



COLLEGE of  
SAN MATEO



2009

**Summer 2009**  
**Schedule of Classes**  
**Session starts June 22**  
[collegeofsanmateo.edu](http://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 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,

A handwritten signature in black ink that reads "Michael Claire". The signature is written in a cursive, flowing style.

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](http://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.

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**How are we doing?**  
Please let us know by visiting  
[collegeofsanmateo.edu/contactcsm](http://collegeofsanmateo.edu/contactcsm)

# 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](mailto:my.smccd.edu) email address.

	Matriculation activities: Placement Testing, College Orientation, Counseling—see page 7
Through Thursday, April 30	Submit Application for Admission through WebSMART for earliest registration appointment
Through Tuesday, August 18	Summer Counseling Services available by appointment – call 574-6400 for information
Monday, April 20 – Sunday, May 10	Priority Registration for Continuing Students for Summer and Fall 2009 by WebSMART – See page 3
Monday, May 11 – Sunday, June 21	New, former, and continuing students may register via WebSMART for Summer and Fall 2009.
Thursday, June 11	Spring 2009 final grades available on WebSMART ( <a href="http://collegeofsanmateo.edu/websmart">collegeofsanmateo.edu/websmart</a> )
Monday, June 22	Summer Session begins for both day and evening classes
Monday, June 22 – Saturday, June 27	WebSMART Late Registration period – See page 4 for instructions
Wednesday, June 24	Last day to drop <b>six-week</b> , <b>seven-week</b> , and <b>eight-week MW evening</b> classes with eligibility for partial enrollment fee/nonresident fee refund or credit  <b>Refunds:</b> A student must withdraw from a class within the first 10% of the class meetings to be eligible for an enrollment fee refund/credit – See page 15 for Credit/Refund Policy
Thursday, June 25	Last day to drop <b>eight-week day</b> and <b>eight-week TTh evening</b> classes with eligibility for partial enrollment fee/nonresident fee refund or credit
Wednesday, July 1	<b>Six-week</b> classes officially dropped on or before this date will not appear on the student's record  Short courses and Distance Learning courses officially dropped within the first 30% of the class meetings will not appear on the student's record
Friday, July 3	July 4th Holiday
Thursday, July 9	<b>Seven-week</b> and <b>eight-week MW evening</b> classes officially dropped on or before this date will not appear on the student's record
Friday, July 10	<b>Eight-week day</b> and <b>eight-week TTh evening</b> classes officially dropped on or before this date will not appear on the student's record
Friday, July 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 <b>six-week</b> classes with assurance of a "W" grade  Withdrawal deadline for short courses is at 75% of class meetings (Please see Distance Learning Guide for TV course deadlines)
Tuesday, July 28	Last day to officially withdraw from <b>seven-week</b> classes with assurance of a "W" grade
Thursday, July 30	Last day to officially withdraw from <b>eight-week TTh evening</b> classes with assurance of a "W" grade
Saturday, Aug 1	End of six-week session
Monday, Aug 3	Last day to officially withdraw from <b>eight-week day</b> classes with assurance of a "W" grade Last day to officially withdraw from <b>eight-week MW evening</b> classes with assurance of a "W" grade
Friday, August 7	End of seven-week session
Saturday, August 15	End of eight-week session
Monday, August 17	Summer 2009 final grades available on WebSMART ( <a href="http://collegeofsanmateo.edu/websmart">collegeofsanmateo.edu/websmart</a> )
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](mailto: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](http://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](http://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](http://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](http://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](http://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:

Cosmetology:	574-6361
Nursing:	574-6218

## **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](http://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](mailto: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](mailto:my.smccd.edu) email account, information to your "Student Email" (including your login and password) can be found by 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).

# Getting Started at CSM

## 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](http://collegeofsanmateo.edu/admissions).

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

## 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](http://collegeofsanmateo.edu/websmart)

## 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](http://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](http://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&S), 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.

## 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 9<sup>th</sup>–12<sup>th</sup> 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

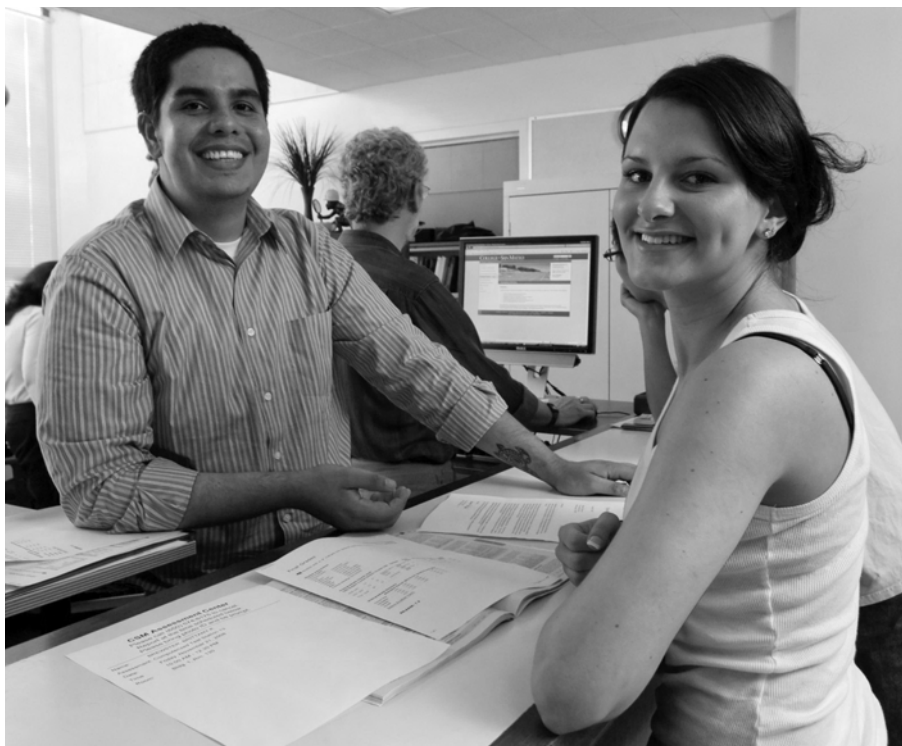
The College of San Mateo Catalog contains detailed course descriptions, suggested programs of study, a list of transferable courses, degree and certificate requirements, and general college information. The catalog can be obtained at the Bookstore or viewed online at [collegeofsanmateo.edu/catalog](http://collegeofsanmateo.edu/catalog).

### 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”.



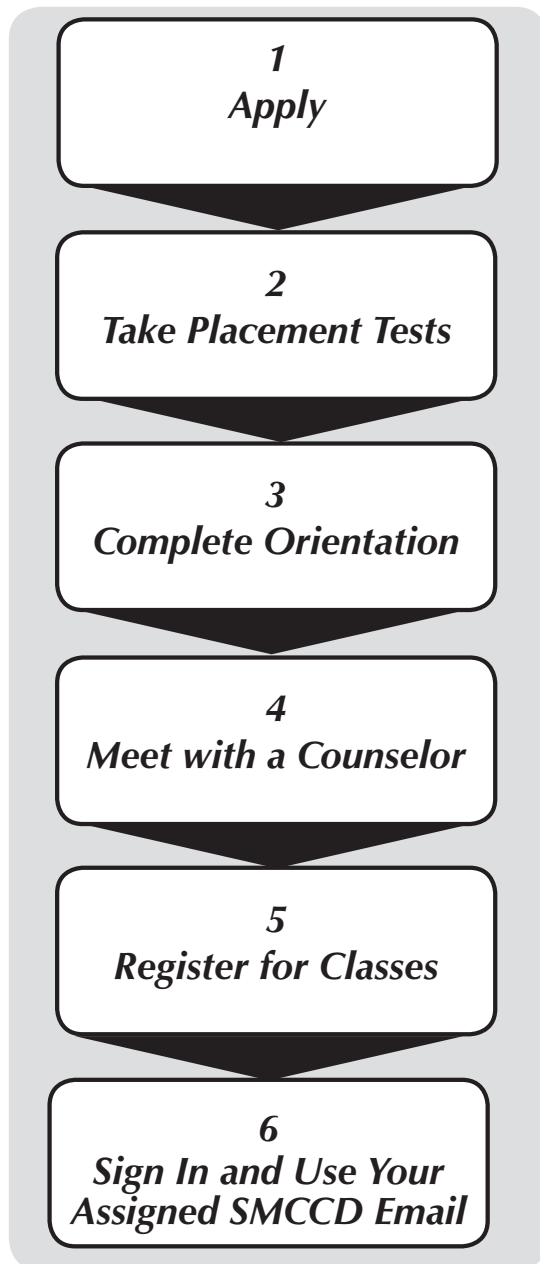


# Steps to Successful Enrollment

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:

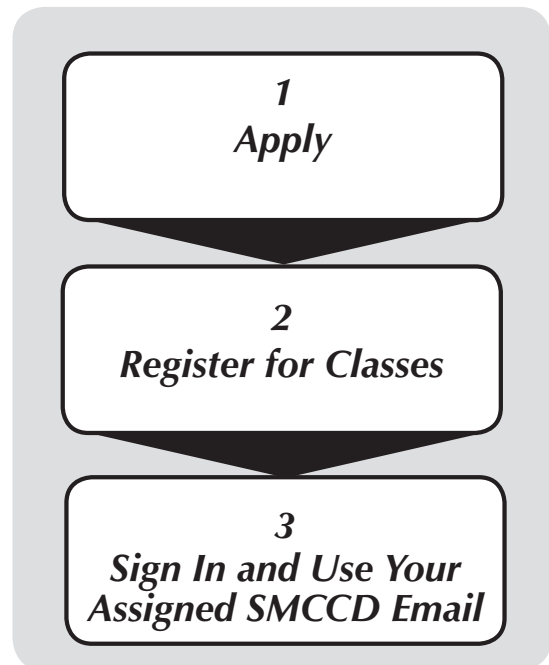
- Obtain a degree or certificate -
  - Transfer to a four-year university -
  - Improve basic skills in English, Reading or Math -
- OR**
- If you are undecided about your goal -



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



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

# 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](http://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](http://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](http://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, re-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](http://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](http://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 Espanol: Parra facilitarle el proceso de matriculation, presentese en la oficina de admission y pregunte por alguien que hable espanol.



**15. CITIZENSHIP**

1 = United States Citizen	3 = Temporary Resident *	5 = Student Visa (F1, M1)
2 = Permanent Resident Alien *	4 = Refugee/Asylee *	6 = Other Visa type: _____ (B-2, H-1, etc)
7 = Other Status (non-res)		

ENTER CODE

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

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

**16. U. S. MILITARY STATUS - as of JANUARY 22, 2008**  *None apply to me (Skip to #17)*

**DATE YOU WERE DISCHARGED:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

Yes  No Are you currently stationed in California?  
 Yes  No If stationed in California, is it for educational purposes only?

**Please circle one answer below:**

- Currently active military
- Dependent of currently active military
- Member discharged within the last year
- Member discharged over a year ago (veteran)

HOME OF RECORD \_\_\_\_\_ COUNTRY OF RECORD \_\_\_\_\_

**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: \_\_\_\_  Check if not yet arrived in California

Yes  No Do you (or parent/guardian) intend to maintain California as your state of legal residence?

Yes  No Are you (or parent/guardian) a full-time employee, or spouse or dependent of a full-time employee of any of the following colleges/universities?  
 • California Community Colleges • California State University or College • University of California • Maritime Academy

Yes  No Is the applicant a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential related requirements?

Yes  No Have you (or parent/guardian) been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years?

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.

1. Academic Counseling/Advising	8. DSPS—Disabled Student Programs/Services	15. Reentry Program (after 5 years out)
2. Athletics/Intercollegiate Sports	9. EOPS—Extended Opportunity Programs	16. Scholarship Information
3. Basic Skills (reading, writing, math)	10. ESL—English as a 2nd Language	17. Student Government
4. CalWorks	11. Health Services	18. Testing, Assessment, Orientation
5. Career Planning	12. Housing Information	19. Transfer Information
6. Child Care	13. Employment Assistance	20. Tutoring Information
7. Counseling - Personal	14. Online Classes	21. Veterans Services

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

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

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

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).

**Please use these Major Codes in completing the Application for Admission. Select and enter the code which most closely corresponds to your proposed major field of study:**

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

# 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](http://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](http://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.

# 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](http://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](http://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: \_\_\_\_\_

## How Can Prerequisites and Corequisites Be Challenged?

A prerequisite or corequisite may be challenged only on one or more of the following grounds.

- The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
- The prerequisite or corequisite was established in violation of district policies or Title 5 regulations.
- The prerequisite or corequisite is unlawfully discriminatory or applied in an unlawfully discriminatory manner.
- The prerequisite or corequisite has not been made reasonably available and the student is subject to undue delay in goal attainment.

Students who wish to challenge prerequisites or corequisites must, within the established time frame, complete the Prerequisite Challenge Petition and attach required documentation. For semester length courses, petitions with documentation must be submitted to the Assessment Center, Bldg. 1, Rm. 130 at least five working days prior to the last day of the published late registration period. For courses that are not semester length, the petition with documentation must be submitted prior to the first day of the class. It is the responsibility of students to provide compelling evidence to support the challenge. Prerequisite Challenge Petitions are available on the college website, [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms). On the *Forms* page find the Prerequisite Challenge Petition.

## 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.

# Fees

FEE TYPE	AMOUNT	PAYABLE BY
<b>Enrollment Fee</b>	<b>\$20 per unit</b>	All students except high school students enrolling for less than 12 units through the Concurrent Enrollment Program or Middle College High School Program
<b>Health Services Fee*</b>	<b>\$14 Summer</b> <b>\$17 Fall</b> <b>\$17 Spring</b>	All students except those enrolled ONLY in off-campus classes, Saturday classes, distance learning courses, or the Concurrent Enrollment Program
<b>Student Representation Fee**</b>	<b>\$1</b>	All students
<b>Nonresident Tuition Fee</b>	<b>\$191 per unit (plus \$20 per unit Enrollment Fee)</b> <b>***\$200 per unit (plus \$20 per unit Enrollment fee)</b>	This fee applies to nonresidents of California who are residents of other states. This fee applies to foreign students
<b>International Student (F-1 Visa) Health Insurance</b>	<b>\$120 Summer</b> <b>\$310 Fall</b> <b>\$310 Spring</b>	All F-1 Visa international students who do not present proof that they have the required level of private health insurance
<b>Student Body Fee****</b>	<b>\$8 Fall</b> <b>\$8 Spring</b>	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)
<b>Parking Fee****</b>	<b>\$20 Summer</b> <b>\$40 Fall</b> <b>\$40 Spring</b> <b>\$2 per day</b> <b>\$70 Two-Term (Fall/Spring)</b>	Persons who park motor vehicles on campus (Daily permits may be purchased for \$2 from ticket dispensers in designated areas) The parking fee is optional and not transferable to other students; disabled parking permits are issued only by the Disabilities Resource Center - See Parking Regulations
<b>Audit Fee</b>	<b>\$15 per unit</b> (students enrolling in a variable unit course must pay for maximum units)	Students approved to audit a course which is on the list of designated courses Students enrolled in 10 or more units for credit can audit up to three additional units free of charge - See Auditing policy
<b>Returned Check Fee</b>	<b>\$20</b>	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)
<b>Transcript Fee</b>	<b>\$5 official</b> <b>\$10 additional for rush service</b>	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)

\* 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.

