MW 6:30 9:45 2-150 Ferguson, C. 1.0
Start and end dates for section 53294: 6/22 8/12

MUS. 665MA 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.

EVERY CLASS

53954 MUS. 665MA JA W 7:00 10:10 3-175 Munzenrider, J. .5
Start and end dates for section 53954: 6/24 8/12

How to read class information can be found on page 25
NURSING

NURS 610 BASIC MEDICATION DOSAGE CALCULATIONS FOR NURSES
Prepares nursing students to calculate oral and parenteral drug dosages with a focus on safety and accuracy. Students will learn the different systems of measurements and conversion of one system to another. Calculation accuracy will be emphasized by using critical thinking skills and applying these skills to clinical scenarios. Prerequisite: Pass the CSM Math Placement Test 3 with a score of 21 or above, or have completed MATH 120 (Intermediate Algebra) or equivalent with a grade C or higher. Pass/No Pass grading. Course may be repeated four times for a maximum of four units. (CSU)

SATURDAY/SUNDAY CLASSES
52743 NURS 610 S1H Sa/Su 9:10 5:00 23-173 Isaeff, T. .5
Start and end dates for section 52743: 6/27 6/28

NURS 615 PHARMACOLOGY FOR NURSES: PRACTICAL APPLICATIONS
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 and the “Top 200 medications” prescribed annually. Pass/No Pass grading. (CSU)

FRIDAY/SATURDAY CLASSES
54209 NURS 615 S1H Sa 9:10 5:00 23-173 Isaeff, T. 1.0
First meeting date for section 54209: 7/11
Sa 9:10 1:00 23-173
Second meeting date for section 54209: 7/18
F 9:10 1:00 23-173
Final meeting date for section 54209: 8/7

NURS 620 BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS
This 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. Pass/No Pass grading. (CSU)

Saturdays: 7/11, 7/18, 8/4
First meeting date for section 53965: 7/27 7/29

NURS 630 INTRODUCTION TO MEDICAL TERMINOLOGY
This online course is designed to familiarize students with the basics of vocabulary used in the medical and health professions. Medical terminology is taught by using a systematic word-building approach. This four week self-paced course requires excellent time management skills, computer skills and commitment by the student. Required online exercises and tests will be submitted electronically every Friday. The final exam will be on campus. To increase competency, may be taken twice for a maximum of 6 units. (CSU)

ONLINE CLASSES
54253 NURS 630 WWH See pages 52-53 Online-CRS Hantz, S. 3.0
Start and end dates for section 54253: 6/27 7/3
54255 NURS 630 WYH See pages 52-53 Online-CRS Hantz, S. 3.0
Start and end dates for section 54255: 6/27 7/31

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. Pass/No Pass grading. (CSU)

SATURDAY/SUNDAY CLASSES
52743 NURS 666 S1H Sa/Su 9:10 5:00 23-173 Isaeff, T. 1.0
Start and end dates for section 52743: 6/27 6/28

Nursing courses continued on next page
**NURS 800 SUCCESS STRATEGIES FOR AN R.N. PROGRAM**

This course allows interested students a safe “transitional time” prior to beginning an RN program to maximize personal and educational strengths, resources and experiences in preparation to successfully meet the expectations of a Nursing Program. The goal of this course is to offer additional preparation opportunities to socialize students to the student nurse role. Recommend completion of MATH 110, BIOL 250 and be eligible for ENGL 100.

52978 NURS 800 B2  M 10:00 3:00 23-173 Isaeff, T. 1.0
First meeting date for section 52978: 7/20
T 7:30 2:30 23-173
Second meeting date for section 52978: 7/21
W 7:30 11:30 23-173
Final meeting date for section 52978: 7/22

54215 NURS 800 C2  M 10:00 3:00 23-173 Isaeff, T. 1.0
First meeting date for section 54215: 8/10
T 7:30 2:30 23-173
Second meeting date for section 54215: 8/11
W 7:30 11:30 23-173
Final meeting date for section 54215: 8/12

**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 minimum 16 hours by arrangement per term. (CSU/UC)

54276 OCEN 100 AA  MTW 8:10 4:00 23-173 Isaeff, T. .5-1.5
Start and end dates for section 54276: 8/3 8/5

**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 equivalent skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN PHIL 2)

50709 PHIL 100 AA  MTWTh 8:10 10:15 14-118 Zoughbie, A. 3.0
Start and end dates for section 50709: 6/22 7/30

51449 PHIL 100 AB  MTWTh 10:40 12:45 14-218 Zoughbie, A. 3.0
Start and end dates for section 51449: 6/22 7/30

**PHYSICAL EDUCATION**

**ADAPTED**

**ADAP 110 ADAPTED GENERAL CONDITIONING**

Offered primarily for students with physical limitations. Therapeutic exercise to develop muscular endurance. Pass/No Pass grading. May be repeated according to results of individual testing. (CSU/UC*)

50479 ADAP 110 AA  MTWTh 10:40 11:50 8-203 Chu, C. .5
Start and end dates for section 50479: 6/22 8/13

51507 ADAP 110 CA  MTWTh 12:00 1:10 8-203 Chu, C. .5
Start and end dates for section 51507: 6/22 8/13

**ADAP 140 ADAPTED WEIGHT CONDITIONING**

Designed primarily for students with physical disabilities. Instruction includes various weight lifting techniques and exercises to enhance the students’ physical well being. An individualized exercise program includes: circuit weight training, whole body movement lifts, self training, single muscle isolation and stabilization lifts, and stretching techniques. Pass/No Pass grading. (CSU/UC*)

50480 ADAP 140 AA  MTWTh 1:30 2:40 8-117 Chu, C. .5
Start and end dates for section 50480: 6/22 8/13

**AQUATICS**

**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 16 lab hours by arrangement per term. **Prerequisite:** Completion of AQUA 109 AA with a grade of C or higher OR concurrent enrollment in READ 400 or 405 OR equivalent skill level as indicated by the reading placement tests or other measures. (CSU/UC)

54046 AQUA 109 AA  MTWTh 8:00 10:00 TBA Wright, R. 1.0
Start and end dates for section 54046: 6/22 7/30

Contact Coach Randy Wright at 574-6449 if you are interested in AQUA 109 AA.

**DANCE**

**DANC 151 BEGINNING SOCIAL DANCE**

An introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of various dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances selected from the following list are taught: East Coast Swing, Slow Waltz, Cha-Cha, Night Club Two-Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option.

53809 DANC 151 LA  MTWTh 6:00 7:50 8-203 Walton, J. .5
Start and end dates for section 53809: 6/23 7/30

How to read class information can be found on page 25
**DANC 161 TANGO ARGENTINO**
Introduces students to the essence of Argentine Tango (the dance of love) as well as basic improvisational skills. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (CSU/UC)

**DANC 195 DANCING WITHOUT LIMITS**
Dance for abled and disabled students with or without previous dance experience. This class is designed to give people an artistic outlet, to reassure them of their range of movement possibilities and to bring music into their lives. This is intended to nourish individual creativity in Dance by using the language of everyday bodies to express imagery and to develop choreography for performance. May be repeated three times for competency. (CSU, UC)

**DANC 680MB SALSA CONDITIONING**
For the beginner dance student. Body conditioning exercises designed to develop and/or improve balance, strength, and flexibility for salsa dancing. Development of basic movement skills utilizing body isolation exercises to salsa music. Strong emphasis on shine steps (or freestyle salsa steps without a partner) and understanding the rhythms of salsa music. Introduction to beginning techniques and patterns of partner salsa dancing for both leaders and followers. May be repeated three times for a maximum of 3 units. (CSU/UC)

**FITN 116 BODY CONDITIONING**
Individual flexibility, agility, strength and aerobic fitness. Plus minimum 16 lab hours by arrangement per term. May be taken four times for a maximum of 4 units. (CSU/UC)

**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 minimum 16 lab hours by arrangement per term. Recommended Preparation: recent physical examination. May be taken four times for a maximum of 6 units. (CSU)

**FITN 220 WEIGHT CONDITIONING FOR VARSITY FOOTBALL**
Course designed for varsity sports candidates; teaching students to use overhead weight training to build bulk and strength. Recommended only for Varsity Football candidates. FITN 220 AO: Open entry/open exit and variable units only. May be taken four times for a maximum of 8 units. (CSU/UC*)

**FITN 237 TOTAL CORE TRAINING**
Designed to incorporate various core movement exercises including: dumb bell weights, calisthenics, whole body lifts, jump rope, speed drills, various agility drills, medicine ball throws and core movements and flexibility exercises. Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. (CSU)

**FITN 301 SPINNING**
Spinning includes ongoing technique, proper bike set-up, body positioning, terminology, gear, 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. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (CSU)

**FITN 334 YOGA**
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 minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (CSU)

**FITN 352 SPINNING**
A fitness class integrating techniques, body positioning and terminology. Designed for both the beginner spinner as well as advanced spinners which allows all who participate to spin at their own maximum capacity. May be taken four times for a maximum of 4 units. (CSU)

**FITN 364 BODY CONDITIONING**
A fitness class utilizing muscle movement theory and principles to improve balance and posture. This class is appropriate for all ages and abilities. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (CSU)

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
FITN 335 PILATES
Training of the muscles of the torso through controlled exercises that increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (CSU/UC)
54119 FITN 335 BA MTWTh 11:00 12:10 8-202 Bolton, S. .5
Start and end dates for section 54119: 6/22 7/30

OFF-CAMPUS/SCIENCE CLASS
54259 FITN 335 HAH MWF 8:30 9:35 HMB-C106 Staff .5
Start and end dates for section 54259: 6/22 7/30
54257 FITN 335 HCH TTh 9:30 10:45 HMB-C106 Werner, K. .5
Start and end dates for section 54257: 6/23 8/13
NOTE: FITN 335 HAH (54259) and FITN 335 HBH (54257) meet at the CSM Costside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For a full listing of off-campus classes, see page 48.

TEAM SPORT

TEAM 105 ADVANCED BASEBALL
Training class for prospective varsity baseball participants. Plus 16 lab hours by arrangement per term. Recommended Preparation: interscholastic baseball or equivalent. May be taken four times for a maximum of 16 units. (CSU/UC*)
Advanced Baseball meets Mondays, 5–8 pm and Wednesdays 12–3 pm.
50838 TEAM 105 AA By Arr 6.0 Hrs/Wk Field Williams, D. .5
Start and end dates for section 50838: 6/22 7/29

TEAM 119 TOURNAMENT BASKETBALL FOR WOMEN
Major concepts of basketball - defense, offense, conditioning, strategies and rules taught in tournament format. Designed for the advanced student with previous interscholastic or intercollegiate experience.
54145 TEAM 119 LA Th 5:00 9:05 8-201 Warner, M. .5
Start and end dates for section 54145: 6/25 7/30

TEAM 135 ADVANCED FOOTBALL AND CONDITIONING
Basic skills review. Introduction to advanced sport techniques. Plus minimum 16 lab hours by arrangement per term. Recommended Preparation: interscholastic varsity football experience or equivalent. Open entry/open exit. Variable units. May be taken four times for a maximum of 10 units. (CSU/UC)
Advanced Football and Conditioning meets Monday through Saturday from 8:30 am–12:30 pm and 1:30 pm–6:00 pm.
51296 TEAM 135 AO By Arr 51 Hrs/Wk 96-TURF Pollack, B. .5-1.5
Start and end dates for section 51296: 8/3 8/12

TEAM 148 INDOOR SOCCER
An activity course that introduces basic soccer skills, developmental drills and strategy. Intermediate and advanced players will benefit from the opportunity to improve existing skills. The course is held in the gymnasium using a modified format of the outdoor game. Skill development through individual and group drills; skills applied in competitive class tournament format. Plus minimum 16 lab hours by arrangement per term. (CSU)

PHYSICS

PHYS 250 PHYSICS WITH CALCULUS I
Mechanics, wave motion and special relativity. Plus minimum 32 hours by arrangement per term. 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. (CSU/UC) (PHYS 250, 260 and 270 = CAN PHYS SEQ B)
Start and end dates for section 50713: 6/22 8/13
50713 PHYS 250 AA MTWTh 8:20 10:25 36-114 Janatpour, M. 4.0
MTWTh 10:40 12:00 36-114
Start and end dates for section 50713: 6/22 8/13
### Reading

**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. Pass/No Pass or letter grade option. (CSU)

#### EVENING CLASSES

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Instructor</th>
<th>Units</th>
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<td>PLSC 100 JA</td>
<td>MW</td>
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<td>18-102</td>
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<td>51713</td>
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#### TV/SATURDAY CLASSES

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<td>50826</td>
<td>PLSC 100 TVH</td>
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<td>11:00–1:00 pm</td>
<td>18-304</td>
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#### 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)

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#### 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. Pass/No Pass or letter grade option. (CSU/UC)

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#### 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)

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#### 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)

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#### 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. Pass/No Pass or letter grade option. (CSU/UC)

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#### Reading

**READ 412 College-Level Individualized Reading Improvement**

Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using college-level reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Pass/No Pass grading. Open entry/open exit. Variable units. Students may enroll at any time through the fourth week of the term. May be taken four times for a maximum of 12 units. (CSU)

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#### READ 454 College-Level Vocabulary Improvement I

A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. Pass/No Pass grading. Open entry/open exit. Variable units. Students may enroll at any time through the fourth week of the term. May be taken three times for a maximum of 4.5 units. (CSU)

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READ courses continued on next page
READ 455 COLLEGE-LEVEL VOCABULARY IMPROVEMENT II
A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. Pass/No Pass grading. Open entry/open exit. Variable units. Students may enroll at any time through the fourth week of the term. May be taken three times for a maximum of 4.5 units. (CSU)

Start and end dates for section 54001: 6/22 - 7/30

54001  READ 455 AO  By Arr 4-10.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5

READ 812 INDIVIDUALIZED READING IMPROVEMENT
Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using a variety of reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. By Arr 1.5-9.0 Hrs/Wk. (Units do 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 term to meet with an instructor.

Start and end dates for section 51553: 6/22 - 7/30

51553  READ 812 AO  By Arr 4-24.0 Hrs/Wk 18-101 Movahhed, B. .5-3.0

READ 814 BASIC SPELLING MASTERY
Self-paced individualized course to facilitate basic spelling mastery. Includes basic plural rules, final e rules, ie/ei rules, silent letters, basic homonyms, and commonly misspelled words. Pass/No Pass grading. Open entry/open exit. Variable units. (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 term to meet with an instructor. May be taken twice for a maximum of 2 units.

Start and end dates for section 52462: 6/22 - 7/30

52462  READ 814 AO  By Arr 4-8.0 Hrs/Wk 18-101 Movahhed, B. .5-1.0

READ 815 ADVANCED SPELLING MASTERY
A self-paced, individualized course to facilitate advanced spelling mastery. Includes advanced plural rules, rules for doubling the final consonant, rules for words ending in able/ible, ance/ence, ceed,cede, and cede, advanced homonyms, and higher-level misspelled words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken 2 times for a maximum of 2 units. By Arr 1.5-3.0 Hrs/Wk. (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 term to meet with an instructor.

Start and end dates for section 52463: 6/22 - 7/30

52463  READ 815 AO  By Arr 4-10.0 Hrs/Wk 18-101 Movahhed, B. .5-1.0

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 minimum 16 hours by arrangement per term. Recommended Preparation: ESL 857 (or appropriate skill level indicated by the Reading placement tests and other measures). May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

Start and end dates for section 52690: 6/22 - 7/30

52690  READ 825 AA  MTWTh 8:10-10:15 16-101 Marron, J. 3.0

READ 830 COLLEGE AND CAREER READING
Analysis of expository writing, including extended textbook passages, work documents, and fictional writing, essential to proficient reading in college courses and job-related reading. Emphasis on applying reading strategies to comprehend and retain textbook information and perform better on academic and career-related tests. Additional focus on recognition of an author's thesis, supporting details, point of view, purpose, tone, bias, and conclusions through in-depth analysis of essays, textbook excerpts, and book-length works. Intensive work with vocabulary and word origins. Qualifies as preparation for READ 400 and READ 405. Plus minimum 16 hours by arrangement per term. Recommended Preparation: READ 825 with a grade of C or higher or appropriate skill level indicated by the Reading placement tests and other measures. Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units.

Start and end dates for section 50736: 6/22 - 7/30

50736  READ 830 AA  MTWTh 10:40-12:45 16-101 Marron, J. 3.0

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. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 4.5 units. Students may register at any time but should go to the Reading Center (18-101) during the first week of the term to meet with an instructor. (Units do not apply toward AA/AS degree.)