*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,  $10\% \text{ of } 8 = 0.8$ , 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)**

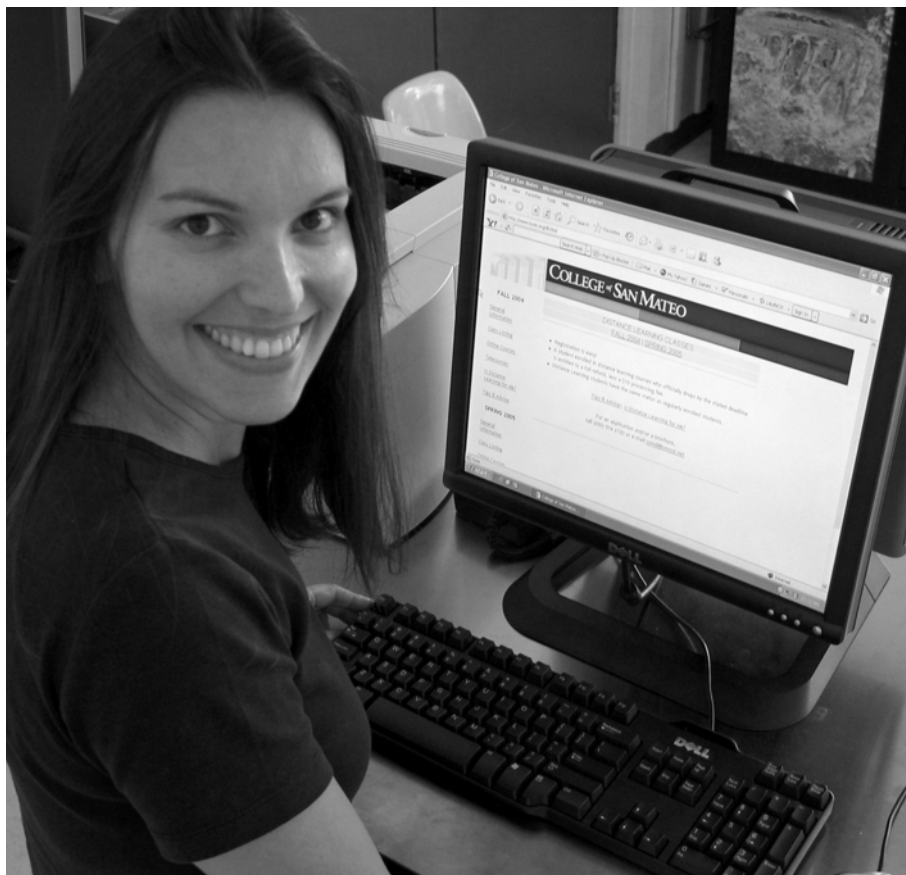
Students who apply for financial aid and complete the Student Information Sheet and the FAFSA by May 2 are given priority. Maximum Annual Award: \$6,000. Priority application date: May 2, 2009.

### **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](http://www.fafsa.ed.gov) or at the Financial Aid Office.*

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

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First Middle/Initial

Email (if available): \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Street City Zip Code

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 domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

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

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

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

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

### DEPENDENCY STATUS

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 A ENROLLMENT FEE WAIVER

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

**METHOD B ENROLLMENT FEE WAIVER**

10. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 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**

	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
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 <b>ALL money</b> received in 2007 that is not included in line (a) above (such as TANF benefits, disability, Social Security, child support).	\$ _____	\$ _____
<b>TOTAL</b> 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?  
*Submit certification.*  Yes  No
- 14. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
- 15. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  
*Submit documentation from the Department of Veterans Affairs.*  Yes  No
- 16. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
*Submit documentation from the CA Victim Compensation and Government Claims Board.*  Yes  No
- 17. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
*Submit documentation from the public agency employer of record.*  Yes  No

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

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

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 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.

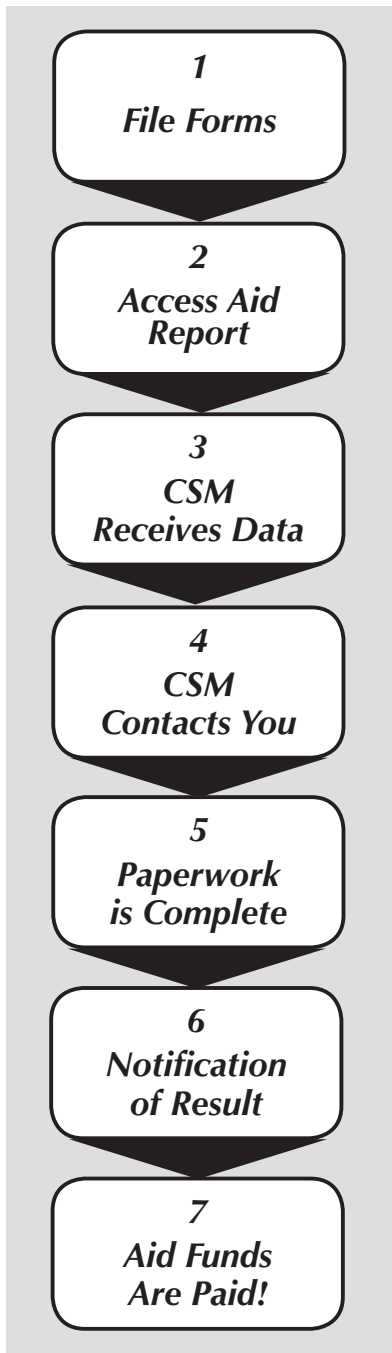
**FOR OFFICE USE ONLY**

<input type="checkbox"/> BOGFW-A <input type="checkbox"/> TANF/CalWORKs <input type="checkbox"/> GA <input type="checkbox"/> SSI/SSP	<input type="checkbox"/> BOGFW-B _____ <input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Special Classification <input type="checkbox"/> Veteran <input type="checkbox"/> Medal of Honor <input type="checkbox"/> Dep. of deceased law enforcement/fire personnel	<input type="checkbox"/> National Guard Dependent <input type="checkbox"/> 9/11 Dependent	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible
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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](http://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](http://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 to five years old are as follows: part-time (less than 5 hours) \$38 per day; full time (5 hours or more) \$43 per day. Fees for children two and one-half to three years old are as follows: part-time \$45 per day; full-time \$55 per day.

The 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](http://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](http://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, 574-6146) or go to [collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid).

### **Health Services**

In the CSM Health Center, the college nurse provides: emergency care and first aid; consultation on health problems; referrals to psychologists, physicians, and health or social agencies; drug and alcohol counseling and referral; arrangements for emergency transportation; health screenings for blood pressure, hearing, vision, TB, pregnancy, and strep; anonymous HIV counseling and testing; nutrition and stress counseling; and immunizations. Additional physician services available by appointment include: physicals, lab work and prescription medications. Emergency accident insurance coverage is in effect when students are on campus or attending college-sponsored events. Low-cost medical and dental insurance is available for purchase.

For office hours and more information, visit the Health Center (Bldg. 1, Room 226, 574-6396) or go to [collegeofsanmateo.edu/healthcenter](http://collegeofsanmateo.edu/healthcenter).

### **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](http://collegeofsanmateo.edu/library).

### **Middle College High School**

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

As part of the Middle College program, these students take three SMUHSD-approved classes taught by SMUHSD instructors on the CSM campus; they round out their schedules with CSM courses. In many cases, students can earn both high school credits and college units. The Middle College program also includes comprehensive academic and career advising and access to all of CSM’s support services. We are located in building 12, room 177. For more information, call 574-6101, visit [collegeofsanmateo.edu/middlecollege](http://collegeofsanmateo.edu/middlecollege), or contact [middlecollege@smuhdsd.org](mailto:middlecollege@smuhdsd.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](http://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](http://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.

CSM Scholarship applications are available online at [collegeofsanmateo.edu/scholarships](http://collegeofsanmateo.edu/scholarships) or in the Scholarship Office. Completed packets will be accepted beginning November 2, 2009 with a deadline of 12 noon on February 1, 2010.

For additional information, contact the Scholarship Office (Bldg. 1, Room 155, 574-6434). Office hours are Monday–Thursday, 8 a.m. to 2:30 p.m. and Friday 8 a.m. to 1 p.m.

### **Transfer Services**

Located in Building 1, Room 115, the Transfer Services provide information and workshops on such topics as transfer planning, writing the application essay, choosing a college and completing transfer admission applications. Transfer Services also schedule representatives from other universities and colleges, including UC, CSU and private universities, to meet with students on a regular basis. CSM has **Transfer Admission Agreements with a number of four-year UC and private institutions which can guarantee transfer admission. For more information, call 358-6839, or visit our website at [collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer).**

### **Veterans Benefits**

College of San Mateo offers instruction to veterans, service members, dependents and survivors of veterans and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students’ educational programs for veterans benefits. Honorably discharged veterans with at least 18 months of active military service are eligible for educational benefits for a period of 10 years following discharge. Benefits are also available to members of the active reserve who pursue approved college studies.

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. Contact the Veterans Assistant in the Office of Admissions and Records for more information at 358-6856 or visit [collegeofsanmateo.edu/veterans](http://collegeofsanmateo.edu/veterans).

## 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](http://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](mailto:csmresearch@smccd.edu).) Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts and crime statistics should contact the Supervisor of College Security at 574-6415.

## **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](http://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. Violators 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 proporcionarles 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, el nacionalidad u 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.

### **Walang Diskriminasyong 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, pagpapatala 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.

### **無種族歧視政策**

聖馬刁學院本著平等的精神，準許學生入學選課，享受學生服務、助學金和僱用。不論年齡、性別、婚姻狀況、殘障、種族、膚色、性別傾向、宗教、國籍或其它種種之因素而有差別待遇。

### **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.

# 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).

Transferability to California State Universities and/or University of California

Course Reference Number → \*31596 ENGL 165 AX@ MWF 12:10 1:00 16-171 Mach, J. 3.0

Units

Class ID → \*Students enrolled in these sections will participate in the Mountains Beyond Mountains Learning Community. See page 61.

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.

Short Course Dates → Start and end dates for section 31596: 1/23 3/28

Specific Class Information →

Class ID	Course	Days	Time	Room	Instructor	Units
<b>EVENING CLASSES</b>						
31597	ENGL 165 JC	W	6:30 9:20	16-250	Gershenson, B.	3.0
<b>SATURDAY CLASSES</b>						
31598	ENGL 165 S1	S	8:30 5:00	12-188	Staff	1.5
<b>ONLINE CLASSES</b>						
31599	ENGL 165 WY	See pages 92-95	Online-CRS		Murphy, M.	3.0

Days Class Meets

Time Class Meets

Building & Room

Instructor

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

## Schedule Planning Table

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
Evening							

## 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 [collegeofsanmateo.edu/accounting](http://collegeofsanmateo.edu/accounting)
- 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 7/30

#### EVENING CLASSES

51477 ACTG 100 JA MW 6:00 10:05 14-201 Raeber, S. 3.0  
Start and end dates for section 51477: 6/22 7/29

### 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 14-205 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](http://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 14-105 Raeber, S. 1.5  
Start and end dates for section 52259: 6/23 7/30

#### EVENING CLASSES

52260 ACTG 144 JA T 6:00 10:15 14-105 Raeber, S. 1.5  
Start and end dates for section 52260: 6/23 7/28

#### ONLINE CLASSES

53790 ACTG 144 WWH See pages 52-53 Online-CRS Raeber, S. 1.5  
Start and end dates for section 53790: 6/27 8/8

### 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](http://www.smccd.edu/accounts/raeber) for information about materials which must be brought to the first class meeting. (CSU)

#### EVENING CLASSES

52697 ACTG 145 JA Th 6:00 10:15 14-105 Raeber, S. 1.5  
Start and end dates for section 52697: 6/25 7/30

#### ONLINE CLASSES

53792 ACTG 145 WWH See pages 52-53 Online-CRS Raeber, S. 1.5  
Start and end dates for section 53792: 6/27 8/8

### ACTG 172 BUSINESS INCOME TAXES

Preparation of Federal and California income tax returns for corporations, partnerships, and sole proprietorships. 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)

#### EVENING CLASSES

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)

#### EVENING CLASSES

53241 ACTG 173 JA MW 6:30 9:10 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.

#### SATURDAY CLASSES

54150 ACTG 665MD SAH Sa 8:30 4:10 14-105 Lunn, J. .5  
Start and end dates for section 54150: 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.

#### SATURDAY CLASSES

54166 ACTG 665ME SAH Sa 9:00 12:40 14-105 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.

#### EVENING CLASSES

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

**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**

54169	ACTG 665MG SAH	Sa	9:00	12:40	14-202	Staff	.5
Start and end dates for section 54169:			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.

**EVENING/SATURDAY CLASSES**

53489	ADMJ 771 J1	TTh	6:30	10:30	35-101	Curley, W.	3.0
		Sa	8:00	5:00	35-101		
Start and end dates for section 53489:			6/23	7/21			

**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 and Thursday evenings and on Sundays.

**EVENING/SUNDAY CLASSES**

53807	ADMJ 775 J1	TTh	6:30	10:30	CPFR	Curley, W.	.5
		Su	6:30	10:30	CPFR		
Start and end dates for section 53807:			7/28	8/9			

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

**AMERICAN SIGN LANGUAGE****ASL 111 ELEMENTARY AMERICAN SIGN LANGUAGE I**

Basic course in American Sign Language taught as a second language using dialogue drills, commands, and creative ideas. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. (CSU/UC)

53289	ASL 111 AA	MTWTh	10:40	12:45	18-203	Cheung, M.	3.0
Start and end dates for section 53289:			6/22	7/30			

**EVENING CLASSES**

53485	ASL 111 JB	MW	6:30	9:45	18-203	Cheung, M.	3.0
Start and end dates for section 53485:			6/22	8/12			

**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)

50485	ANTH 110 AA	MTWTh	10:40	12:45	18-306	Titus, M.	3.0
Start and end dates for section 50485:			6/22	7/30			

**EVENING CLASSES**

53113	ANTH 110 JA	TTh	6:30	9:45	18-204	Nass, G.	3.0
Start and end dates for section 53113:			6/23	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. (CSU/UC)

52474	ANTH 180 AA	MTWTh	8:10	10:15	18-204	Titus, M.	3.0
Start and end dates for section 52474:			6/22	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/EVENING CLASSES**

51649	ART 100 TVH	Intro Mtg	6:30–9:30 pm	18-308	Pennington, S.	3.0	
Introductory meeting date for section 51649:			6/26				
See pages 54–55							
Start and end dates for section 51649:			6/26	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.

52949	ART 101 AX	MTWTh	8:10	10:15	4-135	Listopad, J.	3.0
Start and end dates for section 52949:			6/22	7/30			

**EVENING CLASSES**

50936	ART 101 JX	MW	6:30	9:45	4-135	Hiramoto, J.	3.0
Start and end dates for section 50936:			6/22	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 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 JX	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****BIOL 100 INTRODUCTION TO THE LIFE SCIENCES**

For non-science majors. Fundamental principles of life. Covers plant and animal inter-dependencies. Examines the human role in the world of living things in relation to contemporary problems. Plus minimum 16 hours by arrangement hours per term. Possible field trip(s). **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests or other measures. (CSU/UC)

50505	BIOL 100 AA	MTWTh	8:10	10:15	36-207	Zahedi, S.	3.0
			Start and end dates for section 50505:		6/22	7/30	
53500	BIOL 100 AB	MTWTh	10:40	12:45	36-207	Zahedi, S.	3.0
			Start and end dates for section 53500:		6/22	7/30	

**EVENING CLASSES**

50506	BIOL 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	BIOL 100 WWH	See pages 52–53	Online-CRS			Beliz, T.	3.0
			Start and end dates for section 53310:		6/24	8/12	

**BIOL 110 GENERAL PRINCIPLES OF BIOLOGY**

Lecture/lab study of major principles of biology; one or more field trips may be required. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN BIOL 2)

50507	BIOL 110 AA	MTWTh	8:10 10:15	36-200	Bowie	4.0
			MTWTh 10:25 12:30	36-200		
			Start and end dates for section 50507:	6/22	7/30	
50508	BIOL 110 AB	MTWTh	8:10 10:15	36-223	Whyte, W.	4.0
			MTWTh 10:25 12:30	36-223		
			Start and end dates for section 50508:	6/22	7/30	
51747	BIOL 110 AC	MTWTh	8:10 10:15	36-204	Staff	4.0
			MTWTh 10:25 12:30	36-204		
			Start and end dates for section 51747:	6/22	7/30	

**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)

**ONLINE/EVENING CLASSES**

53796	BIOL 130 WWH	Intro Mtg	6:10–7:25 pm	36-215	Martin, T.	3.0
			Introductory meeting date for section 53796:	6/22		
			See pages 52–53	Online-CRS		
			Start and end dates for section 53796:	6/22	8/10	

**BIOL 240 GENERAL MICROBIOLOGY**

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

53253	BIOL 240 AX	MTWTh	1:10 2:30	36-204	Smith, C.	4.0
			MTWTh 2:40 4:00	36-207		
			Start and end dates for section 53253:	6/22	8/13	
54187	BIOL 240 BX	MTWTh	2:40 4:00	36-207	Smith, C.	4.0
			MTWTh 4:10 5:30	36-204		
			Start and end dates for section 54187:	6/22	8/13	

**BIOL 250 ANATOMY**

Human body structure. Lab study and dissection of human male and female. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. **Prerequisite:** successful completion of college level biology course with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN BIOL 10) (BIOL 250 and 260 = CAN BIOL SEQ B)

51093	BIOL 250 AX	MTWTh	9:10 11:15	36-217	Martin, T.	4.0
			MTWTh 11:25 1:30	36-215		
			Start and end dates for section 51093:	6/22	7/30	
54190	BIOL 250 BX	MTWTh	11:25 1:30	36-215	Martin, T.	4.0
			MTWTh 1:40 3:45	36-217	Staff	
			Start and end dates for section 54190:	6/22	7/30	

**BUILDING INSPECTION****BLDG 700 INTRODUCTION TO BUILDING CODE**

Survey of the four required courses covering building inspections, code terminology, techniques of inspection, and construction practices. Pass/

No Pass or letter grade option. Since this course may cover an updated version of the code, it may be taken four times for a maximum of 12 units.

**EVENING CLASSES**

54230	BLDG 700 JA	MW	6:30 9:40	18-308	Cooper, M. Halloran, R.	3.0
			Start and end dates for section 54230:	6/22	7/15	

**BUSINESS****BUS. 100 CONTEMPORARY AMERICAN BUSINESS**

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

52261	BUS. 100 AA	MTWTh	10:40 12:45	14-206	Staff	3.0
			Start and end dates for section 52261:	6/22	7/30	

**EVENING CLASSES**

52946	BUS. 100 JA	MW	6:00 10:10	19-105	Staff	3.0
			Start and end dates for section 52946:	6/22	7/29	

**TV/SATURDAY CLASSES**

50511	BUS. 100 TVH	Intro Mtg	11:00–1:00 pm	18-203	Staff	3.0
			Introductory meeting date for section 50511:	6/27		
			See pages 54–55			
			Start and end dates for section 50511:	6/27	8/8	

**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)

**TV/SATURDAY CLASSES**

50518	BUS. 201 TVH	Intro Mtg	9:00-11:00 am	18-204	Trimble, G.	3.0
			Introductory meeting date for section 50518:	6/27		
			See pages 54–55			
			Start and end dates for section 50518:	6/27	8/8	

**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)

**ONLINE/EVENING CLASSES**

54210	BUS. 352 WWH	Intro Mtg	6:00-7:50 pm	19-103	Blakesley, D.	1.0
			Introductory meeting date for section 54210:	6/22		
			See pages 52–53			
			Start and end dates for section 54210:	6/22	8/10	

**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)

**ONLINE/EVENING CLASSES**

54212	BUS. 353 WWH	Intro Mtg	6:30-9:30 pm	19-103	Blakesley, D.	3.0
			Introductory meeting date for section 54212:	6/23		
			See pages 52–53			
			Start and end dates for section 54212:	6/23	8/13	

## 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.** Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (CSU)

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

52328	CRER 121 G2	MTWTh 10:40 12:45	16-243	Caviel, 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)

#### EVENING 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
		MTWTh 9:45 11:10	36-319		
	Start and end dates for section 50572:			6/22	8/13
50822	CHEM 192 BX	MTWTh 9:45 11:10	36-319	Song, S.	4.0
		MTWTh 11:30 12:55	36-306		
	Start and end dates for section 50822:			6/22	8/13
53734	CHEM 192 CA	MTWTh 1:10 2:35	36-319	Tou, K.	4.0
		MTWTh 2:50 4:15	36-306		
	Start and end dates for section 53734:			6/22	8/13

#### EVENING CLASSES

54196	CHEM 192 JA	MTWTh 6:10 7:35	36-319	Flowers, J.	4.0
		MTWTh 7:45 9:10	36-306		
	Start and end dates for section 54196:			6/22	8/13



**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](http://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 by term. **Recommended Preparation:** eligibility for ENGL 848. Pass/No Pass or letter grade option. (CSU/UC)

**EVENING CLASSES**

50576	CIS 110 JA	TTh	6:30	9:20	19-121	Martens, B.	3.0
		Start and end dates for section 50576:		6/23	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 800 or 836. Access to a computer with Internet capability is strongly recommended. Pass/No Pass or letter grade option. (CSU)

**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*

### CIS 489 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. Plus minimum 16 hours by arrangement per term. **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)

#### EVENING CLASSES

54106	CIS 489 JA	TTh	6:30	9:45	29-100	Brown, R.	3.0
			Start and end dates for section 54106:		6/23	8/13	

## CONSUMER ARTS AND SCIENCE

### CA&S 310 NUTRITION

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

#### EVENING CLASSES

52685	CA&S 310 JA	MW	6:00	9:15	36-109	Hacker Thompson, A.	3.0
			Start and end dates for section 52685:		6/22	8/12	

#### TV/EVENING CLASSES

51650	CA&S 310 TVH	Intro Mtg	5:00	7:00 pm	18-306	Bloom, A.	3.0
			Introductory meeting date for section 51650:		6/26		
			See pages 54–55				
			Start and end dates for section 51650:		6/26	8/7	

## 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 EDUCATION/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)

50590	COOP 641 AA	By Arr	6.3 Hrs/Wk	1-245	O'Brien, E.	2.0-4.0
			Start and end dates for section 50590:		6/24	8/12
54076	COOP 641 AB	By Arr	6.3 Hrs/Wk	1-115	Staff	2.0-4.0
			Start and end dates for section 54076:		6/24	8/12

## COSMETOLOGY

### COSM 732 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.

50592	COSM 732 AA	Daily	8:00	12:05	21-127	Russell, S.	4.5
			Start and end dates for section 50592:		6/22	7/10	
			Daily		8:00	12:05	21-127
			Start and end dates for section 50592:		6/22	7/10	
			Daily		8:00	12:05	21-127
			Start and end dates for section 50592:		7/13	7/31	
			Daily		8:00	12:05	21-127
			Start and end dates for section 50592:		7/13	7/31	

### 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.

50596	COSM 742 AA	MTWTh	12:35	4:50	21-127	Russell, S.	4.5
			Start and end dates for section 50596:		6/22	7/9	
			MTWTh		12:35	4:50	21-127
			Start and end dates for section 50596:		6/22	7/9	
			MTWTh		12:35	4:50	21-127
			Start and end dates for section 50596:		7/13	7/30	
			MTWTh		12:35	4:50	21-127
			Start and end dates for section 50596:		7/13	7/30	

## DANCE

See Physical Education: Dance

## DENTAL ASSISTING

### DENT 716 DENTAL OFFICE PROCEDURES

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.**

54251	DENT 716 AA	MW	6:00	8:05	22-140	Herold, R.	2.5
			MW		8:15	10:00	TB-0000
			Start and end dates for section 54251:		6/22	8/12	

### 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 DXTRR 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

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	MTW	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	Shokouhbaksh, 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

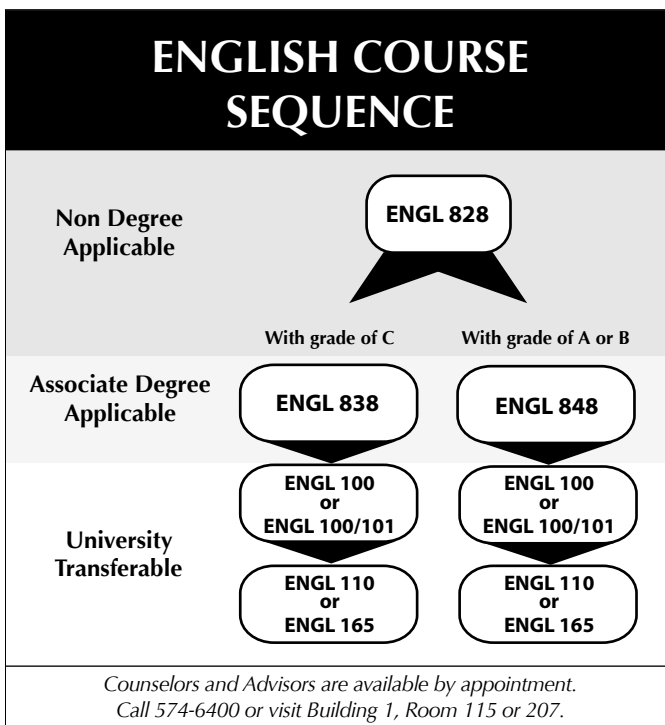
Supply, demand and price determination in a market economy; business firm's costs, revenues; and price policies under conditions of competition through monopoly; role of government in cases of market failure; determination of wages, rent, interest, and profits; international trade and finance; comparative 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



### 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 110 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	Heinbockel, 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	Heinbockel, J.	3.0
Start and end dates for section 50621:		6/23	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 110 or ENGL 100 and ENGL 165 = CAN ENGL SEQ A)

50624	ENGL 110 AA	MTWTh	8:10	10:15	16-143	Brennan, M.	3.0
	Start and end dates for section 50624: 6/22 7/30						
52389	ENGL 110 CA	MTWTh	10:40	12:45	16-104	Reynolds, R.	3.0
	Start and end dates for section 52389: 6/22 7/30						

#### EVENING CLASSES

52390	ENGL 110 JA	MW	6:30	9:45	16-201	Vandenberg, M.	3.0
	Start and end dates for section 52390: 6/22 8/12						
50627	ENGL 110 JC	TTh	6:30	9:45	16-101	Miller, A.	3.0
	Start and end dates for section 50627: 6/23 8/13						

### ENGL 161 CREATIVE WRITING I

Craft of writing short fiction and poetry. Students write a minimum of two short stories and complete a poetry project. **Prerequisite:** ENGL 100 with a grade of C or higher. Pass/No Pass or letter grade option. (CSU/UC) (CAN ENGL 6) Meets with ENGL 162/163 of same section.

#### EVENING CLASSES

51395	ENGL 161 JX	MW	6:00	9:50	16-104	Reynolds, R.	3.0
	Start and end dates for section 51395: 6/22 8/5						

#### OFF-CAMPUS CLASSES

54288	ENGL 161 BXH	Daily	1:00	6:30	HMB-C106	Maxwell, T.	3.0
	Start and end dates for section 54288: 7/28 8/7						

*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.*

### ENGL 162 CREATIVE WRITING II

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

#### EVENING CLASSES

51396	ENGL 162 JX	MW	6:00	9:50	16-104	Reynolds, R.	3.0
	Start and end dates for section 51396: 6/22 8/5						

#### OFF-CAMPUS CLASSES

54290	ENGL 162 BXH	Daily	1:00	6:30	HMB-C106	Maxwell, T.	3.0
	Start and end dates for section 54290: 7/28 8/7						

*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.*

### ENGL 163 CREATIVE WRITING III

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

#### EVENING CLASSES

51397	ENGL 163 JX	MW	6:00	9:50	16-104	Reynolds, R.	3.0
	Start and end dates for section 51397: 6/22 8/5						

#### OFF-CAMPUS CLASSES

54292	ENGL 163 BXH	Daily	1:00	6:30	HMB-C106	Maxwell, T.	3.0
	Start and end dates for section 54292: 7/28 8/07						

*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.*

### 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

54206	ENGL 165 WWH	Intro Mtg	10:00–11:00 am	16-105	Murphy, M.	3.0
	Introductory meeting date for section 54206: 6/27					
	See pages 52–53					
	Start and end dates for section 54206: 6/27 8/1					

### ENGL 828 BASIC COMPOSITION AND READING

Practice in composition and reading based on the study of essays and other reading material. Composition of short essays, with focused work on reading, paragraph development, sentence structure. Plus 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.)

50636	ENGL 828 AB	MTWTh	10:40	1:45	16-205	Kitamura, J.	5.0
	Start and end dates for section 50636: 6/22 7/30						

### ENGL 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 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR ENGL 826 with a grade of C or higher and READ 826 with Pass or a grade of C or higher (or eligibility for READ 836 or 400-level Reading course).

51970	ENGL 848 AA	MTWTh	10:40	1:00	16-102	Pizzi, K.	4.0
	Start and end dates for section 51970: 6/22 7/30						
50631	ENGL 848 AH	MTWTh	10:40	1:00	16-105	Olson, L.	4.0
	Start and end dates for section 50631: 6/22 7/30						

#### EVENING CLASSES

50633	ENGL 848 JA	MW	6:00	10:05	16-102	Bliss, K.	4.0
	Start and end dates for section 50633: 6/22 8/12						
53749	ENGL 848 JD	TTh	6:00	10:05	16-102	Bliss, K.	4.0
	Start and end dates for section 53749: 6/23 8/13						

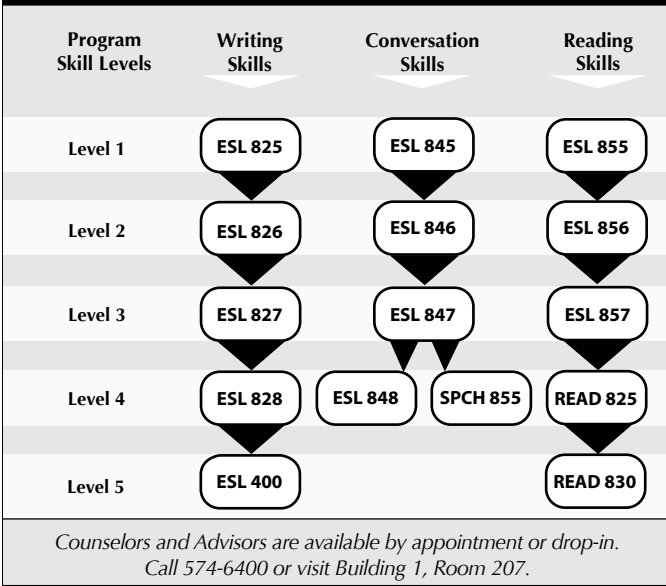
### ENGL 850 WRITING WORKSHOP

For students having difficulty with their writing. Assistance in writing projects is given to students with work in progress. Individual appointments with faculty. 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.)

50638	ENGL 850 AO	By Arr	4.0-24.0 Hrs/Wk	18-104	Steele, K.	.5-3.0
	Start and end dates for section 50638: 6/22 7/30					

## ENGLISH SECOND LANGUAGE

### ESL COURSE SEQUENCE (English as a Second Language)



#### 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.)

52392 ESL 850 AO By Arr 4.0-24.0 Hrs/Wk 18-104 Hertig, C. .5-3.0  
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.)

##### 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 895 INDIVIDUALIZED READING IMPROVEMENT FOR NON-NATIVE SPEAKERS

Improve reading skills. Practice methods of increasing comprehension and vocabulary to meet specific student needs. May include computer-assisted and audio-visual instruction. Open to all non-native speakers of English. Students may enroll in this self-paced course any time through the 13th week of the semester. **Recommended Preparation:** SLEP Reading Placement Score of 15 or higher. Pass/No Pass grading. May be taken up to four times for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

53020 ESL 895 AO By Arr 4.0-24.0 Hrs/Wk 18-101 Casado, K. .5-3.0  
Start and end dates for section 53020: 6/22 7/30

#### 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.)

52464 ESL 896 AO By Arr 4.0-12.0 Hrs/Wk 18-101 Casado, K. .5-1.5  
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.)