Start and end dates for section 52466: 6/22 - 7/30

52466  READ 852 AO  By Arr 4-8.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5

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. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 4.5 units. Students may register at any time but should go to the Reading Center (18-101) during the first week of the term to meet with an instructor. (Units do not apply toward AA/AS degree.)

Start and end dates for section 52467: 6/22 - 7/30

52467  READ 853 AO  By Arr 4-8.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5

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)

Start and end dates for section 53285: 6/22 - 8/5

53285  R.E. 100 AA  MW 1:00-5:00 19-105 Keavney, B. 3.0

EVENING CLASSES

50730  R.E. 100 JA  TH 7:00-10:15 19-105 Gottlieb, M. 3.0

Start and end dates for section 50730: 6/23 - 9/13

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.)

Start and end dates for section 52099: 6/25 - 7/30

52099  R.E. 801 AA  Th 1:00-5:00 19-105 Keavney, B. 1.5

SOCIOLOGY

SOCI 100 INTRODUCTION TO SOCIOLOGY
Analysis of 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. Pass/No Pass or letter grade option. (CSU/UC) (CAN SOC 2)

50746  SOCI 100 AA  MTWTh 8:10 10:15 14-116  Crawford, Z. 3.0
Start and end dates for section 50746: 6/22 7/30

50747  SOCI 100 AB  MTWTh 10:40 12:45 14-116  Mathur, M. 3.0
Start and end dates for section 50747: 6/22 7/30

**EVENING CLASSES**

50748  SOCI 100 JA  MW 6:00 8:30 14-116  Mathur, M. 3.0
Start and end dates for section 50748: 6/22 8/12

50749  SOCI 100 TVH Intro Mtg 11:00–1:00 pm 18-308  Mathur, M. 3.0
Introductory meeting for section 50749: 6/27
See pages 54–55
Start and end dates for section 50749: 6/27 8/13

**TV/SATURDAY CLASSES**

53613  SOCI 100 JB  TTh 5:45 9:00  MK-0000  Crawford, Z. 3.0
Start and end dates for section 53613: 6/23 8/13

**OFF-CAMPUS/EVENING CLASSES**

50755  SPCH 100 AA  MTWTh 8:10 10:15 16-245  Motoyama, C. 3.0
Start and end dates for section 50755: 6/22 7/30

50756  SPCH 100 AC  MTWTh 10:40 12:45 16-245  Motoyama, C. 3.0
Start and end dates for section 50756: 6/22 7/30

**EVENING CLASSES**

50757  SPCH 100 JB  MW 6:30 9:45 16-245  Li, Y. 3.0
Start and end dates for section 50757: 6/22 8/12

50760  SPCH 120 AA  MTWTh 8:10 10:15 16-247  Kramm, G. 3.0
Start and end dates for section 50760: 6/22 7/30

53293  SPCH 120 AB  MTWTh 10:40 12:45 16-247  Kramm, G. 3.0
Start and end dates for section 53293: 6/22 7/30

52894  SPCH 120 AC  MTWTh 10:40 12:45 16-143  Paoli, P. 3.0
Start and end dates for section 52894: 6/22 7/30

**OFF-CAMPUS/EVENING CLASSES**

50761  SPCH 120 JC  TTh 6:30 9:45 16-245  Perry, L. 3.0
Start and end dates for section 50761: 6/23 8/13

**SPANISH**

**SPAN 111 ELEMENTARY SPANISH I**

Study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. This course covers approximately the first half of the material covered in SPAN 110. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Pass/No Pass or letter grade option. (CSU/UC)

51554  SPAN 111 AA  MTWTh 10:40 12:45 16-204  Dinelli, A. 3.0
Start and end dates for section 51554: 6/22 7/30

**EVENING CLASSES**

50754  SPAN 111 JA  TTh 6:30 9:45 16-143  Collis, H. 3.0
Start and end dates for section 50754: 6/23 8/13

**SPAN 801 CONVERSATIONAL SPANISH I, ELEMENTARY**

A practical course in the Spanish language approach by way of conversation. Intensive drill in the patterns and idioms of daily speech, supported by sufficient grammar to give flexibility in the spoken language. Pass/No Pass grading. This course will not fulfill the language requirement at California State Universities or the University of California.

54298  SPAN 801 BXH Daily 1:00 4:30  HMB-C106 Hidalgo de Keck 2.0
Start and end dates for section 54298: 6/22 7/2

**NOTE:** This course meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

**SPAN 802 CONVERSATIONAL SPANISH II, ELEMENTARY ADVANCED**

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

54297  SPAN 802 BXH Daily 1:00 4:30  HMB-C106 Hidalgo de Keck 2.0
Start and end dates for section 54297: 6/22 7/2

**NOTE:** This course meets at the CSM Coastside Shoreline Station at 225 South Cabrillo Highway, Half Moon Bay. For full listing of off-campus classes, see page 48.

**SPEECH COMMUNICATION**

**SPCH 100 PUBLIC SPEAKING**

Practice in delivering extemporaneous speeches; study of effective communication; organizing and outlining; critical listening; analysis and evaluation. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (CSU/UC) (CAN SPCH 4)

50755  SPCH 100 AA  MTWTh 8:10 10:15 16-245  Motomya, C. 3.0
Start and end dates for section 50755: 6/22 7/30

50756  SPCH 100 AC  MTWTh 10:40 12:45 16-245  Motomya, C. 3.0
Start and end dates for section 50756: 6/22 7/30

**EVENING CLASSES**

50757  SPCH 100 JB  MW 6:30 9:45 16-245  Li, Y. 3.0
Start and end dates for section 50757: 6/22 8/12

50760  SPCH 120 AA  MTWTh 8:10 10:15 16-247  Kramm, G. 3.0
Start and end dates for section 50760: 6/22 7/30

53293  SPCH 120 AB  MTWTh 10:40 12:45 16-247  Kramm, G. 3.0
Start and end dates for section 53293: 6/22 7/30

52894  SPCH 120 AC  MTWTh 10:40 12:45 16-143  Paoli, P. 3.0
Start and end dates for section 52894: 6/22 7/30

**OFF-CAMPUS/EVENING CLASSES**

52449  SPCH 120 JA  MW 6:30 9:45 16-143  Paoli, P. 3.0
Start and end dates for section 52449: 6/22 8/12

50761  SPCH 120 JC  TTh 6:30 9:45 16-245  Perry, L. 3.0
Start and end dates for section 50761: 6/23 8/13

**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

**Programs**

Computer Information Technology
Computer Business Office 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

**Skyline College**

3300 College Drive
San Bruno, CA 94066
(650) 335-7000 (day)
(650) 738-4251 (evening)

**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

View current open classes at [collegeofsanmateo.edu/openclasses](http://collegeofsanmateo.edu/openclasses)
ART

ART 665MC ADVANCED TOPICS IN WATERCOLOR
See page 28 for detailed course information.

ENGLISH

ENGL 161 CREATIVE WRITING I
See page 34 for detailed course information.

ENGL 162 CREATIVE WRITING II
See page 34 for detailed course information.

ENGL 163 CREATIVE WRITING III
See page 34 for detailed course information.

ENGLISH AS A SECOND LANGUAGE

ESL 880MA ESL FOR THE WORKPLACE
See page 35 for detailed course information.

HORTICULTURE

HORT 326 GROWING ORCHIDS
See page 37 for detailed course information.

ITALIAN

ITAL 802 CONVERSATIONAL ITALIAN II
See page 37 for detailed course information.

MUSIC

MUS. 371 GUITAR I
See page 40 for detailed course information.

MUS. 372 GUITAR II
See page 40 for detailed course information.

PHYSICAL EDUCATION

FITNESS

FITN 334 YOGA
See page 43 for detailed course information.

FITN 335 PILATES
See page 44 for detailed course information.

INDIVIDUAL SPORT

INDV 160 GOLF
See page 44 for detailed course information.

SPANISH

SPAN 801 CONVERSATIONAL SPANISH I, ELEMENTARY
See page 47 for detailed course information.

SPAN 802 CONVERSATIONAL SPANISH II, ELEMENTARY ADVANCED
See page 47 for detailed course information.
College of San Mateo Distance Learning Guide

Area Code for College of San Mateo is 650

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 semester. (** indicates MANDATORY introductory meeting.)
- Distance learning courses parallel courses taught in the classroom and are transferrable 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 60-1, 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 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 in Room 181 (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. Hours are Monday–Friday, 8:30 a.m. - 4:30 p.m.

Distance Learning Website: 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 collegeofsanmateo.edu/bookstore.