52465 ESL 897 AO By Arr 4.0-12.0 Hrs/Wk 18-101 Casado, K. .5-1.5  
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.)

53119 ESL 898 AA MTWTh 10:40 12:45 16-206 Mazzi, F. 3.0  
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)

50639 ETHN 101 AA MTWTh 8:10 10:15 18-306 Moya, J. 3.0  
Start and end dates for section 50639: 6/22 7/30

53158 ETHN 101 AC MTWTh 1:10 3:15 14-102 Ramirez, R. 3.0  
Start and end dates for section 53158: 6/22 7/30

##### EVENING CLASSES

52316 ETHN 101 JA TTh 6:30 9:45 14-102 Ramirez, R. 3.0  
Start and end dates for section 52316: 6/23 8/13

#### 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)

52365 ETHN 102 AB MTWTh 10:40 12:45 14-104 Fong, J. 3.0  
Start and end dates for section 52365: 6/22 7/30

## 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)

#### EVENING CLASSES

53291	FILM 100 JA	TTh	6:00	9:15	18-308	Kashani, T.	3.0
		TTh	9:20	10:10			
Start and end dates for section 53291:			6/23	8/13			

### FILM 110 AMERICAN CINEMA

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

#### TV/SATURDAY CLASSES

53153	FILM 110 TVH	Intro Mtg	1:00–4:00 pm	18-204	Kashani, T.	3.0
Introductory date for section 53153:			6/27			
See pages 54–55						
Start and end dates for section 53153:			6/27	8/8		

## 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.

#### SATURDAY CLASSES

52872	FIRE 787 S1H	Sat	9:00	4:00	23-160	Roderick, K.	1.5
Start and end dates for section 52872:			6/20	7/25			

## 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)

#### EVENING CLASSES

51551	FREN 111 JA	TTh	6:30	9:45	18-203	Khoury, G.	3.0
Start and end dates for section 51551:			6/23	8/13			

## 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)

#### TV/SATURDAY CLASSES

51700	GEOL 100 TVH	Intro Mtg	9:00–11:00 am	36-109	Galloway, J.	3.0
Introductory meeting for section 51700:			6/27			
See pages 54–55						
Start and end dates for section 51700:			6/27	8/8		

## HEALTH SCIENCE

### HSCI 100 GENERAL HEALTH SCIENCE

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

50662	HSCI 100 AA	MTWTh	8:10	10:15	36-109	Lucero, F.	2.0
Start and end dates for section 50662:			6/22	7/16			
50663	HSCI 100 AB	MTWTh	10:40	12:50	36-109	Lucero, F.	2.0
Start and end dates for section 50663:			6/22	7/16			

## 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)

51585	HIST 100 AA	MTWTh	10:40	12:45	16-209	Kornblau, J.	3.0
Start and end dates for section 51585:			6/22	7/30			

#### EVENING CLASSES

52078	HIST 100 JA	TTh	6:30	9:45	14-118	Robertson, J.	3.0
Start and end dates for section 52078:			6/23	8/13			

### 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)

51749	HIST 201 AB	MTWTh	10:40	12:45	14-118	Robertson, J.	3.0
Start and end dates for section 51749:			6/22	7/30			

#### EVENING CLASSES

50659	HIST 201 JA	TTh	6:30	9:45	16-106	Constantin Jr., C.	3.0
Start and end dates for section 50659:			6/23	8/13			

**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	Cox, S.	3.0
			Start and end dates for section 51390:	6/22	7/30	
51750	HIST 202 AB	MTWTh	10:40 12:45	14-214	Cox, S.	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	Constantin Jr., C.	3.0
			Start and end dates for section 50660:	6/22	8/12	

**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	Bowie, L.	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.*

**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	Pine, W.	.5
		W	7:15 10:05	20-101		
			Start and end dates for section 53149:	6/24	7/8	
		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	

**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 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC)

53618	HUM. 131 AA	MTWTh	10:40 12:45	18-204	Williams, J.	3.0
			Start and end dates for section 53618:	6/22	7/30	

**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	Marra, G.	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	Spano, G.	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.*

**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	16-105	Conway, M.	3.0
			Start and end dates for section 52687:	6/22	8/12	
53017	JAPN 111 JC	TTh	6:30 9:45	16-105	Wright, E.	3.0
			Start and end dates for section 53017:	6/23	8/13	

**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)

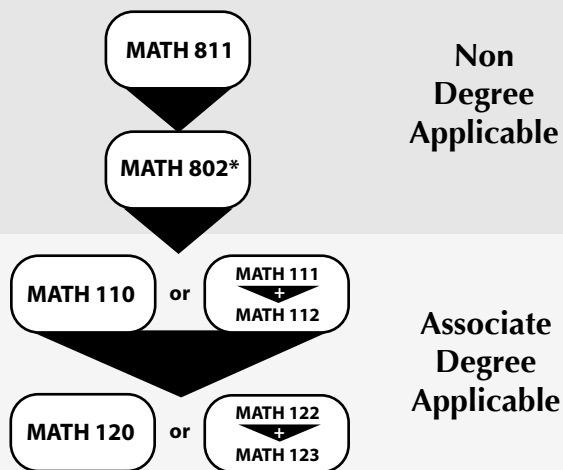
**ONLINE CLASSES**

54205	LIBR 100 WWH	Intro Mtg	4:00–5:30 pm	9-200	Morris, T.	1.0
			Introductory meeting for section 54205:	7/1		
			See pages 52-53			
			Start and end dates for section 54205:	6/22	8/1	

# MATHEMATICS

## MATHEMATICS COURSE SEQUENCE

Students start math sequence as indicated by the Math Placement Test and other measures as appropriate.



\*Not required: Intended as a bridge between MATH 811 and MATH 110 or MATH 111.

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.

**University Transferable**

### 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:** 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.

50673	MATH 110 AA	MTWTh	8:10 10:30	18-201	Moughadam, S.5.0
	Start and end dates for section 50673:		6/22	8/13	
50674	MATH 110 AB	MTWTh	10:40 1:15	18-201	Gurskaya, M. 5.0
	Start and end dates for section 50674:		6/22	8/13	

### 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.

#### EVENING CLASSES

53798	MATH 111 JA	MTWTh	4:30 5:55	18-201	Staff	3.0
	Start and end dates for section 53798:		6/22	8/13		
50676	MATH 111 JB	TTh	6:30 9:45	18-201	Hellerstein, N. 3.0	
	Start and end dates for section 50676:		6/23	8/13		

### MATH 112 ELEMENTARY ALGEBRA II

Covers second half of MATH 110. Second half of a study of elementary algebra including introduction to: 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 111. **Recommended Preparation:** concurrent enrollment in READ 830.

53083	MATH 112 AA	MTWTh	8:10 10:15	16-209	Loukianoff, V. 3.0
	Start and end dates for section 53083:		6/22	7/30	

#### EVENING CLASSES

50677	MATH 112 JA	MW	6:30 9:45	18-205	Shahrini, B. 3.0
	Start and end dates for section 50677:		6/22	8/12	

### 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 an equivalent course at a post-secondary institution with a grade of C or higher or appropriate score on the College Placement Test and other measures as appropriate.

51785	MATH 115 AB	MTWTh	10:40 1:15	18-205	Feinman, Y. 5.0
	Start and end dates for section 51785:		6/22	8/13	

### 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.

50679	MATH 120 AA	MTWTh	8:10 10:30	18-205	Sever, T. 5.0
	Start and end dates for section 50679:		6/22	8/13	
50680	MATH 120 AB	MTWTh	8:10 10:30	18-207	Gavryshova, N.5.0
	Start and end dates for section 50680:		6/22	8/13	
50682	MATH 120 AD	MTWTh	10:40 1:15	18-207	Sever, T. 5.0
	Start and end dates for section 50682:		6/22	8/13	

### MATH 122 INTERMEDIATE ALGEBRA I

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.

50684	MATH 122 AA	MTWTh	10:40 12:45	18-301	Loukianoff, V. 3.0
	Start and end dates for section 50684:		6/22	7/30	



**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)

50686	MATH 125 AA	MTWTh 8:10 10:15	18-301	Davis, W.	3.0
		Start and end dates for section 50686:	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)

54243	MATH 130 AA	MTWTh 8:10 10:35	18-303	Kalantar, M.	4.0
		Start and end dates for section 54243:	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	

**EVENING CLASSES**

54245	MATH 130 JA	MTWTh 4:30 6:55	18-303	Feinman, Y.	4.0
		Start and end dates for section 54245:	6/23	7/30	

**MATH 200 ELEMENTARY PROBABILITY AND STATISTICS**

Representation of data, use and misuse of statistics, measures of central tendency and dispersion, probability sampling distributions, statistical inference, regression and correlation, contingency tables, and non-parametric methods. Measures of central tendency and dispersion; sampling distributions, statistical inference, regression and correlation. Plus 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:** READ 400 or 405 (CSU/UC\*) (CAN STAT 2)

50693	MATH 200 AA	MTWTh 8:10 10:35	18-307	lonel, E.	4.0
		Start and end dates for section 50693:	6/22	7/30	
50694	MATH 200 AB	MTWTh 8:10 10:35	16-107	Tarski, J.	4.0
		Start and end dates for section 50694:	6/22	7/30	
50695	MATH 200 AC	MTWTh 10:40 1:25	16-107	Tarski, J.	4.0
		Start and end dates for section 50695:	6/22	7/30	

**EVENING CLASSES**

53505	MATH 200 JA	MTWTh 4:30 6:55	18-207	Gavryshova, N.	4.0
		Start and end dates for section 53505:	6/22	8/13	

**MATH 222 PRECALCULUS**

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

50696	MATH 222 AA	MTWTh 8:10 10:30	16-140	Cembellin, Z.	5.0
		Start and end dates for section 50696:	6/22	8/13	
52241	MATH 222 AB	MTWTh 10:40 1:15	16-140	Zemskova, O.	5.0
		Start and end dates for section 52241:	6/22	8/13	

**MATH 241 APPLIED CALCULUS I**

Selected topics from analytic geometry, plus basic techniques of both differential and integral calculus. 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:** READ 400 or 405. (CSU/UC\*) (CAN MATH 30) (MATH 241 and 242 = CAN MATH SEQ D)

50697	MATH 241 AA	MTWTh 8:10 10:30	16-141	Shender, E.	5.0
		Start and end dates for section 50697:	6/22	8/13	

**MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

Study of limits, continuity, the derivative, and its applications, and the definite integral. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 222 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

50698	MATH 251 AA	MTWTh 8:10 10:30	18-304	Feinman, Y.	5.0
		Start and end dates for section 50698:	6/22	8/13	
51271	MATH 251 AC	MTWTh 10:40 1:15	18-304	Kalantar, M.	5.0
		Start and end dates for section 51271:	6/22	8/13	

**MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II**

Study of the Fundamental Theorem of Calculus, techniques of integration, applications of the definite integral, exponential, logarithmic and hyperbolic functions, polar coordinates, conic sections, infinite series, Taylor series, and Taylor's formula. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 251. **Recommended Preparation:** READ 400 or 405. (CSU/UC\*) (MATH 251, 252, and 253 = CAN MATH SEQ C)

50699	MATH 252 AA	MTWTh 10:40 1:15	16-141	Shender, E.	5.0
		Start and end dates for section 50699:	6/22	8/13	

**MATH 270 LINEAR ALGEBRA**

Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 252 or equivalent. **Recommended Preparation:** READ 400 or 405; completion of or concurrent enrollment in MATH 231. (CSU/UC) (CAN MATH 26)

52695	MATH 270 AA	MTWTh 10:40 12:45	18-307	Davis, W.	3.0
		Start and end dates for section 52695:	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

#### EVENING CLASSES

53507 MATH 811 JA TTh 6:30 9:45 18-205 Ionel, E. 3.0  
Start and end dates for section 53507: 6/23 8/13

### 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

## MULTIMEDIA

### MULT 177 MULTIMEDIA GRAPHICS (PHOTOSHOP/FIREWORKS)

Training class for prospective varsity baseball participants. Plus a minimum of 16 lab hour per term. **Recommended Preparation:** interscholastic baseball or equivalent. Open entry/open exit. Variable units. To increase competency, may be taken four times for a maximum of 12 units. (CSU/UC\*)

54115 MULT 177 AA MTWTh 10:35 1:30 27-101 Bennett, D. 3.0  
Start and end dates for section 54115: 6/22 7/16

## 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

#### EVENING CLASSES

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\*)

#### EVENING CLASSES

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\*)

#### EVENING CLASSES

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\*)

#### EVENING CLASSES

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\*)

#### EVENING CLASSES

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.

#### EVENING CLASSES

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

**MUS.665MN PENINSULA SYMPHONY**

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

54306 MUS.665MN JA T 7:00 10:00 3-175 Klein .5  
Start and end dates for section 54306: 6/23 8/4

**MUS.665MO JAZZ ENSEMBLE**

Covers standard jazz repertoire, jazz history, theory and improvisation. Instrumentation includes saxophones, trombones, trumpets, percussion/drums, piano, guitar and bass. Performances are an integral part of the course and are required. **Prerequisite:** demonstration of proficiency. Pass/No Pass

54307 MUS.665MO AA MW 1:00 4:00 2-150 Gallagher, K. 1.0  
Start and end dates for section 54307: 6/22 7/8

**MUS.665MP CHAMBER ENSEMBLE**

Study and performance of choral music. Performances are an integral part of the course and are required. **Prerequisite:** demonstration of proficiency. Pass/No Pass.

54309 MUS.665MP AA TTh 1:00 4:00 2-150 Fish, M. 1.0  
Start and end dates for section 54309: 6/23 7/9

**MUS. 665MC MASTERWORKS CLASSICS TO BROADWAY WITH MASTERWORKS CHORALE**

Choral music and Broadway favorites. A short course to prepare and perform about 20 minutes of choral music. The culminating performance includes audience sing-along of classics from Broadway musicals. Singers need to be able to read music and to sing in tune. Group audition required. Pass/No Pass grading.

**EVENING CLASSES**

53961 MUS. 665MC JC See Dates/Times/Locations Below Baker, B. .5  
M 7:00 10:00 2-110  
First meeting date for section 53961: 6/22  
M 7:00 10:00 2-110  
Second meeting date for section 53961: 6/29  
M 7:00 10:00 2-110  
Third meeting date for section 53961: 7/6  
Sa 7:00 10:00 2-110  
Fourth meeting date for section 53961: 7/11  
Th 7:00 10:00 3-175  
Fifth meeting date for section 53961: 7/16  
Sa 8:00 3-175 (Performance)  
Final meeting date for section 53961: 7/18

**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**

52575 NURS 610 S2H Sa/Su 9:00 5:00 23-173 Isaeff, T. 1.0  
Start and end dates for section 52575: 7/25 7/26  
53754 NURS 610 S3H Sa/Su 9:00 5:00 23-173 Isaeff, T. 1.0  
Start and end dates for section 53754: 8/8 8/9

**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)

53965 NURS 620 AA MTW 8:30 4:30 23-173 Isaeff, T. 1.5  
Start and end dates 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: 6/8 7/3  
54255 NURS 630 WYH See pages 52-53 Online-CRS Hantz, S. 3.0  
Start and end dates for section 54255: 7/6 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	Isaef, 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	Isaef, 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		

### NURS 815 TRANSITION FROM 1ST-2ND YEAR: MEDICAL SURGICAL NURSING

Refining and practicing competency in knowledge and skills application as the first year nursing student transitions to the second year. Areas of focus include multi-system physical assessment skills, communication skills, nursing process, IV therapy and vascular accesses, wound care and healing, and medication dosage calculations. Knowledge and skills will be used in simulation activities and case scenarios. This course is intended for students who have attempted but not successfully completed NURS 221 or NURS 222. **Prerequisite:** Completion of NURS 212 or equivalent; grade lower than C in NURS 221 or NURS 222. Pass/No Pass grading.

54276	NURS 815 AA	MTW	8:10	4:00	23-173	Isaef, T.	.5-1.5
	Start and end dates for section 54276:				8/3	8/5	

#### FRIDAY/SATURDAY/SUNDAY CLASSES

54278	NURS 815 BB	FSaSu	8:10	4:00	23-173	Isaef, T.	.5-1.5
	Start and end dates for section 54278:				7/31	8/2	

## 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)

#### EVENING CLASSES

51404	OCEN 100 JA	TTh	6:30	9:45	36-109	Galloway, J.	3.0
	Start and end dates for section 51404:				6/23	8/13	

## PHILOSOPHY

### PHIL 100 INTRODUCTION TO PHILOSOPHY

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

50709	PHIL 100 AA	MTWTh	8:10	10:15	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	

#### EVENING CLASSES

50710	PHIL 100 JA	MW	7:00	10:15	18-204	Schwartz, R.	3.0
	Start and end dates for section 50710:				6/22	8/12	
54275	PHIL 100 JB	TTh	7:00	10:15	14-214	Schwartz, R.	3.0
	Start and end dates for section 54275:				6/23	8/13	

#### TV/EVENING CLASSES

53077	PHIL 100 TVH	Intro Mtg	6:00–8:00 pm	16-243	Ball, J.	3.0
	Introductory meeting date for section 53077:				6/25	
	See pages 54–55					
	Start and end dates for section 53077:				6/25	8/6

## 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, set 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:** ability to swim comfortably in deep water. To increase competency, may be taken four times for a maximum of 4 units. (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 several 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.

#### EVENING CLASSES

53809	DANC 151 LA	TTh	6:00	7:50	8-202	Walton, J.	.5
	Start and end dates for section 53809:				6/23	7/30	

### 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)

#### EVENING CLASSES

53824	DANC 161 LA	F	6:00	10:00	8-201	Delmar, K.	.5
	Start and end dates for section 53824:		6/26	8/7			

### 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)

54304	DANC 195 AA	MTWTh	9:25	10:35	8-203	Bolton, S.	.5
	Start and end dates for section 54304:		6/22	7/30			

### 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)

#### EVENING CLASSES

53944	DANC 680 MBLA	MW	5:30	6:45	8-203	Quijano, V.	.5
	Start and end dates for section 53944:		6/22	8/12			

### FITNESS

#### 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)

53821	FITN 116 AA	MTWTh	11:00	12:10	8-117	Wright, R.	.5
	Start and end dates for section 53821:		6/22	7/30			

#### EVENING CLASSES

54122	FITN 116 JA	TTh	5:30	6:45	8-117	Barrilleaux, A.	.5
	Start and end dates for section 54122:		6/23	8/13			

#### 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)

53161	FITN 205 AA	MTWTh	8:10	9:20	8-117	Borg, N.	1.0
	Start and end dates for section 53161:		6/22	7/30			
53516	FITN 205 BA	MTWTh	9:30	10:40	8-117	Schmidt, M.	1.0
	Start and end dates for section 53516:		6/22	7/30			

#### EVENING CLASSES

53542	FITN 205 LA	M	5:30	6:45	8-117	Mangan, J.	1.0
		W	5:30	6:45	8-117	Vogel, B	
	Start and end dates for section 53542:		6/22	8/12			

#### 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\*)

Weight Conditioning for Varsity Football meets Monday through Thursday, 3:30-8:30 pm.

#### EVENING CLASSES

54125	FITN 220 JO	By Arr	20.8 Hrs/Wk	8-117	Owens, L.	.5-2.0
	Start and end dates for section 54125:		6/22	7/23		

#### 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)

54116	FITN 237 AA	MTWTh	6:50	8:00	8-201	Schmidt, M.	.5
	Start and end dates for section 54116:		6/22	7/30			
54118	FITN 237 BA	MTWTh	11:00	12:10	8-201	Schmidt, M.	.5
	Start and end dates for section 54118:		6/22	7/30			

#### FITN 301 SPINNING

Spinning includes ongoing technique, proper bike set-up, body positioning, terminology, gearing, cadence, race strategies, breathing, mind training, injury prevention/management, flexibility, hydration and nutrition. Designed for both the beginner spinner as well as advanced spinners which allows all who participate to spin at their own maximum capacity. 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)

53810	FITN 301 AA	MTWTh	8:10	9:20	8-B1	Schmidt, M.	.5
	Start and end dates for section 53810:		6/22	7/30			

#### 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)

53813	FITN 334 AA	MTWTh	6:50	8:00	8-202	Quijano, V.	.5
	Start and end dates for section 53813:		6/22	7/30			
53814	FITN 334 BA	MTWTh	8:10	9:20	8-202	Bolton, S.	.5
	Start and end dates for section 53814:		6/22	7/30			
53815	FITN 334 CA	MTWTh	9:30	10:40	8-202	Steele, A.	.5
	Start and end dates for section 53815:		6/22	7/30			
53817	FITN 334 DA	MTWTh	12:15	1:25	8-202	Bolton, S.	.5
	Start and end dates for section 53817:		6/22	7/30			

#### EVENING CLASSES

53816	FITN 334 LA	MW	5:30	6:45	8-202	Guerrero, M.	.5
	Start and end dates for section 53816:		6/22	8/12			

#### OFF-CAMPUS CLASSES

54258	FITN 334 HAH	MWF	7:00	8:05	HMB-C106	Staff	.5
	Start and end dates for section 54258:		6/22	8/15			
53825	FITN 334 HBH	TTh	8:00	9:15	HMB-C106	Werner, K.	.5
	Start and end dates for section 53825:		6/23	8/13			

NOTE: FITN 334 HAH (54258) and FITN 334 HBH (53825) 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.

Physical Education courses continued on next page

### 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

#### EVENING CLASSES

54121 FITN 335 JA TTh 5:30 6:45 8-203 Wilmot, A. .5  
Start and end dates for section 54121: 6/23 8/13

#### OFF-CAMPUS CLASSES

54259 FITN 335 HAH MWF 8:30 9:35 HMB-C106 Staff .5  
Start and end dates for section 54259: 6/22 8/14

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.*

### INDIVIDUAL SPORT

#### INDV 120 BADMINTON

Emphasis on skill techniques, proper footwork, rules of play, strategies, doubles and singles play for various skill levels. Tournaments in singles and doubles. Plus minimum 16 lab hours by arrangement per term. May be taken four times for a maximum of 4 units. (CSU/UC)

#### EVENING CLASSES

53302 INDV 120 LA@ M 7:00 9:15 8-201 Mangan, J. .5  
W 7:00 9:15 8-201 Vogel, B.  
Start and end dates for section 53302: 6/22 8/12

#### INDV 160 GOLF

Techniques, rules, etiquette, and philosophy for beginning golfers. Plus minimum 16 lab hours by arrangement per term. May be taken four times for a maximum of 4 units. (CSU/UC\*)

#### OFF-CAMPUS/EVENING CLASSES

53238 INDV 160 JAH@ MW 5:30 7:00 HMB-GOLF Gossett, C. .5  
Start and end dates for section 53302: 6/22 8/12

54256 INDV 160 MAH@ TTh 5:30 7:00 HMB-GOLF Gossett, C. .5  
Start and end dates for section 54256: 6/23 8/13

*NOTE: This course meets at the Oceanview Driving Range, 201 Kelly Ave., Half Moon Bay.*

### 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.

#### EVENING CLASSES

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)

#### EVENING CLASSES

54120 TEAM 148 JA T 6:00 9:00 8-201 Mangiola, F. .5  
Start and end dates for section 54120: 6/23 8/11

## 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)

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

## POLITICAL SCIENCE

#### PLSC 210 AMERICAN POLITICS

The U.S. Constitution; organization and functions of the federal government; examination of the dynamics of the American political process. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC\*) (CAN GOVT2)

50714 PLSC 210 AA MTWTh 8:10 10:15 14-214 Keenan, K. 3.0  
Start and end dates for section 50714: 6/22 7/30

50715 PLSC 210 AB MTWTh 10:40 12:45 16-106 Noori, A. 3.0  
Start and end dates for section 50715: 6/22 7/30

#### EVENING CLASSES

50717 PLSC 210 JA MW 6:30 9:45 14-118 Noori, A. 3.0  
Start and end dates for section 50717: 6/22 8/12

50718 PLSC 210 JB TTh 6:30 9:45 14-104 Scholnick, E. 3.0  
Start and end dates for section 50718: 6/23 8/13

#### ONLINE/EVENING CLASSES

52526 PLSC 210 WWH Intro Mtg 5:00–8:00 pm 18-306 Armitage, L. 3.0  
Introductory meeting date for section 52526: 6/24

See pages 52–53

Start and end dates for section 52526: 6/24 8/12

**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**

50720 PLSC 310 JB TTh 6:30 8:30 18-306 Armitage, L. 2.0  
Start and end dates for section 50720: 6/23 8/13

**ONLINE/EVENING CLASSES**

51811 PLSC 310 WWH Intro Mtg 5:00–7:00 pm 18-306 Armitage, L. 2.0  
Introductory meeting date for section 51811: 6/22

See pages 52–53

Start and end dates for section 51811: 6/22 7/27

**PSYCHOLOGY****PSYC 100 GENERAL PSYCHOLOGY**

Introduction to psychology; perception, motivation, emotion, learning and thinking, observation of behavior and measurement. **Recommended Preparation:** eligibility for ENGL 838 or 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (CSU/UC) (CAN PSY 2)

50722 PSYC 100 AA MTWTh 8:10 10:15 16-106 Ratner, A. 3.0  
Start and end dates for section 50722: 6/22 7/30

51304 PSYC 100 AC MTWTh 10:40 12:45 18-308 Clifford Jr., J. 3.0  
Start and end dates for section 51304: 6/22 7/30

51712 PSYC 100 AD MTWTh 1:00 3:05 14-116 Rose, M. 3.0  
Start and end dates for section 51712: 6/22 7/30

**EVENING CLASSES**

50724 PSYC 100 JA MW 7:00 10:15 14-104 Clare, D. 3.0  
Start and end dates for section 50724: 6/22 8/12

51713 PSYC 100 JB TTh 6:30 9:45 14-218 Horan, M. 3.0  
Start and end dates for section 51713: 6/23 8/13

**TV/SATURDAY CLASSES**

50725 PSYC 100 TVH Intro Mtg 11:00–1:00 pm 18-306 Clare, D. 3.0  
Introductory meeting date for section 50725: 6/27

See pages 54–55

Start and end dates for section 50725: 6/27 8/8

**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)

**TV/SATURDAY CLASSES**

51469 PSYC 110 TVH Intro Mtg 9:00–11:00 am 18-304 Horan, M. 3.0  
Introductory meeting date for section 51469: 6/27

See pages 54–55

Start and end dates for section 51469: 6/27 8/8

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**

Psychological development across the life-span. Focuses particularly on the development of thinking, social interaction, and the sense of self from birth through old age. **Prerequisite:** PSYC 100 with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR

concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (UC credit limited to either PSYC 200 or 201.) (CSU/UC\*)

51910 PSYC 200 AA MTWTh 8:10 10:15 18-308 Clifford Jr., J. 3.0  
Start and end dates for section 51910: 6/22 7/30

**EVENING CLASSES**

53435 PSYC 200 JA TTh 6:00 9:15 14-116 Toomer, D. 3.0  
Start and end dates for section 53435: 6/23 8/13

**PSYC 201 CHILD DEVELOPMENT**

A research-based treatment of the biological and experiential forces that shape and influence human development during the childhood years.

**Prerequisite:** PSYC 100. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (UC credit limited to either PSYC 200 or 201.) (CSU/UC\*)

**TV/EVENING CLASSES**

53154 PSYC 201 TVH Intro Mtg 6:00–8:00 pm 16-209 Clifford Jr., J. 3.0  
Introductory meeting date for section 53154: 6/25

See pages 54–55

Start and end dates for section 53154: 6/25 8/6

**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)

**TV/SATURDAY CLASSES**

50826 PSYC 410 TVH Intro Mtg 11:00–1:00 am 18-304 Horan, M. 3.0  
Introductory meeting date for section 50826: 6/27

See pages 54–55

Start and end dates for section 50826: 6/27 8/8

**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)

54002 READ 412 AO By Arr 4.0-24.0 Hrs/Wk 18-101 Movahhed, B. .5-3.0  
Start and end dates for section 54002: 6/22 7/30

**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)

54000 READ 454 AO By Arr 4.0-13.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5  
Start and end dates for section 54000: 6/22 7/30

Reading 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)

54001 READ 455 AO By Arr 4.0-13.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5  
Start and end dates for section 54001: 6/22 7/30

**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 semester to meet with an instructor.

51553 READ 812 AO By Arr 4.0-24.0 Hrs/Wk 18-101 Movahhed, B. .5-3.0  
Start and end dates for section 51553: 6/22 7/30

**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.

52462 READ 814 AO By Arr 4.0-8.0 Hrs/Wk 18-101 Movahhed, B. .5-1.0  
Start and end dates for section 52462: 6/22 7/30

**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, sede, 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.

52463 READ 815 AO By Arr 4.0-13.0 Hrs/Wk 18-101 Movahhed, B. .5-1.0  
Start and end dates for section 52463: 6/22 7/30

**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.)

52690 READ 825 AA MTWTh 8:10 10:15 16-101 Marron, J. 3.0  
Start and end dates for section 52690: 6/22 7/30

**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.

50736 READ 830 AA MTWTh 10:40 12:45 16-101 Marron, J. 3.0  
Start and end dates for section 50736: 6/22 7/30

**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.)

52466 READ 852 AO By Arr 4.0-8.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5  
Start and end dates for section 52466: 6/22 7/30

**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. (Unit does not apply toward AA/AS degree.)

52467 READ 853 AO By Arr 4.0-8.0 Hrs/Wk 18-101 Movahhed, B. .5-1.5  
Start and end dates for section 52467: 6/22 7/30

**REAL ESTATE**
**R.E. 100 REAL ESTATE PRINCIPLES**

Property, contracts, agency, financing, liens and encumbrances, taxes, escrows, land descriptions. Meets State requirements for admission to the salesperson's license exam. (CSU)

53285 R.E. 100 AA MW 1:00 5:00 19-105 Keavney, B. 3.0  
Start and end dates for section 53285: 6/22 8/5

**EVENING CLASSES**

50730 R.E. 100 JA TTh 7:00 10:15 19-105 Gottlieb, M. 3.0  
Start and end dates for section 50730: 6/23 8/13

**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.)

52099 R.E. 801 AA Th 1:00 5:00 19-105 Keavney, B. 1.5  
Start and end dates for section 52099: 6/25 7/30

**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	9:15	14-116	Mathur, M.	3.0
			Start and end dates for section 50748:		6/22	8/12	

#### TV/SATURDAY CLASSES

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	8/8

#### OFF-CAMPUS/EVENING 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	

*NOTE: This course meets at the Martin Luther King Center, 725 Monte Diablo Ave., San Mateo.*

## 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).

#### OFF-CAMPUS CLASSES

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).

#### OFF-CAMPUS CLASSES

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	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	

### SPCH 120 INTERPERSONAL COMMUNICATION

Theory and practice of interpersonal communication skills. Analysis of perception, verbal and nonverbal messages, listening skills, and strategies for resolving conflict. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC)

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	

#### 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

**Skyline College**  
3300 College Drive  
San Bruno, CA 94066  
(650) 355-7000 (day)  
(650) 738-4251 (evening)

#### 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

#### 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

# CSM Coastside Campus

CSM Coastside Campus - Shoreline Station  
225 South Cabrillo Highway  
Half Moon Bay  
(650) 726-6444



## ART

### ART 665MC ADVANCED TOPICS IN WATERCOLOR

See page 28 for detailed course information.