In addition to regular hours, the Bookstore will be open on Saturday, June 27, 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.

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 Media, Inc. also rents the complete telecourse for the entire semester. Fees are non-refundable. Mastercard, Visa and money orders accepted. Call 1-800-745-5480 or order online at www.actmedia.org.

Use Your Video Cassette Recorder

Students can record telecourse programs off the air and view them at a more convenient time. Simply set your VCR or DVD 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

Some 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.

Where can I find KCSM-TV?

**Cable Viewers**

Channel 17 (in most areas)
Channel 15 on the coast
Channel 19 San Bruno Cable

**Satellite Viewers**

Dish Subscribers: Channel 60 or 8235 (older receivers)
Direct TV Subscribers: Channel 43 or 904 (older receivers)

**Digital Viewers**

Channel 60.1 and 60.2 (Jazz TV)

**TV Guide**

Listed as Channel 43

Listed as Channel 43
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 frequently 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 page 49.

4. Written Assignments
Students complete written work or special projects as assigned by the instructor.

**Distance Learning Registration**
- Register online or in person.
- Cost is only $20 per unit for California residents. (See note under Fees on this page.)
- A student enrolled in distance learning courses who officially drops by the stated deadline may be eligible for a partial refund or credit of the enrollment fee/nonresident fee. Please see “Credit and Refund Policy” on page 15.
- 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 2008, Fall 2008 and/or Spring 2009, follow the How to Register instructions for continuing students on page 4 to take advantage of your registration priority and register using WebSMART.

**New and Former Students**

Students who have never enrolled at CSM, Cañada College or Skyline College, or whose last enrollment was prior to Spring 2008, may submit their application for admission on the Web at collegeofsanmateo.edu/apply 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 2009 telecourses and online courses is the mandatory introductory meeting shown for each class in the Distance Learning course listings (pgs. 52–55). Assistance with registration will be available on campus in Building 9, Lower Level on Friday, June 26, 5:30 to 7:30 pm and Saturday, June 27, 8:30 am to 2:30 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 class instructor, to request course authorization codes.

**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 Cashier’s 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 14) In addition, if they have not been residents of California (as defined in the Education Code) continuously since January 19, 2008, they must pay an additional nonresident tuition fee of $191 per unit. Foreign students also need to pay an additional $9 per unit nonresident capital outlay fee for a total of $200 per unit.

**Getting Started in Your Course:**

**Attend the Introductory Meeting**

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 your instructor 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 must petition for reinstatement. Obtain the petition form from Counseling Services (Building 1, Room 207).

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada College or Skyline College since Spring 2008 must complete an application for admission in addition to the petition for reinstatement.
Pass/No Pass 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 Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass grading; students electing the Pass/No Pass 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 Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass 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 2009 telecourse by the stated ‘last day to drop with refund’ deadline, you may be eligible for a partial refund of enrollment fee/nonresident fee. See “Credit and Refund Policy” on page 15. 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 by WebSMART, mail, or in person at the Office of Admissions and Records. Withdrawal requests must be postmarked 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 52–55 for deadlines).

Final Grades Reported on WebSMART and SMART

Final grades will be available on WebSMART beginning August 17, 2009.

“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.

1. My need to take this course now is:
   a. High - I need it immediately for degree, job or other important reason.
   b. Moderate - I could take it on campus later or substitute another course.
   c. Low - It’s a personal interest that could be postponed.

2. Feeling that I am part of a class is:
   a. Not particularly necessary to me.
   b. Somewhat important to me.
   c. Very important to me.

3. I would classify myself as someone who:
   a. Often gets things done ahead of time.
   b. Needs reminding to get things done on time.
   c. Puts things off until the last minute.

4. Classroom discussion is:
   a. Rarely helpful to me.
   b. Sometimes helpful to me.
   c. Almost always helpful to me.

5. When an instructor hands out directions for an assignment, I prefer:
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then asking for help as needed.
   c. Having the instructions explained to me.

6. I need faculty comments on my assignments:
   a. Within a few weeks, so I can review what I did.
   b. Within a few days, or I forget what I did.
   c. Right away, or I get very frustrated.

7. Considering my professional and personal schedule, the amount of time I have to work on a distance learning course is:
   a. More than enough for a campus class or a distance learning course.
   b. The same as for a class on campus.
   c. Less than for a class on campus.

8. When I am asked to use VCRs, computers, voice mail, e-mail, or other technologies new to me:
   a. I look forward to learning new skills.
   b. I feel apprehensive, but try anyway.
   c. I put it off or try to avoid it.

9. As a reader, I would classify myself as:
   a. Good - I usually understand the text without help.
   b. Average - I sometimes need help to understand the text.
   c. Slower than average.

10. If I have to go to campus to take exams or complete work:
    a. I can go to campus anytime.
    b. I might miss some lab assignments or exam deadlines if campus labs are not open evenings and weekends.
    c. 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:

1. Distance learning students sometimes can end up neglecting classes because of personal or professional circumstances, unless they have compelling reasons for taking the course.
2. Some students prefer the independence of distance learning; others find it uncomfortable.
3. Distance learning classes give students greater freedom of scheduling, but they can require more self-discipline than on-campus classes.
4. 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.
5. Distance learning courses require you to work from written directions without face to face instruction.
6. It may take as long as two weeks to get comments back by mail from your instructor.
7. Distance learning courses require at least as much time as on-campus courses.
8. Distance learning courses frequently use technology for teaching and telecommunication.
9. Printed materials are the primary source of directions and information in distance learning courses.
10. All distance learning courses require some on-campus work: introductory, review sessions, exams, and labs. Student schedule flexibility is important.
Online Courses

Distance Learning Website: collegeofsanmateo.edu/dl

Deadline Dates
Deadline dates for courses are listed under the individual course.

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 frequently to keep apprised of schedule changes, new assignments, 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.

Accounting

QuickBooks: Set-up and Service Business
ACTG 144 WW (53790) (1.5 Units)
Introductory Meeting: None. Please see instructor’s website for additional information.
Start/End date: 6/27–8/8
Website: www.smccd.edu/accounts/raeber
Instructor: Sandra Raeber
e-mail: raeber@smccd.edu
Phone: 574-6665
Registration Deadline: June 24
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 21

QuickBooks: Payroll and Merchandising Business
ACTG 145 WW (53792) (1.5 Units)
Introductory Meeting: None. Please see instructor’s website for additional information.
Start/End date: 6/27–8/8
Website: www.smccd.edu/accounts/raeber
Instructor: Sandra Raeber
e-mail: raeber@smccd.edu
Phone: 574-6665
Registration Deadline: June 24
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 21

Biology

Introduction to Life Sciences
BIOL 100 WW (53310) (3 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 6/24-8/12
Website: http://smccd.mrooms.net
Instructor: Tania Beliz
e-mail: beliz@smccd.edu
Phone: 574-6248
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

Human Biology
BIOL 130 WW (53796) (3 Units)
Introductory Meeting: Mon., June 22**
6:10–7:25 pm
Bldg. 36, Room 215

Start/End date: 6/22-8/10
Website: http://www.smccd.edu/accounts/martin/
Instructor: Theresa Martin
e-mail: martin@smccd.edu
Phone: 574-6252
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

Business

Introduction to Insurance
BUS 352 WW (54210) (1 Unit)
Introductory Meeting: Mon., June 22**
6–7:50 pm
Bldg. 19, Room 103

Start/End date: 6/22–8/10
Website: www.ietraining.com
Instructor: David Blakesley
e-mail: david@ietraining.com
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

Property and Liability Insurance Principles
BUS 353 WW (54212) (3 Units)
Introductory Meeting: Tues., June 23**
6:30–9:30 pm
Bldg. 19, Room 103

Start/End date: 6/23–8/13
Website: www.ietraining.com
Instructor: David Blakesley
e-mail: david@ietraining.com
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

Business Applications - Windows Platform

Word Processing I Using Word for Windows
BUSW 214 WW (51814) (1.5 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 6/22–7/9
Website: www.smccd.edu/accounts/willis
Instructor: Janice Willis
e-mail: willis@smccd.edu
Phone: (650) 574-6477
Registration Deadline: June 24
Last Day to Drop with Refund: June 24
Last Day to Withdraw: July 8

Spreadsheet I Using Excel for Windows
BUSW 415 W1 (51570) (1.5 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 6/22–7/9
Website: www.smccd.edu/accounts/willis
Instructor: Janice Willis
e-mail: willis@smccd.edu
Phone: 574-6477
Registration Deadline: June 24
Last Day to Drop with Refund: June 24
Last Day to Withdraw: July 8

Spreadsheet II Using Excel for Windows
BUSW 416 W2 (53157) (1.5 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 7/13–7/30
Website: www.smccd.edu/accounts/willis
Instructor: Janice Willis
e-mail: willis@smccd.edu
Phone: 574-6477
Registration Deadline: July 15
Last Day to Drop with Refund: July 15
Last Day to Withdraw: July 29

Computer and Information Science

Introduction to Computer and Information Science
CIS 110 WW (52432) (3 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 6/22–8/1
Website: http://www.smccd.edu/accounts/martens/cis110ww
Instructor: Bryce Martens

** 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.
Introduction to Object-Oriented Program Design
CIS 254 WW (53311) (4 Units)
Introductory Meeting: Mon., June 22**
6–7:50 pm
Bldg. 19, Room 121
Start/End date: 6/22–8/12
Website: www.timlin.net
Instructor: Bob Timlin
e-mail: timlinr@smccd.edu
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

(CS1) Programming Methods: Java
CIS 255 WW (54130) (4 Units)
Introductory Meeting: Wed., June 24**
(Optional) 5–6:30 pm
Bldg. 19, Room 107
Start/End date: 6/24–8/12
Website: http://www.smccd.edu/accounts/murphy
Instructor: Melissa Green
e-mail: greenm@smccd.edu
Phone: 574-6374
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

Program Methods: C++
CIS 278 WW (53494) (4 Units)
Email instructor before class starts for current/updated information.
Introductory Meeting: Mon., June 22**
6–7:50 pm
Bldg. 19, Room 107
Start/End date: 6/22–8/13
Instructor: Louie Giambattista
e-mail: gmanat@gmail.com
Registration Deadline: June 24
Last Day to Drop with Refund: July 6
Last Day to Withdraw: July 29

Internet Programming: XML
CIS 379 WW (52005) (3 Units)
Introductory Meeting: Thurs., June 25**
(Optional) 6:30–7:30 pm
Bldg. 19, Room 107
Start/End date: 6/25–8/6
Website: http://www.smccd.edu/accounts/bohanj
Instructor: Janet Bohan
e-mail: bohanj@smccd.edu
Phone: 378-7301 ext. 19029
Registration Deadline: June 25
Last Day to Drop with Refund: July 6
Last Day to Withdraw: July 27

English
Composition and Reading
ENGL 100 WW (54207) (3 Units)
Introductory Meeting: Sat., June 27
11:00–12 noon
Bldg. 16, Room 105
Start/End date: 6/27-8/1
Website: http://www.smccd.edu/accounts/murphy
Instructor: Madeleine Murphy
e-mail: murphym@smccd.edu
Phone: 574-6344
Registration Deadline: June 24
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 21

Advanced Composition
ENGL 165 WW (54206) (3 Units)
Introductory Meeting: Sat., June 27
10–11 am
Bldg. 16, Room 105
Start/End date: 6/27-8/1
Website: http://www.smccd.edu/accounts/murphy
Instructor: Madeleine Murphy
e-mail: murphym@smccd.edu
Phone: 574-6344
Registration Deadline: June 24
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 21

Library Studies
Introduction to Library Research
LIBR 100 WW (54205) (1 Unit)
Introductory Meeting: Wed., July 1
4–5:30 pm
Bldg. 9, Room 200
Start/End date: 6/22–8/1
Website: http://www.smccd.edu/accounts/morris
Instructor: Teresa Morris
e-mail: morris@smccd.edu
Phone: 574-6579
Registration Deadline: June 24
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 21

Nursing
Introduction to Medical Terminology
NURS 630 WW (54253) (3 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 6/8–7/3
Instructor: Susan Hantz
e-mail: hantz@smccd.edu
Phone: 378-7220
Registration Deadline: June 9
Last Day to Drop with Refund: June 13
Last Day to Withdraw: June 24

NURS 630 WY (54255) (3 Units)
Introductory Meeting: None. Please contact instructor at email below before start date.
Start/End date: 7/6–7/31
Instructor: Susan Hantz
e-mail: hantz@smccd.edu
Phone: 378-7220
Registration Deadline: July 7
Last Day to Drop with Refund: July 13
Last Day to Withdraw: July 22

Political Science
American Politics
PLSC 210 WW (52526) (3 Units)
Introductory Meeting: Wed., June 24**
5–8 pm
Bldg. 18, Room 306
Start/End date: 6/24–8/12
Website: www.smccd.edu/accounts/armitage
Instructor: Leighton Armitage
e-mail: proarmitage@netscape.net
Phone: 574-6373
Registration Deadline: June 25
Last Day to Drop with Refund: July 7
Last Day to Withdraw: July 30

California State and Local Government
PLSC 310 WW (51811) (3 Units)
Introductory Meeting: Mon., June 22
5–7 pm
Bldg. 18, Room 306
Start/End date: 6/22–7/27
Website: www.smccd.edu/accounts/armitage
Instructor: Leighton Armitage
e-mail: proarmitage@netscape.net
Phone: 574-6373
Registration Deadline: June 24
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 21
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 video programs.
- 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 its origins from Prehistoric times to the present day. **Recommended Preparation:** ENGL 848. Pass/No Pass or letter grade option. Not applicable to Art majors. (CSU)

Specific course requirement:
- Complete a Museum Paper.

TV: TTH 12–1 pm, June 30–July 28
Campus Meetings: Fri., 6:30–9:30 pm
Bldg. 18, Room 308

Introduction: June 26**
Midterm Review: July 10
Midterm: July 17
Final Review: July 31
Final Exam: Aug. 7
Instructor: Simon Pennington
Registration Deadline: June 26
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 27

Astronomy

**Introduction to Astronomy**
ASTR 100 TV (CRN 50502) (3 Units)
“Astronomy: Observations & Theories” is a new program on astronomy with descriptive information and discussion of current theories 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 29–July 24
Campus Meetings: Fri., 7–9 am
Bldg. 36, Room 109

Introduction: June 26**
Midterm Review: July 10
Midterm: July 17
Final Review: July 31
Final Exam: Aug. 7
Instructor: C.T. Vanajakshi
Registration Deadline: June 26
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 27

Business

**Contemporary American Business**
BUS. 100 TV (CRN 50511) (3 Units)
“It’s Strictly Business” is an introductory survey of the nature, organization, and structure of the American free enterprise system. **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 29–August 3
Campus Meetings: Sat., 11 am–1 pm
Bldg. 18, Room 203

Introduction: June 27**
Midterm: July 18
Final Exam: Aug. 8
Instructor: Staff
Registration Deadline: June 27
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 27

Consumer Arts and Science

Nutrition
C&S 310 TV (CRN 51650) (3 Units)
“Nutrition Pathways,” 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 29–August 3
Campus Meetings: Fri., 5–7 pm
Bldg. 18, Room 306

Introduction: June 26**
Midterm Review: July 10
Midterm: July 17
Final Review: July 31
Final Exam: Aug. 7
Instructor: Antoine Ferrang Bloom
Registration Deadline: June 26
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 27

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 848. (CSU)

Specific course requirement: Complete term paper.