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

## ENGLISH

### ENGL 161 CREATIVE WRITING I

See page 34 for detailed course information.

54288 ENGL 161 BXH Daily 1:00 6:30 HMB-C106 Maxwell, T. 3.0  
Start and end dates for section 54288: 7/28 8/7

### ENGL 162 CREATIVE WRITING II

See page 34 for detailed course information.

54290 ENGL 162 BXH Daily 1:00 6:30 HMB-C106 Maxwell, T. 3.0  
Start and end dates for section 54290: 7/28 8/7

### ENGL 163 CREATIVE WRITING III

See page 34 for detailed course information.

54292 ENGL 163 BXH Daily 1:00 6:30 HMB-C106 Maxwell, T. 3.0  
Start and end dates for section 54292: 7/28 8/07

## ENGLISH AS A SECOND LANGUAGE

### ESL 880MA ESL FOR THE WORKPLACE

See page 35 for detailed course information.

#### 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

## HORTICULTURE

### HORT 326 GROWING ORCHIDS

See page 37 for detailed course information.

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

## ITALIAN

### ITAL 802 CONVERSATIONAL ITALIAN II

See page 37 for detailed course information.

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

## MUSIC

### MUS. 371 GUITAR I

See page 40 for detailed course information.

54284 MUS. 371 AXH TWThF 9:10 12:00 HMB-D210 Nichols, J. 1.0  
Start and end dates for section 54284: 7/14 7/23

### MUS. 372 GUITAR II

See page 40 for detailed course information.

54286 MUS. 372 AXH TWThF 9:10 12:00 HMB-D210 Nichols, J. 1.0  
Start and end dates for section 54286: 7/14 7/23

## PHYSICAL EDUCATION

### FITNESS

#### FITN 334 YOGA

See page 43 for detailed course information.

54258 FITN 334 HAH MWF 7:00 8:05 HMB-C106 Staff .5  
Start and end dates for section 54258: 6/22 8/15

53825 FITN 334 HBH TTh 8:00 9:15 HMB-C106 Werner, K. .5  
Start and end dates for section 53825: 6/23 8/13

#### FITN 335 PILATES

See page 44 for detailed course information.

54259 FITN 335 HAH MWF 8:30 9:35 HMB-C106 Staff .5  
Start and end dates for section 54259: 6/22 8/14

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

### INDIVIDUAL SPORT

#### INDV 160 GOLF

See page 44 for detailed course information.

#### OFF-CAMPUS/EVENING CLASSES

53238 INDV 160 JAH@ MW 5:30 7:00 HMB-GOLF Gossett, C. .5  
Start and end dates for section 53302: 6/22 8/12

54256 INDV 160 MAH@ TTh 5:30 7:00 HMB-GOLF Gossett, C. .5  
Start and end dates for section 54256: 6/23 8/13

*NOTE: This course meets at the Oceanview Driving Range, 201 Kelly Ave., Half Moon Bay.*

## SPANISH

### SPAN 801 CONVERSATIONAL SPANISH I, ELEMENTARY

See page 47 for detailed course information.

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

### SPAN 802 CONVERSATIONAL SPANISH II, ELEMENTARY ADVANCED

See page 47 for detailed course information.

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

# 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 transferable to most four-year colleges and universities.
- Telecourses are not “class lectures transferred to tape.”
- Distance learning courses are as effective as regular college courses in terms of student learning.

### 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

## 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](mailto:fleming@smccd.edu). Hours are Monday–Friday, 8:30 a.m. - 4:30 p.m.

### Distance Learning Website: [collegeofsanmateo.edu/dl](http://collegeofsanmateo.edu/dl)

KCSM maintains a distance learning website that includes a full listing of online courses and telecourses offered by CSM.

### Study Buddy Sign-Up

At each introductory session, instructors will circulate a Study Buddy Sign-Up Sheet that will be mailed by the Distance Learning Office to every participant. Partners study by phone, online or in person and may wish to share off-air recording responsibilities.

### Textbooks by Telephone

The CSM Bookstore (574-6366) accepts textbook orders by phone for Distance Learning students. Allow 10 days for delivery. Credit card orders only. Books can also be purchased online at [collegeofsanmateo.edu/bookstore](http://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](http://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.

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](http://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 Trabant, Barbara Hatheway and Teresa Donnell of Northern Virginia Community College's Extended Learning Institute would like to share the following simple, quick questionnaire they developed to help potential distance learning students assess their chances for success.

### Is Distance Learning for You?

How well will distance learning fit your circumstances and life-style? Circle one answer for each question and score as directed.

- My need to take this course now is:**
  - High - I need it immediately for degree, job or other important reason.
  - Moderate - I could take it on campus later or substitute another course.
  - Low - It's a personal interest that could be postponed.
- Feeling that I am part of a class is:**
  - Not particularly necessary to me.
  - Somewhat important to me.
  - Very important to me.
- I would classify myself as someone who:**
  - Often gets things done ahead of time.
  - Needs reminding to get things done on time.
  - Puts things off until the last minute.
- Classroom discussion is:**
  - Rarely helpful to me.
  - Sometimes helpful to me.
  - Almost always helpful to me.
- When an instructor hands out directions for an assignment, I prefer:**
  - Figuring out the instructions myself.
  - Trying to follow the directions on my own, then asking for help as needed.
  - Having the instructions explained to me.
- I need faculty comments on my assignments:**
  - Within a few weeks, so I can review what I did.
  - Within a few days, or I forget what I did.
  - Right away, or I get very frustrated.
- Considering my professional and personal schedule, the amount of time I have to work on a distance learning course is:**
  - More than enough for a campus class or a distance learning course.
  - The same as for a class on campus.
  - Less than for a class on campus.
- When I am asked to use VCRs, computers, voice mail, e-mail, or other technologies new to me:**
  - I look forward to learning new skills.
  - I feel apprehensive, but try anyway.
  - I put it off or try to avoid it.
- As a reader, I would classify myself as:**
  - Good - I usually understand the text without help.
  - Average - I sometimes need help to understand the text.

c. Slower than average.

- If I have to go to campus to take exams or complete work:**
  - I can go to campus anytime.
  - I might miss some lab assignments or exam deadlines if campus labs are not open evenings and weekends.
  - I will have difficulty getting to the campus, even in the evenings and on weekends.

### Scoring

Add 3 points for each "A" that you circled, 2 for each "B" and 1 for each "C".

If you scored 20 or over, distance learning is a real possibility for you.

If you scored 11 to 19, you may need to make a few adjustments in your schedule and study habits to succeed.

If you scored 10 or less, distance learning may not currently be the best alternative for you; talk to your counselor.

### Explanation

The 10 questions in the questionnaire reflect some of the facts about taking distance learning courses:

- Distance learning students sometimes can end up neglecting courses because of personal or professional circumstances, unless they have compelling reasons for taking the course.
- Some students prefer the independence of distance learning; others find it uncomfortable.
- Distance learning courses give students greater freedom of scheduling, but they can require more self-discipline than on-campus classes.
- Some people learn best by interacting with other students and instructors, but distance learning courses often do not provide much opportunity for this type of interaction.
- Distance learning courses require you to work from written directions without face to face instruction.
- It may take as long as two weeks to get comments back by mail from your instructor.
- Distance learning courses require at least as much time as on-campus courses.
- Distance learning courses frequently use technology for teaching and telecommunication.
- Printed materials are the primary source of directions and information in distance learning courses.
- All distance learning courses require some on-campus work: introductory, review sessions, exams, and labs. Student schedule flexibility is important.

## Online Courses

Distance Learning Website:  
[collegeofsanmateo.edu/dl](http://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](http://www.smccd.edu/accounts/raeber)

**Instructor:** Sandra Raeber

**e-mail:** [raeber@smccd.edu](mailto: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](http://www.smccd.edu/accounts/raeber)

**Instructor:** Sandra Raeber

**e-mail:** [raeber@smccd.edu](mailto: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](mailto: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](mailto: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](http://www.ietraining.com)

**Instructor:** David Blakesley

**e-mail:** [david@ietraining.com](mailto: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](http://www.ietraining.com)

**Instructor:** David Blakesley

**e-mail:** [david@ietraining.com](mailto: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](http://www.smccd.edu/accounts/willis)

**Instructor:** Janice Willis

**e-mail:** [willis@smccd.edu](mailto: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](http://www.smccd.edu/accounts/willis)

**Instructor:** Janice Willis

**e-mail:** [willis@smccd.edu](mailto: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](http://www.smccd.edu/accounts/willis)

**Instructor:** Janice Willis

**e-mail:** [willis@smccd.edu](mailto: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.**

e-mail: martens@smccd.edu  
**Registration Deadline:** June 24  
**Last Day to Drop with Refund:** July 2  
**Last Day to Withdraw:** July 21

### ***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](http://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/greenm>  
**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/murphym>

**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/murphym>

**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/morrist/>

**Instructor:** Teresa Morris  
**e-mail:** morrist@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:** hantzs@smccd.edu  
**Phone:** 378-7220  
**Registration Deadline:** June 9  
**Last Day to Drop with Refund:** June 15  
**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:** hantzs@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](http://www.smccd.edu/accounts/armitage)  
**Instructor:** Leighton Armitage  
**e-mail:** profarmitage@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](http://www.smccd.edu/accounts/armitage)  
**Instructor:** Leighton Armitage  
**e-mail:** profarmitage@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 their 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 pm  
 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

### Business Law I

**BUS. 201 TV** (CRN 50518) (3 Units)  
 “Business and the Law” examines contracts and the legal system along with critical legal environment topics such as government regulation, employment practices, and consumer/environment protection. **Recommended Preparation:** eligibility for ENGL 848. (CSU/UC) (CAN BUS 8)

**TV:** MTWThF 5–5:30 am, June 29–August 7

**Campus Meetings:** Sat., 9–11 am  
 Bldg. 18, Room 204

Introduction: June 27\*\*  
 Midterm Review: July 11  
 Midterm: July 18  
 Final Review: Aug. 1  
 Final Exam: Aug. 8  
 Instructor: J. Gardner Trimble

**Registration Deadline:** June 27

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

**Last Day to Withdraw:** July 27

## Consumer Arts and Science

### Nutrition

**CA&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: Antoinette 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:** Thurs., 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: Jeremy Ball

**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: Dennis Clare

**Registration Deadline:** June 27

**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 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)

**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

## KEY

- A = Advisor/  
Advisor & Faculty  
C = Counselor/  
Counselor & Faculty  
D = Dean  
F = Faculty  
S = Staff  
\* = Bilingual Counselor  
(Spanish)

## Accounting

Rick Ambrose (A)  
574-6475  
ambrose@smccd.edu  
Bruce Maule (F)  
574-6663  
maule@smccd.edu  
Rosemary Nurre (F)  
574-6493  
nurre@smccd.edu  
collegeofsanmateo.edu/  
accounting

## Adapted Physical Education

Paul Sacomano (S)  
378-7219  
sacomanop@smccd.edu  
collegeofsanmateo.edu/  
adaptedpe

## Administration of Justice

574-6343; 574-6176  
csm-admj@smccd.edu  
collegeofsanmateo.edu/aj

## Alcohol & Other Drug Studies

Angela Stocker (F)  
574-6465; 574-6496  
stocker@smccd.edu  
collegeofsanmateo.edu/aods

## Anthropology

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

## Apprenticeship

574-6177  
collegeofsanmateo.edu/  
apprenticeship

## Aquatics

Randy Wright (F)  
574-6449  
wrightr@smccd.edu

## Architecture

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

## Art

Jude Pittman (F)  
574-6291  
pittmanj@smccd.edu

## Assistive Technology

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

## Astronomy

Darryl Stanford (F)  
574-6256; 574-6268  
collegeofsanmateo.edu/  
astronomy  
stanfordd@smccd.edu  
janatpour@smccd.edu

## Baseball

Doug Williams (F)  
358-6875; 574-6461  
williamsd@smccd.edu  
collegeofsanmateo.edu/  
baseball

## Basketball - Women's

Michelle Warner (F)  
358-6830; 574-6461  
warner@smccd.edu  
collegeofsanmateo.edu/  
basketball

## Biology

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

## 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)  
574-6110  
lawrencey@smccd.edu

## Community Education

Renee Khoury (S)  
574-6149  
khouryr@smccd.edu  
Building 17, Room 137  
communityed.smccd.edu

## Computer & Information Science (CIS)

Stacey Grasso (F)  
574-6693  
grassos@smccd.edu  
csmcis@smccd.edu  
collegeofsanmateo.edu/cis

## Computer Forensics

Stacey Grasso (F)  
574-6693  
grassos@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  
collegeofsanmateo.edu/  
cosmetology

## Cross Country/ Track & Field

Joe Mangan (F)  
574-6448; 574-6461  
manganj@smccd.edu

## Dance

574-6461

## Dental Assisting

Colleen Kirby Banas (F)  
574-6212  
kirbyc@smccd.edu  
collegeofsanmateo.edu/  
dentalassisting

## Drafting/CAD

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

## Economics

Kevin Henson (D)  
574-6494  
hensonk@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  
kellerd@smccd.edu  
Madeleine Murphy (F)  
574-6344  
murphy@smccd.edu

## English for Non-native Speakers (ESL)

Sylvia Aguirre-Alberto (C)\*  
574-6160  
aguirres@smccd.edu  
Frances Schulze (F)  
574-6685  
schulze@smccd.edu  
collegeofsanmateo.edu/esl

## Ethnic Studies

Frederick Gaines (F)  
574-6183  
gainesf@smccd.edu

## Film

David Laderman (F)  
574-6302  
laderman@smccd.edu

## Fire Technology

Keith Marshall (F)  
574-6347; 574-6424  
csm-firetech@smccd.edu  
collegeofsanmateo.edu/fire

## Floristry

Wendy Pine (F)  
pinew@smccd.edu  
collegeofsanmateo.edu/  
floristry

## Foreign Language

574-6357; 574-6314  
collegeofsanmateo.edu/  
foreignlanguages

## Football

Larry Owens (F)  
358-6771  
owensl@smccd.edu

Bret Pollack (A)

574-6467  
pollack@smccd.edu  
collegeofsanmateo.edu/  
football

## 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)  
574-6217  
leddy@smccd.edu  
collegeofsanmateo.edu/  
horiculture

## Human Services

574-6193; 574-6496

## Humanities

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

## Journalism

Ed Remitz (F)  
574-6558; 574-6314  
remitz@smccd.edu  
collegeofsanmateo.edu/  
journalism

## Library

(see Student Resources Directory)

## Management

Craig Blake (F)  
358-6738  
blake@smccd.edu

## Manufacturing/ Machine Tool Technology

Lilya Vorobey (F)  
358-6758  
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)  
358-6769  
csm-multimedia@smccd.edu  
collegeofsanmateo.edu/multimedia

## 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/  
electronicmusic

## 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

**Paleontology**

Linda Hand (F)  
574-6633; 574-6268  
[hand@smccd.edu](mailto:hand@smccd.edu)

**Philosophy**

David Danielson (A)  
574-6376; 574-6496  
[danielson@smccd.edu](mailto:danielson@smccd.edu)

**Photography**

Lyle Gomes (F)  
574-6292  
[gomes@smccd.edu](mailto:gomes@smccd.edu)  
[collegeofsanmateo.edu/photo](http://collegeofsanmateo.edu/photo)

**Physical Education**

Adreas Wolf (D)  
574-6462

**Physics**

Barbara Uchida (F)  
574-6603; 574-6268  
[uchida@smccd.edu](mailto:uchida@smccd.edu)  
[janatpour@smccd.edu](mailto:janatpour@smccd.edu)  
[collegeofsanmateo.edu/physics](http://collegeofsanmateo.edu/physics)

**Political Science**

Kathryn O'Connell (F)  
574-6381; 574-6496  
[ocConnell@smccd.edu](mailto:ocConnell@smccd.edu)

**Psychology**

James Clifford (F)  
574-6380; 574-6496  
[clifford@smccd.edu](mailto:clifford@smccd.edu)

**Reading**

Carol Wills (F)  
574-6612; 574-6314  
[wills@smccd.edu](mailto:wills@smccd.edu)  
[collegeofsanmateo.edu/reading](http://collegeofsanmateo.edu/reading)

**Real Estate**

Bart Keavney (F)  
574-6494

**Social Science**

Kevin Henson (D)  
574-6494

**Sociology**

Minu Mathur (F)  
574-6658; 574-6496  
[mathur@smccd.edu](mailto:mathur@smccd.edu)

**Softball**

Nicole Borg (F)  
574-6464; 574-6461  
[borgn@smccd.edu](mailto:borgn@smccd.edu)  
[collegeofsanmateo.edu/softball](http://collegeofsanmateo.edu/softball)

**Speech****Communication**

Yaping Li (F)  
574-6338; 574-6314  
[li@smccd.edu](mailto:li@smccd.edu)  
[collegeofsanmateo.edu/speech](http://collegeofsanmateo.edu/speech)

**Welding**

Durella Combs (F)  
574-6122  
[combs@smccd.edu](mailto:combs@smccd.edu)  
[collegeofsanmateo.edu/welding](http://collegeofsanmateo.edu/welding)

**Counseling Services**

Counselors & Advisors  
available by appointment  
Day & Evening  
574-6400  
Building 1, 115 or 207

**All Majors/Transfer-  
-General Counselors-**

Sylvia Aguirre-Alberto (C)\*  
Kathryn Brown (C)  
Arnett Caviel (C)  
Jacqueline Gamelin (C)  
Modesta Garcia (C)\*  
Aisha Upshaw (C)  
Mary Valenti (C)

\* = Bilingual Counselor (Spanish)

## Academic Divisions and Instructional Programs/Departments

Division Office		Instructional Program/Department		
<b>Business/Technology</b> Bldg. 19, Rm. 113; 574-6228 <i>Dean:</i> Kathleen Ross	Accounting	Business - Microcomputer Applications	Fire Technology	<i>Film Production</i>
	Administration of Justice	Computer & Information Science	Machine Tool Technology	<i>Graphics</i>
	Apprenticeship Training	Cosmetology	Management	<i>Journalism</i>
	Building Inspection Technology	Drafting Technology	Manufacturing & Industrial Technology	<i>Multimedia</i>
	Business	Electronics Technology	Media Communication	Real Estate
			<i>Broadcast &amp; Electronic Media</i>	Welding Technology
<b>Creative Arts/ Social Science</b> Bldg. 15, Rm. 169; 574-6494 <i>Dean:</i> Kevin Henson	Alcohol & Other Drug Studies	Ethnic Studies	Human Services	Philosophy
	Anthropology	Geography	Library Studies	Political Science
	Art	Global Studies	Military Science	Psychology
	Economics	History	Music	Social Science
		Humanities	Music - Electronic	Sociology
<b>Language Arts</b> Bldg. 17, Rm. 169; 574-6314 <i>Dean:</i> Sandra Stefani Comerford	English	Foreign Language	<i>German</i>	Literature
	English for Non-native Speakers (ESL)	<i>American Sign Language</i>	<i>Italian</i>	Reading
	Film History	<i>Chinese (Mandarin)</i>	<i>Japanese</i>	Speech Communication
		<i>French</i>	<i>Spanish</i>	
<b>Math/Science</b> Bldg. 36, Rm. 311; 574-6268 <i>Dean:</i> Charlene Frontiera	Architecture	Dental Assisting	Horticulture	Paleontology
	Astronomy	Dental Hygiene	Mathematics	Physical Science
	Biology	Engineering	Meteorology	Physics
	Chemistry	Geology	Nursing	
	Consumer Arts & Science	Health Science	Oceanography	
<b>Physical Education/ Athletics/Dance</b> Bldg. 8, Rm. 103; 574-6461 <i>Dean:</i> Andreas Wolf <i>Athletic Trainer:</i> Pat Fitzgerald; 574-6451 <i>Equipment Manager:</i> Ken Haren; 574-6452	Athletics	Physical Education	<i>Fitness</i>	
	<i>Intercollegiate Sports Theory</i>	<i>Adapted</i>	<i>Individual Sports</i>	
	<i>Varsity</i>	<i>Aquatics</i>	<i>Team Sports</i>	
		<i>Dance</i>	<i>Theory</i>	
<b>Coastside/ Special Projects</b> Bldg. 19, Rm. 111; 574-6533 <i>Dean:</i> Martha Tilmann	CSM Coastside	Special Projects assigned by VPI		
	Community Education	Study Abroad		
	Distance Education			
<b>Student Services</b> Bldg. 1, Rm. 209; 574-6413 <i>Dean - Counseling, Advising &amp; Matriculation:</i> Marsha Ramezane	Career & Life Planning	Developmental Skills		
	Cooperative Work	<i>Assistive Technology</i>		
	Experience Education	<i>Learning Disabilities Assessment</i>		

# Student Resources Directory - Summer 2009

(Services, Programs & Centers for Students)

Area Code for College of San Mateo is 650

## KEY

A = Advisor/Advisor & Faculty  
C = Counselor/  
Counselor & Faculty  
D = Dean  
F = Faculty  
S = Staff

## Academic Advising & Counseling

(see Counseling Center)

## Academic Support Services

(see Labs & Centers)

## Admissions & Records

574-6165  
Building 1, Second Floor  
[collegeofsanmateo.edu/admissions](http://collegeofsanmateo.edu/admissions)

Henry Villareal (D)

574-6590  
[villarealh@smccd.edu](mailto:villarealh@smccd.edu)

Arlene Fajardo (S)  
574-6576

[fajardo@smccd.edu](mailto:fajardo@smccd.edu)

Mario Mihelcic (S)  
AA/AS & Certificate Programs  
358-6856

Admissions Information  
574-6165

Grades/Attendance  
358-6855

Registration Information  
574-6165

Transcripts (Outgoing)  
358-6858

Veterans Assistant  
358-6858; 358-6856

## Alpha Gamma Sigma Tutoring Center

Roger Nishimoto  
574-6608  
Building 9, Room 201A

## Articulation Office

John Sewart (D)  
574-6196  
[sewart@smccd.edu](mailto:sewart@smccd.edu)  
Sheldon Carroll  
574-6198  
[carrolls@smccd.edu](mailto:carrolls@smccd.edu)  
[collegeofsanmateo.edu/articulation](http://collegeofsanmateo.edu/articulation)

## Assessment Center

- Placement Testing
- Career Assessment
- eMatriculation

Info Line: 574-6262  
Christopher Rico (S)  
574-6175  
Building 1, Room 130  
[collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing)

## Assistive Technology Center

Building 16, Room 151  
[collegeofsanmateo.edu/atc](http://collegeofsanmateo.edu/atc)

## Associated Students (ASCSM)

574-6141  
Building 19, Club House  
[collegeofsanmateo.edu/ascsm](http://collegeofsanmateo.edu/ascsm)

## Athletics/PE/Dance

574-6461  
Building 8, Room 105  
[collegeofsanmateo.edu/athletics](http://collegeofsanmateo.edu/athletics)

## Bookstore

574-6366  
Building 34  
[collegeofsanmateo.edu/bookstore](http://collegeofsanmateo.edu/bookstore)

**Hours:**  
Monday through Thursday  
7:45 am to 7:15 pm  
Friday  
Closed

## Buildings & Grounds

(see Facilities Department)

## Business Microcomputer Labs

574-6489; 574-6474  
Building 12, Rooms 79 & 85

## Business Office

574-6412  
Building 1, Room 147

**Hours:**  
Monday through Friday  
8:00 am to 3:00 pm

## Business Students Lab

574-6663  
Building 12, Room 82

## Cafeteria

(see Food Service/Cafeteria)

## CalWORKs Program

Danita Scott-Taylor (A)  
574-6155  
Building 20, Room 106  
[collegeofsanmateo.edu/calworks](http://collegeofsanmateo.edu/calworks)

## Career Services/ Student Employment

Jeanne Stalker (S)  
574-6116  
Building 1, Room 213  
[collegeofsanmateo.edu/career](http://collegeofsanmateo.edu/career)

## Cashier

(see Business Office)

## Child Development Center

Louise Piper (F)  
574-6279  
Building 33  
**Hours:**  
Monday through Friday  
7:30 am to 5:00 pm  
[collegeofsanmateo.edu/childcenter](http://collegeofsanmateo.edu/childcenter)

## Coastside Office

726-6444  
225 South Cabrillo Highway  
Half Moon Bay  
[collegeofsanmateo.edu/coastside](http://collegeofsanmateo.edu/coastside)

## College Connection

**Concurrent Enrollment  
Program (High School Students)**  
[collegeofsanmateo.edu/ce](http://collegeofsanmateo.edu/ce)

## Community Education

Renee Khoury (S)  
574-6149  
[khouryr@smccd.edu](mailto:khouryr@smccd.edu)  
Building 17, Room 137  
[communityed.smccd.edu](http://communityed.smccd.edu)

## Computer & Info Science

(CIS) Lab  
574-6327  
Building 19, Rooms 124 & 126

## Computer Labs

(see Labs & Centers)

## Cooperative Agencies Resources for Education (CARE)

Ruth Turner (C); 574-6154  
Building 20, Room 107

## Counseling Services

- Academic Counseling Services  
574-6400  
378-7229

Building 1, Room 115 or 207  
[collegeofsanmateo.edu/counseling](http://collegeofsanmateo.edu/counseling)

Division Office -  
Counseling, Advising & Matriculation  
574-6413  
Building 1, Room 209

## Counseling - Psychological Services

(see Psychological Services)

## Disabled Students Programs & Services (DSPS)

### Adapted Physical Education

(Instructional Program)  
Paul Sacomano (S)  
378-7219

[sacomano@smccd.edu](mailto:sacomano@smccd.edu)  
[collegeofsanmateo.edu/dsps](http://collegeofsanmateo.edu/dsps)

### Assistive Technology Center

(see Assistive Technology Center)

### Disability Resource Center

(see Disability Resource Center)

### Learning Disabilities Assessment Center

(see Learning Disabilities  
Assessment Center)

### Transition to College Program

(see Transition to College Program)

### Disability Resource Center

Building 16, Room 150  
[collegeofsanmateo.edu/drc](http://collegeofsanmateo.edu/drc)

### Distance Learning (Telecourses & Online Courses)

Betty Fleming (S)  
524-6933  
Building 9, Room 181  
[collegeofsanmateo.edu/dl](http://collegeofsanmateo.edu/dl)

### Drip Coffee

(see Food Service/Drip Coffee)

### Emeritus Institute

Renee Khoury (S)  
574-6149  
[khouryr@smccd.edu](mailto:khouryr@smccd.edu)  
Building 17, Room 139  
[communityed.smccd.edu](http://communityed.smccd.edu)

### English 800 Lab

574-6539  
Building 18, Room 102  
[collegeofsanmateo.edu/writing](http://collegeofsanmateo.edu/writing)

### Extended Opportunity Programs & Services (EOPS)

574-6154  
Building 20, Room 107  
[collegeofsanmateo.edu/eops](http://collegeofsanmateo.edu/eops)

### Facebook: College of San Mateo

[facebook.com](http://facebook.com)  
Log-on and search for "College of San  
Mateo"

### Facilities Department/Buildings & Grounds Maintenance

574-6113  
Building 7  
[www.smccd.edu/accounts/facilities](http://www.smccd.edu/accounts/facilities)

**Hours:**  
Monday through Friday  
7:30 am to 4:00 pm

## Facilities Rental/Scheduling

574-6220  
Building 1, Room 123

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

## Financial Aid

Claudia Menjivar (S)  
574-6146  
Building 1, Room 217  
[collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid)

## Food Service/Cafeteria

574-6582  
Plaza near Building 16

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

## Food Service/Drip Coffee

378-7343  
East side of Building 16

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

## Food Service/Kiosko

574-6582  
Located next to Building 16

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

## Food Service/Mobile Kitchen

Located next to Building 9

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

## Foreign Language Center

574-6346  
Building 18, Room 112  
[collegeofsanmateo.edu/flc](http://collegeofsanmateo.edu/flc)

## Global Studies Program

574-6496

## Health Services Center

574-6396  
Building 1, Room 226  
[collegeofsanmateo.edu/healthcenter](http://collegeofsanmateo.edu/healthcenter)

## Office of Institutional Planning, Research, and Institutional Effectiveness

John Sewart (D)  
574-6196  
[sewart@smccd.edu](mailto:sewart@smccd.edu)  
Milla McConnell-Tuite  
574-6699  
[mcconnell@smccd.edu](mailto:mcconnell@smccd.edu)  
[collegeofsanmateo.edu/research](http://collegeofsanmateo.edu/research)

## Integrated Science Center

574-6688  
Building 36, Room 110

## Integrative Learning: Learning Communities

Jean Mach (F)  
Jon Kitamura (F)  
574-6353; 574-6554  
[collegeofsanmateo.edu/lcom](http://collegeofsanmateo.edu/lcom)

**International Students Program**

Building 1, Room 263  
Margaret Skaff (S)  
574-6525  
skaff@smccd.edu  
Martin Bednarek (C)  
574-6526  
bednarekm@smccd.edu

**Job Listings–District**

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

**Job Listings–Student**

(see Career Services)

**KCSM TV & FM**

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

**Kiosko**

(see Food Service/Kiosko)

**Labs & Centers**

[collegeofsanmateo.edu/labs](http://collegeofsanmateo.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****English 800 Lab****Foreign Language Center****Integrated Science Center****Language Arts Centers**

(see specific listings for each)

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

**Library Computer Access System****Math Resource Center****Multimedia Lab****Nursing Lab****Reading and ESL Center****Speech Lab****Writing Center****Language Arts Centers****English 800 Lab** (see English 800 Lab)**Foreign Language Center**

(see Foreign Language Center)

**Reading and ESL Center**

(see Reading and ESL Center)

**Speech Lab** (see Speech Lab)**Writing Center** (see Writing Center)**Learning Disabilities****Assessment Center**

574-6433  
Building 16, Room 150  
[collegeofsanmateo.edu/ldac](http://collegeofsanmateo.edu/ldac)

**Library**

574-6100  
Building 9, Upper Level  
[collegeofsanmateo.edu/library](http://collegeofsanmateo.edu/library)  
Lorrita Ford - Director  
574-6569  
fordl@smccd.edu

**Loan Desk**

574-6548  
Reference Desk  
574-6232

**Hours:**

Monday–Thursday  
9:00 am to 7:00 pm  
Friday–Sunday  
Closed

**Lost and Found**

(See Security)

**Mail Room**

574-6410  
Building 1, Room 148

**Maintenance**

(see Facilities Department)

**Masterworks Choral**

Kevin Stacy (S)  
574-6210  
Choral Room, Building 2, Room 110  
[www.masterworks.org](http://www.masterworks.org)

**Math Resource Center**

Caryn Goldman (S)  
574-6540  
Building 18, Rooms 202  
[collegeofsanmateo.edu/mrc](http://collegeofsanmateo.edu/mrc)

**Matriculation**

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

**Media Services****(Audio/Visual Equipment Rental)**

(within District ITS/HelpCenter)  
358-6717  
[www.smccd.edu/mediacenter](http://www.smccd.edu/mediacenter)

**Middle College High School**

Greg Quigley - Principal  
574-6101  
[middlecollege@smuhsd.org](mailto:middlecollege@smuhsd.org)  
Building 12, Room 177  
[collegeofsanmateo.edu/middlecollege](http://collegeofsanmateo.edu/middlecollege)