TV: TTH 1–2 pm, June 30–July 30
Campus Meetings: Sat., 1–4 pm
Bldg. 18, Room 204

Introduction: June 27**
Midterm Review: July 11
Midterm: July 18
Final Review: Aug. 1
Final: Aug. 8
Instructor: Tony Kashani
Registration Deadline: June 27
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 27

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 or are taking 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 23–August 3
Campus Meetings: Sat., 9–11 am
Bldg. 36, Room 109

Introduction: June 27**
Midterm Review: July 11
Midterm: July 18
Final Review: Aug. 1
Final Exam: Aug. 8
Instructor: John Galloway
Registration Deadline: June 27
Last Day to Drop with Refund: July 2
Last Day to Withdraw: July 27

**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.”
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 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)

**Note:** This telecourse has an online component. Students MUST have e-mail and Web access.

**TV:** MTWThF 8–8:30 am, June 29–August 3

**Campus Meetings:** Thrs., 6–8 pm
Bldg. 16, Room 243

**Introduction:** June 25**

**Midterm Review:** July 9

**Midterm:** July 16

**Final Review:** July 30

**Final Exam:** Aug. 6

**Instructor:** Dennis Clare

**Registration Deadline:** June 25

**Last Day to Drop with Refund:** July 2

**Last Day to Withdraw:** July 27

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 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)

**Specific course requirement:**
- Complete the written assignments.

**TV:** MTWThF 9–9:30 am, June 29–August 3

**Campus Meetings:** Sat., 11 am–1 pm
Bldg. 18, Room 306

**Introduction:** June 27**

**Midterm:** July 18

**Final Exam:** Aug. 8

**Instructor:** Jeremy Ball

**Registration Deadline:** June 25

**Last Day to Drop with Refund:** July 2

**Last Day to Withdraw:** July 27

Courtship, Marriage and the Family
PSYC 110 TV (CRN 51469) (3 Units)
“Our Families, Ourselves” is a new telecourse series offering a contemporary look at marriages and families—and the choices, changes and constraints that affect individuals, diverse family types, and interpersonal relationships. **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. Pass/No Pass or letter grade option. (May not be taken for credit following SOCI 110.) (CSU/UC)

**Specific course requirement:**
- Complete the term paper.

**TV:** MTWThF 6–6:30 am, June 29–July 21

**Campus Meetings:** Sat., 9–11 am
Bldg. 18, Room 304

**Introduction:** June 27**

**Midterm Review:** July 11

**Midterm:** July 18

**Final Review:** Aug. 1

**Final Exam:** Aug. 8

**Instructor:** Michelle Horan

**Registration Deadline:** June 27

**Last Day to Drop with Refund:** July 2

**Last Day to Withdraw:** July 27

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 838 or 848; and completion of READ 400, 405, or 415 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 SOC 2)

**TV:** MTWThF 6:30–7 am, June 29–August 3

**Campus Meetings:** Thurs., 6–8 pm
Bldg. 16, Room 209

**Introduction:** June 25**

**Midterm Review:** July 9

**Midterm:** July 16

**Final Review:** July 30

**Final Exam:** Aug. 6

**Instructor:** James Clifford

**Registration Deadline:** June 25

**Last Day to Drop with Refund:** July 2

**Last Day to Withdraw:** July 27

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 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. Pass/No Pass or letter grade option. (CSU/UC)

**Specific course requirement:**
- Complete notes on each lesson.

**TV:** MWF 12–1 pm, June 29–July 27

**Campus Meetings:** Sat., 11 am–1 pm
Bldg. 18, Room 304

**Introduction:** June 27**

**Midterm Review:** July 11

**Midterm:** July 18

**Final Review:** Aug. 1

**Final Exam:** Aug. 8

**Instructor:** Michelle Horan

**Registration Deadline:** June 27

**Last Day to Drop with Refund:** July 2

**Last Day to Withdraw:** July 27

Sociology
Introduction to Sociology
SOCI 100 TV (CRN 50749) (3 Units)
“The Way We Live” is a new introduction to Sociology program which includes the origins and history of sociology, sociological theory and perspective—how society shapes our thoughts, feelings and actions, and how societies connect with one another. **Recommended Preparation:** eligibility for ENGL 838 or 848; and completion of READ 400, 405, or 415 with a grade of C or higher (or appropriate skill level indicated by the reading placement test and other measures.) Pass/No Pass or letter grade option. (CSU/UC) (CAN SOC 2)

**Specific course requirement:**
- Complete written assignments.

**TV:** MTWThF 9:30–10 am, June 29–July 28

**Campus Meetings:** Sat., 11 am–1 pm
Bldg. 18, Room 308

**Introduction:** June 27**

**Midterm Review:** July 11

**Midterm:** July 18

**Final Review:** Aug. 1

**Final Exam:** Aug. 8

**Instructor:** Minu Mathur

**Registration Deadline:** June 27

**Last Day to Drop with Refund:** July 2

**Last Day to Withdraw:** July 27
### Instructional Programs/Departments Directory - Summer 2009

**Area Code for College of San Mateo is 650**

<table>
<thead>
<tr>
<th>Key</th>
<th>Department</th>
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<tbody>
<tr>
<td>A</td>
<td>Advisor/Advisor &amp; Faculty</td>
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<tr>
<td>C</td>
<td>Counselor/Counselor &amp; Faculty</td>
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<td>F</td>
<td>Faculty</td>
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<tr>
<td>S</td>
<td>Staff</td>
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<tr>
<td>*</td>
<td>= Bilingual Counselor (Spanish)</td>
</tr>
</tbody>
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#### Accounting
- Rick Ambrose (A) 574-6475 ambrose@smccd.edu
- Bruce Maule (F) 574-6449 maule@smccd.edu
- Rosemary Nurre (F) 574-6493 nurre@smccd.edu
- Carolyn Fiori (F) 574-6493 fiori@smccd.edu

#### Adapted Physical Education
- Paul Sacoman (S) 378-7219 sacomanop@smccd.edu

#### Administration of Justice
- 574-6343; 574-6176
collegeofsanmateo.edu/atc

#### Alcohol & Other Drug Studies
- Angela Stocker (F) 574-6465; 574-6496 stocker@smccd.edu

#### Anthropology
- Andres Gonzales (F) 574-6336; 574-6496 gonzales@smccd.edu

#### Apprenticeship
- 574-6177
collegeofsanmateo.edu/atc

#### Aquatics
- Randy Wright (F) 574-6449 wright@smccd.edu

#### Architecture
- Laura Demsetz (A) 574-6617; 574-6268 demsetz@smccd.edu

#### Art
- Jude Pittman (F) 574-6291 pittman@smccd.edu

#### Assistive Technology
- Carolyn Fiori (F) 574-6432 fiori@smccd.edu
- collegeofsanmateo.edu/atc

#### Astronomy
- Darryl Stanford (F) 574-6236; 574-6268
collegeofsanmateo.edu/astronomy

#### Basketball - Women's
- Michelle Warner (F) 574-6602; 574-6268
- diamondk@smccd.edu
- basketball@smccd.edu

#### Biology
- Kathy Diamond (F) 574-6602; 574-6268
- diamondk@smccd.edu
- biology@smccd.edu

#### Broadcast & Electronic Media
- Michelle Brown (F) 524-6934
collegeofsanmateo.edu/broadcasting

#### Building Inspection
- 574-6228
- collegeofsanmateo.edu/buildinginspection

#### Business Administration
- Patricia Brannock (F) 574-6668 brannock@smccd.edu
- Craig Blake (F) 358-6738 blake@smccd.edu

#### Career & Life Planning
- Marsha Ramezane (D) 574-6413
- ramezane@smccd.edu

#### Chemistry
- Yin Mei Lawrence (F) 574-6410
- lawrence@smccd.edu

#### Community Education
- Renee Khoury (S) 574-6149
- khoury@smccd.edu
- Building 17, Room 137
- communityed.smccd.edu

#### Computer & Information Science (CIS)
- Stacey Grasso (F) 574-6693
collegeofsanmateo.edu/cis

#### Computer Forensics
- Starry Grasso (F) 574-6693
- grassos@smccd.edu
- computerforensics@smccd.edu

#### Cooperative Work Experience Education
- Steve Cooney (F) 358-6762
- cooney@smccd.edu
- collegeofsanmateo.edu/coop

#### Cosmetology
- Suzanne Russell (F) 574-6364
- russells@smccd.edu
- cosmetology@smccd.edu

#### Cross Country/Track & Field
- Joe Mangan (F) 574-6448; 574-6461
- mangan@smccd.edu

#### Dance
- 574-6461

#### Dental Assisting
- Colleen Kirby Banas (F) 574-6461
collegeofsanmateo.edu/dentalassisting

#### Drafting/CAD
- Lilya Vorobey (F) 358-6758
- vorobey@smccd.edu
- collegeofsanmateo.edu/drafting

#### Economics
- Kevin Henson (D) 574-6494
- henson@smccd.edu

#### Electronics
- 574-6228
- collegeofsanmateo.edu/electronics

#### Engineering
- Laura Demsetz (A) 574-6617; 574-6268
demsetz@smccd.edu
- collegeofsanmateo.edu/engineering

#### English & Literature
- Daniel Keller (F) 574-6580
- keller@smccd.edu
- madeleine.murphy@smccd.edu

#### English for Non-native Speakers (ESL)
- Sylvia Aguirre-Alberto (C)* 574-6160
- aguirre@smccd.edu
- frances.schulz@smccd.edu

#### Ethnic Studies
- Frederick Gaines (F) 574-6183
- gaines@smccd.edu

#### Film
- David Laderman (F) 574-6301
- laderman@smccd.edu

#### Fire Technology
- Keith Marshall (F) 574-6347; 574-6424
- collegeofsanmateo.edu/firetechnology

#### Floristry
- Wendy Pine (F) 574-6461
- pine@smccd.edu

#### Foreign Language
- 574-6357; 574-6314
- collegeofsanmateo.edu/foreignlanguages

#### Football
- Larry Owens (F) 358-6761
- owens@smccd.edu

#### Geography
- Angela Skinner-Orr (F) 574-6457; 574-6496
- skinner@smccd.edu

#### Geology
- Linda Hand (F) 574-6633; 574-6268
- hand@smccd.edu

#### Graphics
- Ed Seubert (F) 574-6278
- seuberte@smccd.edu

#### Health Science
- Tania Beliz (F) 574-6248
- beliz@smccd.edu
- collegeofsanmateo.edu/healthscience

#### History
- Mark Still (F) 574-6639; 574-6496
- still@smccd.edu

#### Horticulture
- Matt Leddy (F) 574-6496
- leddy@smccd.edu
- collegeofsanmateo.edu/horticulture

#### Human Services
- Dennis Clare (F) 574-6669; 574-6496
- clare@smccd.edu

#### Humanities
- 574-6193; 574-6496
- collegeofsanmateo.edu/humanities

#### Journalism
- Ed Remitz (F) 574-6558; 574-6314
- remitz@smccd.edu

#### Library
- (see Student Resources Directory)

#### Manufacturing/ Machine Tool Technology
- Lilya Vorobey (F) 574-6358; 574-6578
- vorobey@smccd.edu
- collegeofsanmateo.edu/manufacturing

#### Mathematics
- Cheryl Gregory (F) 574-6307; 574-6268
- gregory@smccd.edu
- collegeofsanmateo.edu/math

#### Meteorology
- David Robinson (F) 574-6358; 574-6268
- robinson@smccd.edu

#### Microcomputers/Online
- Patricia Brannock (F) 574-6668
- brannock@smccd.edu

#### Multimedia
- Diana Bennett (F) 574-6183
- multimedia@smccd.edu

#### Music
- Michael Galisatus (F) 574-6163
- galisatus@smccd.edu
- Chris Bobrowski (F) 574-6204
- bobrowski@smccd.edu
- collegeofsanmateo.edu/music

#### Music - Electronic
- Chris Bobrowski (F) 574-6204
- bobrowski@smccd.edu
- collegeofsanmateo.edu/music

#### Nursing
- Jane McAteer (A) 574-6682
- mcateer@smccd.edu
- Nursing Office
- Building 17, Room 121
- 574-6218; 574-6268
- collegeofsanmateo.edu/nursing

#### Oceanography
- Linda Hand (F) 574-6633; 574-6268
- hand@smccd.edu

#### Oceanography
- Steve Cooney (F) 574-6693
- cooney@smccd.edu
- collegeofsanmateo.edu/coop
### Academic Divisions and Instructional Programs/Departments

**Business/Technology**
- Accounting
- Administration of Justice
- Apprenticeship Training
- Building Inspection Technology
- Business

**Creative Arts/Social Science**
- Alcohol & Other Drug Studies
- Anthropology
- Art
- Economics

**Language Arts**
- English
- English for Non-native Speakers (ESL)
- Film History

**Math/Science**
- Architecture
- Astronomy
- Biology
- Chemistry
- Consumer Arts & Science
- Dental Assisting
- Dental Hygiene
- Engineering
- Geology
- Health Science

**Physical Education/Athletics/Dance**
- Athletics
- Intercollegiate Sports Theory
- Varsity
- Physical Education
- Adapted Aquatics
- Dance
- Fitness
- Individual Sports
- Team Sports
- Theory

**Coastside/Special Projects**
- CSM Coastside
- Community Education
- Distance Education
- Special Projects assigned by VPI
- Study Abroad

**Student Services**
- Career & Life Planning
- Cooperative Work
- Experience Education
- Developmental Skills
- Assistive Technology
- Learning Disabilities Assessment

### Contact Information

- **Paleontology**
  - Linda Hand (F)
  - 574-6633; 574-6268
  - hand@smccd.edu

- **Philosophy**
  - David Danielson (A)
  - 574-6376; 574-6496
  - danielson@smccd.edu

- **Photography**
  - Lyle Gomes (F)
  - 574-6292
  - gomes@smccd.edu
  - collegeofsanmateo.edu/photo

- **Physical Education**
  - Andreas Wolf (D)
  - 574-6626

- **Physics**
  - Barbara Uchida (F)
  - 574-6603; 574-6268
  - uchida@smccd.edu

- **Reading**
  - Carol Wills (F)
  - 574-6612; 574-6314
  - will@smccd.edu

- **Softball**
  - Nicole Borg (F)
  - 574-6464; 574-6461
  -borgn@smccd.edu

- **Speech Communication**
  - Yaping Li (F)
  - 574-6338; 574-6314
  - li@smccd.edu

- **Welding**
  - Durella Combs (F)
  - 574-6122
  - combs@smccd.edu

- **All Majors/Transfer - General Counselors**
  - Sylvia Aguirre-Alberto (C)*
  - Kathryn Brown (C)
  - Arnett Caviel (C)
  - Jacqueline Gamelin (C)
  - Aisha Upshaw (C)
  - Mary Valenti (C)

* = Bilingual Counselor (Spanish)
### Student Resources Directory - Summer 2009

(Services, Programs & Centers for Students)

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Faculty</td>
</tr>
<tr>
<td>C</td>
<td>Counselor/</td>
</tr>
<tr>
<td>A</td>
<td>Advisor/Advisor &amp; Faculty</td>
</tr>
<tr>
<td>D</td>
<td>Dean</td>
</tr>
<tr>
<td>S</td>
<td>Staff</td>
</tr>
</tbody>
</table>