**Multimedia Lab**

574-6446  
Building 27, Room 100  
[collegeofsanmateo.edu/multimedia](http://collegeofsanmateo.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  
[stanfordd@smccd.edu](mailto:stanfordd@smccd.edu)  
Building 36, Room 100  
[collegeofsanmateo.edu/planetarium](http://collegeofsanmateo.edu/planetarium)

**Priority Enrollment Program (PEP) for High School Seniors**

Chris Rico (S)  
574-6175  
[rico@smccd.edu](mailto:rico@smccd.edu)  
Building 1, Room 207  
[collegeofsanmateo.edu/pep](http://collegeofsanmateo.edu/pep)

**Psychological Services**

574-6396  
Building 1, Room 226  
[collegeofsanmateo.edu/psychservices](http://collegeofsanmateo.edu/psychservices)

**Hours:**

Monday through Thursday  
(by appointment)

**Reading and ESL Center**

574-6437  
Building 18, Room 101  
[collegeofsanmateo.edu/readesl](http://collegeofsanmateo.edu/readesl)

**San Matean****(Student Newspaper)**

574-6330  
[sanmatean@smccd.edu](mailto:sanmatean@smccd.edu)  
[www.sanmatean.com](http://www.sanmatean.com)

**Scholarships**

574-6434  
Building 1, Room 155  
[collegeofsanmateo.edu/scholarships](http://collegeofsanmateo.edu/scholarships)

**Hours:**

Monday through Thursday  
8:00 am to 2:30 pm  
Friday  
8:00 am to 12:30 pm

**Security Office**

574-6415  
Building 1, Room 269  
[collegeofsanmateo.edu/security](http://collegeofsanmateo.edu/security)

**Hours:**

Monday through Thursday  
8:00 am to 7:00 pm  
Friday  
8:00 am to 12:30 pm

**Shipping & Receiving**

Building 7  
574-6115

**Speech Lab**

574-6257  
Building 18, Room 110  
[collegeofsanmateo.edu/speech](http://collegeofsanmateo.edu/speech)

**Student Activities Office**

Aaron Schaefer (S)  
Fauzi Hamadeh (S)  
574-6141  
Building 19, Room 111  
[collegeofsanmateo.edu/studentactivities](http://collegeofsanmateo.edu/studentactivities)

**Hours:**

Monday through Thursday  
8:00 am to 5:15 pm  
Friday  
Closed

**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](mailto:marrac@smccd.edu)  
Building 1, Room 101  
[collegeofsanmateo.edu/studyabroad](http://collegeofsanmateo.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  
[collegeofsanmateo.edu/theatre](http://collegeofsanmateo.edu/theatre)

**Tutoring**

(see Labs & Centers)

**Transcripts**

358-6858  
[collegeofsanmateo.edu/transcripts](http://collegeofsanmateo.edu/transcripts)

**Transfer Services**

Mike Mitchell (S)  
358-6839  
Building 1, Room 115  
[collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer)

**Transition to College Program**

574-6487

**Veterans Assistance**

358-6858; 358-6856  
Building 1, Second Floor  
(within Admissions & Records)  
[collegeofsanmateo.edu/veterans](http://collegeofsanmateo.edu/veterans)

**Writing Center**

574-6436  
Building 18, Room 104  
[collegeofsanmateo.edu/writing](http://collegeofsanmateo.edu/writing)

## Parking Regulations

Students are responsible for knowing and following campus parking regulations. Complete parking regulations are available online at [collegeofsanmateo.edu/parking](http://collegeofsanmateo.edu/parking), or a copy may be obtained at CSM's Security Office (Bldg. 1, Room 269) or CSM's Business Office (Bldg. 1, Room 147).

All persons driving motor vehicles (except motorcycles) onto campus and utilizing the parking facilities during regular class hours (Monday-Friday; 7 a.m.–10 p.m.), including final examinations, are required to obtain a parking permit. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking in Lots 7A and 11A. Student parking permits are available for \$40 each for the Fall and Spring semesters, and \$20 for the summer session. A two-term (Fall/Spring) permit is available for \$70. Parking permits for students with California Board of Governors (BOG) waivers are \$20 per semester. An additional fee of \$20 will be charged to replace a permit that has been lost or stolen.

Students who intend to purchase a parking permit may do so online using WebSMART. For information on how to obtain your paid parking permit, please visit our website.

Daily parking permits (\$2) are available from machines in Lots 1, 2, 10, 14 and 15. Parking permits for disabled students who have paid the parking fee are issued only by the Disability Resource Center (Bldg. 16, Room 150, 574-6438).

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the Fall/Spring terms, and the first week of the Summer term. **The grace period pertains only to permits, with all other parking regulations enforced at all times**

**in all parking lots.** Beginning Monday, June 29, 2009, permit requirements will be strictly enforced in all lots.

Parking spaces are available on a first-come, first-served basis. Therefore, a permit is not a guarantee of a parking space. **The College and San Mateo County Community College District accept no liability for vandalism, theft or accidents. Use of parking facilities is at the user's risk.**

### Visitor Parking

Visitors to campus may park in metered Visitor Parking Lot 2 using the pay-by-space meter. After parking the car, the visitor notes the number of the parking space, enters the number into the meter and deposits coin or currency. The receipt does NOT need to be displayed in the vehicle. Visitors may also park in a student lot after purchasing a daily permit. For location

of parking permit machines, please refer to campus map.

### Public Transit

SamTrans bus service has two direct routes to the campus (#250 and #260) and connecting bus routes from the Hillsdale Shopping Center and the Caltrain Station serving the CSM campus throughout the day. All buses have wheelchair lifts and also serve students attending evening classes. Routing information is available by calling 1-800-660-4BUS or via the Web at [www.samtrans.com](http://www.samtrans.com) and [www.caltrain.com](http://www.caltrain.com). Printed schedules and maps are also available at the College of San Mateo Student Activities Office (Building 12).

### Elevators

Elevator access is available in the following buildings: 1, 2, 4, 8, 9, 12, 14, 18 and 36.

#### Parking by Permit Only During Class Hours

##### One-day Permits

\$2 per day – Permit machine locations indicated by **D** (Lots 1, 2, 10, 14 and 15)

##### Visitor Parking

Visitors may park in Lot 2C (permit machine location indicated by **V**) or in a student lot after purchasing a daily permit. The visitors lot is open to students after 5pm; permit required.

##### Student Parking

Lots 1, 2, 9, 10, 11A, 14, 15, 16, 18, 19, 21, 22

##### Staff Parking

Lots 2A, 2B, 3, 5, 6, 7A, 7B\*, 11, 12A\*, 13, 17, 20\*, 20A, 20M, 23  
(\*Indicates lots available for student parking, after 5 pm only)

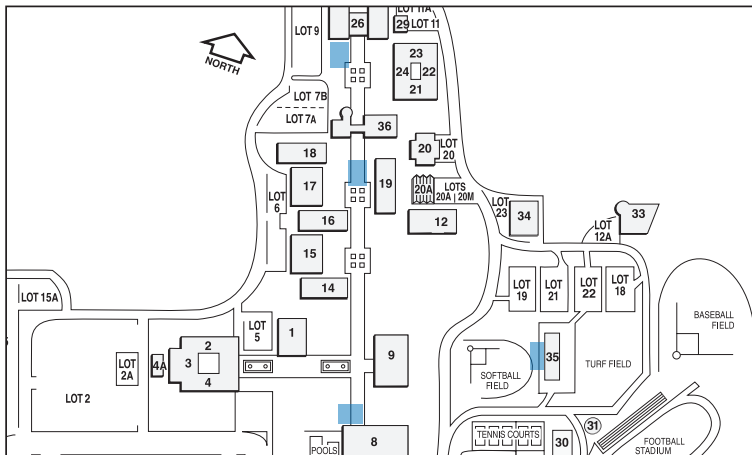
##### Disabled Parking

By special permit only. Students with a state-issued disabled placard or license plate in conjunction with a student parking permit may park in both disabled and regular spaces in any parking lot. Holders of a CSM disabled person parking permit may not park in a disabled space without a state-issued disabled placard or license plate. (contact Disability Resource Center, Bldg. 16, Room 150, 574-6438)

##### Motorcycle Parking

Lots 7A, 11A

## Designated Smoking Zones

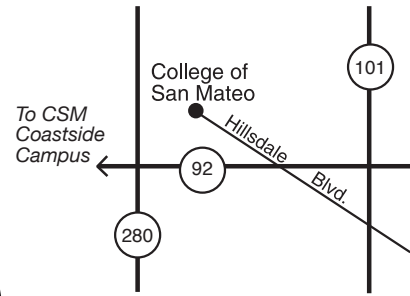


### Smoking Policy

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.

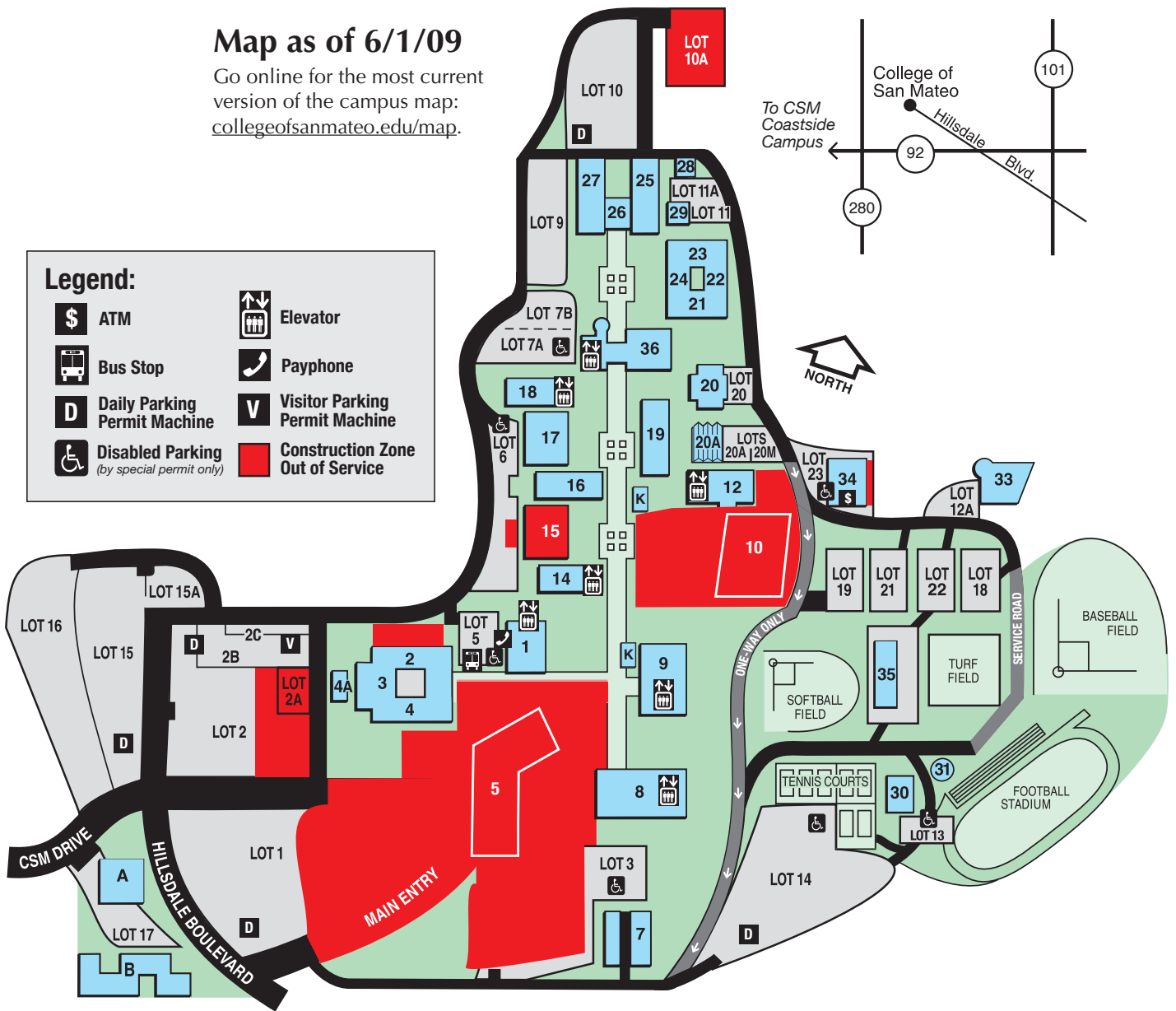
# Map as of 6/1/09

Go online for the most current version of the campus map: [collegeofsanmateo.edu/map](http://collegeofsanmateo.edu/map).



**Legend:**

ATM	Elevator
Bus Stop	Payphone
Daily Parking Permit Machine	Visitor Parking Permit Machine
Disabled Parking (by special permit only)	Construction Zone Out of Service



**Buildings:**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>1. Administration             <ul style="list-style-type: none"> <li>• Admission &amp; Records</li> <li>• Business Office</li> <li>• Career and College Resources Center</li> <li>• Cashier</li> <li>• Counseling &amp; Matriculation Office</li> <li>• Financial Aid</li> <li>• Health Center</li> <li>• International Student Center</li> <li>• Office of Planning, Research, and Institutional Effectiveness</li> <li>• President's Office</li> <li>• Psychological Services</li> <li>• Scholarship Office</li> <li>• Security</li> <li>• Student Employment</li> <li>• Transfer Services</li> <li>• Veterans</li> <li>• VP Office, Instruction</li> <li>• VP Office, Student Services</li> </ul> </li> <li>2. Art, Music</li> <li>3. Theatre</li> <li>4. Art</li> </ul> | <ul style="list-style-type: none"> <li>4A. Ceramics/Sculpture</li> <li>5. Construction Zone</li> <li>7. Maintenance</li> <li>8. Gymnasium</li> <li>9. Library, KCSM-TV/FM, Distance Learning Public Relations &amp; Marketing</li> <li>10. Construction Zone</li> <li>12. Middle College, Faculty Offices, Corporate &amp; Continuing Ed.</li> <li>14. South Hall</li> <li>15. Construction Zone</li> <li>16. Central Hall, DSPS</li> <li>17. Faculty Offices</li> <li>18. North Hall</li> <li>19. Technology, Student Activities             <ul style="list-style-type: none"> <li>• Architecture</li> <li>• Building Inspection</li> <li>• CIS Lab</li> <li>• Drafting</li> <li>• Electronics</li> <li>• Engineering</li> </ul> </li> <li>20. EOPS, Multicultural Center, Horticulture</li> <li>20A. Horticulture Greenhouses</li> </ul> | <ul style="list-style-type: none"> <li>21. Cosmetology</li> <li>22. Dental Assisting</li> <li>23. Nursing Lab</li> <li>24. Locker Rooms</li> <li>25. Machine Tool Tech., Manufacturing Tech., ITS/Media Services</li> <li>26. Technology Classrooms</li> <li>27. Graphics, Multimedia, Welding</li> <li>28. Test Cell</li> <li>29. NPA Lab, CIS Lab</li> <li>30. Team House</li> <li>31. Ticket Booth</li> <li>33. Lazarus Child Development Center</li> <li>34. Bookstore</li> <li>35. Moore Regional Public Safety Center</li> <li>36. Science Building/Planetarium             <ul style="list-style-type: none"> <li>A. District Administrative Offices - 3401 CSM Drive</li> <li>B. College Vista - District Faculty/Staff Housing</li> <li>K. Kiosko (Temporary Cafeteria)</li> </ul> </li> </ul> |
|--|---|---|

Please note special restrictions on parking lot signs. Please also note parking lots that are out of service due to construction.

## COLLEGE of SAN MATEO

1700 West Hillsdale Boulevard  
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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](mailto:csmtransfer@smccd.edu) or visit  
[collegeofsanmateo.edu/transfer](http://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.*