#### Academic Advising & Counseling
(see Counseling Center)

#### Academic Support Services
(see Labs & Centers)

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>574-6163; Building 1, Second Floor; collegesanmateo.edu/admissions Peter (D); 574-6578; <a href="mailto:peters@smccd.edu">peters@smccd.edu</a></td>
</tr>
<tr>
<td>Business Microcomputer Labs</td>
<td>574-6489; 574-6474; Building 12, Rooms 79 &amp; 85</td>
</tr>
<tr>
<td>Business Office</td>
<td>574-6412; Building 1, Room 147; Monday through Friday; 8:00 am to 3:00 pm</td>
</tr>
<tr>
<td>Business Students Lab</td>
<td>574-6663; Building 12, Room 82</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>(see Food Service/Cafeteria)</td>
</tr>
<tr>
<td>CalWORKs Program</td>
<td>Danita Scott-Taylor (A); 574-6155; Building 20, Room 106; collegesanmateo.edu/calworks</td>
</tr>
<tr>
<td>Career Services/Student Employment</td>
<td>Jeanne Stalker (S); 574-6116; Building 1, Room 213; collegesanmateo.edu/career</td>
</tr>
<tr>
<td>Cashier</td>
<td>(see Business Office)</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Louise Piper (F); 574-6279; Building 33; Monday through Friday; 7:30 am to 5:00 pm; collegesanmateo.edu/childcenter</td>
</tr>
<tr>
<td>Coastside Office</td>
<td>726-6444; 225 South Cabrillo Highway; Half Moon Bay; collegesanmateo.edu/coastside</td>
</tr>
<tr>
<td>College Connection</td>
<td>Concurrent Enrollment Program (High School Students); collegesanmateo.edu/ccl</td>
</tr>
<tr>
<td>Community Education</td>
<td>Renee Khoury (S); 574-6149; <a href="mailto:khoury@smccd.edu">khoury@smccd.edu</a>; Building 17, Room 139; communityed.smccd.edu; Monday through Friday; 9:00 am to 4:00 pm</td>
</tr>
<tr>
<td>Computer &amp; Info Science (CIS) Lab</td>
<td>574-6327; Building 19, Rooms 124 &amp; 126; Building 7</td>
</tr>
<tr>
<td>Cooperative Agencies</td>
<td>Resources for Education (CARE)</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>• Academic Counseling Services</td>
</tr>
<tr>
<td>Counseling - Psychological Services</td>
<td>(see Psychological Services)</td>
</tr>
<tr>
<td>Disabled Students Programs &amp; Services (DSPS)</td>
<td>Adapted Physical Education (Instructional Program); Paul Sacamano (S); 378-7219; collegesanmateo.edu/dps</td>
</tr>
<tr>
<td>Distance Learning - Telecourses &amp; Online Courses</td>
<td>Betty Fleming (S); 524-6933; Building 9, Room 181; collegesanmateo.edu/dlc</td>
</tr>
<tr>
<td>Drip Coffee</td>
<td>(see Food Service/Drip Coffee)</td>
</tr>
<tr>
<td>Emeritus Institute</td>
<td>Renee Khoury (S); 574-6149; <a href="mailto:khoury@smccd.edu">khoury@smccd.edu</a>; communityed.smccd.edu; Monday through Friday; 9:00 am to 4:00 pm</td>
</tr>
<tr>
<td>English 800 Lab</td>
<td>574-6539; Building 18, Room 102; collegesanmateo.edu/writing</td>
</tr>
<tr>
<td>Facilities Rental/Scheduling</td>
<td>574-6220; Building 1, Room 123; Monday through Friday; 8:00 am to 4:00 pm</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Claudia Menjivar (S); 574-6146; Building 1, Room 217; collegesanmateo.edu/financialaid</td>
</tr>
<tr>
<td>Food Service/Cafeteria</td>
<td>574-6582; Plaza near Building 16; Monday through Thursday; 7:30 am to 2:00 pm; Friday; Closed</td>
</tr>
<tr>
<td>Food Service/Kiosk</td>
<td>378-7343; East side of Building 16; Monday through Thursday; 7:30 am to 1:30 pm; Friday; Closed</td>
</tr>
<tr>
<td>Health &amp; Safety Center</td>
<td>574-6396; Located next to Building 9; Monday through Friday; 7:30 am to 2:00 pm</td>
</tr>
<tr>
<td>Health Sciences Center</td>
<td>574-6396; Building 1, Room 226; collegesanmateo.edu/healthcenter</td>
</tr>
<tr>
<td>Health Services Center</td>
<td>574-6396; Monday through Friday; 8:00 am to 4:00 pm</td>
</tr>
<tr>
<td>Institutional Planning, Research, and Institutional Effectiveness</td>
<td>John (S); 574-6194; <a href="mailto:sewart@smccd.edu">sewart@smccd.edu</a>; Milla McConnell-Tuite; 574-6699; <a href="mailto:mconnell@smccd.edu">mconnell@smccd.edu</a>; collegesanmateo.edu/research</td>
</tr>
<tr>
<td>Integrated Science Center</td>
<td>574-6688; Building 36, Room 110</td>
</tr>
<tr>
<td>Integrative Learning: Learning Communities</td>
<td>Jean Mach (F); Jon Kitamura (F); 574-6533, 574-6545; collegesanmateo.edu/com</td>
</tr>
<tr>
<td>Learning Communities</td>
<td>574-6608; Business Office</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>(see Disability Resource Center)</td>
</tr>
<tr>
<td>Learning Disabilities Assessment Center</td>
<td>(see Learning Disabilities Assessment Center)</td>
</tr>
<tr>
<td>Library</td>
<td>574-6608; Building 9, Room 201A; Monday through Thursday; 7:30 am to 2:00 pm; Friday; Closed</td>
</tr>
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International Students Program
Building 1, Room 263
Margaret Skaff (S)
574-6525
skaff@smccd.edu

Job Listings–District
574-6111
www.smccd.edu/hr

Job Listings–Student
(see Career Services)

KCSM TV & FM
574-6586
Building 9, Lower level
Kiosko
(see Food Service/Kiosko)

Labs & Centers
collegesanmateo.edu/labs
(see specific listings for each)

Alpha Gamma Sigma Tutoring Center
Assistive Technology Center
Biology Computer Lab
Business Microcomputer Labs
Business Students Lab
Chemistry Study Center
Computer & Info Science (CIS) Lab

Foreign Language Center

Library
574-6100
Building 9, Upper Level
www.smccd.edu/library

Lost and Found
(see Security)

Mail Room
574-6410
Building 1, Room 148

Maintenance
(see Facilities Department)

Masterworks Chorale
Kevin Stacy (S)
574-6110
Choral Room, Building 2, Room 110
www.masterworks.org

Math Resource Center
Caryn Goldman (S)
574-6540
Building 18, Rooms 202
www.smccd.edu/mrc

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

Media Services
(Audio/Visual Equipment Rental)
(within District ITS/HelpCenter)
338-6217
www.smccd.edu/medicenter

Middle College High School
Greg Quigley - Principal
574-6101
middlecollege@smuhsd.org
Building 12, Room 177
www.smccd.edu/middlecollege

Multimedia Lab
574-6446
Building 27, Room 100
www.smccd.edu/multimedia

Nursing Lab
574-6218
Building 23, Rooms 174 & 175

Online Courses
(see Distance Learning)

Operator
574-6161
Building 1, Front desk

Placement Testing/ Skills Assessment
(see Assessment Center)

Planetarium
Darryl Stanford (F)
574-6256; 574-6268
stanford@smccd.edu
Building 16, Room 100
www.smccd.edu/planetarium

Priority Enrollment Program (PEP) for High School Seniors
Chris Rico (S)
574-6175
rico@smccd.edu
Building 1, Room 207
www.smccd.edu/pep

Psychological Services
574-6396
Building 1, Room 226
www.smccd.edu/psychservices

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

Reading and ESL Center
574-6437
Building 18, Room 101
www.smccd.edu/reads

San Matean
(Student Newspaper)
574-6330
smatean@smccd.edu

Scholarships
574-6434
Building 1, Room 155
www.smccd.edu/scholarships

Security Office
574-6415
Building 1, Room 269
www.smccd.edu/security

Shipping & Receiving
574-6115
www.smccd.edu/shipping

Speech Lab
574-6257
Building 18, Room 110
www.smccd.edu/speech

Student Activities Office
Aaron Schaefer (S)
Fauzi Hamadeh (S)
574-6141
Building 19, Room 111
www.smccd.edu/studentactivities

Student Body Card
(see Student Activities Office)

Student Clubs & Organizations
574-6141
Location TBD

Student Government
(see Associated Students)

Student Lounge(s)
Building 14, Room 106
Building 16, Room 108

Study Abroad Program
574-6595
marrac@smccd.edu
Building 1, Room 101
www.smccd.edu/studyabroad

Swimming Pool
Out of service until fall 2010
due to construction

Telecourses
(see Distance Learning)

Testing Center
(see Assessment Center)

Theatre
574-6191; Event Info Line: 378-7218
Building 3
www.smccd.edu/theatre

Transcripts
358-6858
www.smccd.edu/transcripts

Transfer Services
Mike Mitchell (S)
358-6839
Building 1, Room 115
www.smccd.edu/transfer

Transition to College Program
574-6487

Veterans Assistance
358-6858; 358-6856
Building 1, Second Floor
www.smccd.edu/veterans

Writing Center
574-6436
Building 18, Room 104
www.smccd.edu/writing

Location TBD

See Career Services)

See Labs & Centers

See Assessment Center)

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(see Student Activities Office)

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Location TBD

See Career Services)

See Labs & Centers

See Assessment Center)
Designated Smoking Zones

Smoking Policy
In order to provide a safe learning and working environment for students and employees, smoking is only allowed in parking lots and designated areas on the campus. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, see CSM's current catalog.
Map as of 6/1/09
Go online for the most current version of the campus map: collegeofsanmateo.edu/map.

Please note special restrictions on parking lot signs. Please also note parking lots that are out of service due to construction.
Reach for Your Dreams!

University admissions are more competitive than ever. Let CSM take you there with Guaranteed Transfer to...

**University of California**
- UC Davis
- UC Irvine
- UC Riverside
- UC San Diego
- UC Santa Barbara
- UC Santa Cruz
- UC Merced

**California State University**
- Cal State University East Bay
- San Jose State University

**Private & Independent Colleges & Universities**
- Bethany University
- Golden Gate University
- Menlo College
- Notre Dame de Namur
- University of San Francisco
- Santa Clara

A Guaranteed Transfer Contracts (GTC) is a formal, written agreement that outlines the College of San Mateo courses you must complete before transferring to a participating institution. Upon completion of GTC requirements, transfer admission is guaranteed.

For more information call (650) 358-6839, email csmtransfer@smccd.edu or visit collegeofsanmateo.edu/transfer

Special Note: CSM has classes that transfer to all UC's, classes that transfer to all CSU's, and classes that transfer to both systems. Additionally, many CSM classes transfer to private colleges and universities.