

# Schedule of Classes

*Session starts June 21*

*collegeofsanmateo.edu*



*Summer  
2010*



College of San Mateo

# Message from the President



Welcome to College of San Mateo! CSM serves approximately 11,000 students each semester. This summer, CSM will offer multiple sections in over 40 distinct fields of study. I believe that a major advantage of attending CSM is that we have a vibrant, large college environment – indeed we are bigger than some California State Universities! At the same time, we have a “small college” feel.

It is important that you gain access to the resources that you need, especially at a time when colleges and universities are making budget cuts. Please spend some

time reviewing the section “Support Services for Students,” on pages 20–21 and make sure that you take advantage of all the support that we offer.

Whether you plan to transfer, train for a career or learn a new skill, CSM has something special to offer. While our faculty are highly respected experts in their disciplines, they are teachers first – they care deeply about your success. In fact, all of us at CSM share that same passion and we look forward to you being part of the CSM family.

A handwritten signature in black ink that reads "Michael Claire". The signature is fluid and cursive.

Michael Claire  
President

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Your opportunity to participate

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This class schedule is designed to help you register for Summer 2010 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 2010. Additional important information about College programs is contained in the Catalog, available in the campus bookstore, through the mail (see page 11) 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.

### Use of Photography

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**Have questions or need assistance?**  
[collegeofsanmateo.edu/contactcsm](http://collegeofsanmateo.edu/contactcsm)



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## Summer 2010 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 2009) 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. Log into your WebSMART student account to find your email address and password. All college electronic communication will come to your [my.smccd.edu](mailto:my.smccd.edu) email address.

Pre-registration	Matriculation activities: Placement Testing and College Orientation/Counseling—see page 7 & 8
Wednesday, April 28 – Friday, May 21	Priority Registration for Continuing Students for Summer and Fall 2010 by WebSMART – See page 3
Saturday, May 22 – Sunday, June 20	New, former, and continuing students may register via WebSMART for Summer and Fall 2010.
Wednesday, June 9	Spring 2010 final grades available on WebSMART ( <a href="http://collegeofsanmateo.edu/webSMART">collegeofsanmateo.edu/webSMART</a> )
Monday, June 21	Summer Session begins for both day and evening classes
Monday, June 21 – Saturday, June 26	WebSMART Late Registration period – See page 3 for instructions
Wednesday, June 23	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 13 for Credit/Refund Policy
Thursday, June 24	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, June 30	<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
Saturday, July 3 – Sunday, July 4	Declared Recess
Monday, July 5	Observance of Independence Day Holiday
Thursday, July 8	<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 9	<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 9	Deadline to pay Summer fees
Friday, July 9	Deadline to apply for August A.A./A.S. degree or certificate
Wednesday, July 21	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 27	Last day to officially withdraw from <b>seven-week</b> classes with assurance of a "W" grade
Thursday, July 29	Last day to officially withdraw from <b>eight-week TTh evening</b> classes with assurance of a "W" grade
Saturday, July 31	End of six-week session
Monday, Aug 2	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
Saturday, August 7	End of seven-week session
Saturday, August 14	End of eight-week session
Tuesday, August 17	Summer 2010 final grades available on WebSMART ( <a href="http://collegeofsanmateo.edu/webSMART">collegeofsanmateo.edu/webSMART</a> )
Wednesday, August 18	Fall 2010 Semester begins

## 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 2009, Fall 2009, or Spring 2010 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 28–May 21\***

*\*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 2010 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 22, 2010 - June 20, 2010**

### 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 & Thursday: 7:30 am to 4:30 pm

Tuesday & Wednesday: 7:30 am to 7:00 pm

Friday: 7:30 am to 12:00 pm

For extended hours during late registration period 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 MY.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 28–May 21)

You are a continuing student if you were enrolled at CSM, Cañada or Skyline College during the Summer 2009, Fall 2009, or Spring 2010 terms.

WebSMART online registration begins April 28.

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 am–4 am daily.

### Admission and Registration for New and Former Students (May 22–June 20)

Steps to Successful Enrollment, see pages 7 & 8.

Submit your Application for Admission 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 and attend an orientation and course selection workshop as part of the registration process. See pages 7 & 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:	574-6364
Nursing:	574-6218

### Late Registration for All Students (June 21–June 26)

If you are unable to submit your application and register before the semester begins, you may register after classes begin on June 21.

1. Submit your Application for Admission by logging on to [collegeofsanmateo.edu/apply](http://collegeofsanmateo.edu/apply).
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 26 to complete the registration process using the authorization code given to you by the instructor.

### Program Changes – Adding/Dropping Classes (Through June 20)

Students who have completed registration for the Summer 2010 session may add and/or drop classes by using WebSMART during published service hours through June 20.

### Adding Classes (June 21–June 26)

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 pm Saturday, June 26.

See page 13 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. However, adding your name to the waitlist in **multiple sections of the same course is not allowed**. 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 **removed from 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 26

Students may register on WebSMART or in person at the Office of Admissions and Records in classes that begin after June 26. 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. For hours and more information, go to [collegeofsanmateo.edu/admissions](http://collegeofsanmateo.edu/admissions).

### 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 26

Throughout the remainder of the term (within published deadlines) use WebSMART to drop classes.

See Summer 2010 Important Dates on page 2. See also page 13 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).

### WebSMART Hours:

Monday–Sunday, unavailable 2 am–4 am daily.

Office of Admissions and Records:

Monday & Thursday: 7:30 am to 4:30 pm

Tuesday & Wednesday: 7:30 am to 7 pm

Friday: 7:30 am to 12 pm

For evening hours, visit [collegeofsanmateo.edu/admissions](http://collegeofsanmateo.edu/admissions).

See page 13 for important information regarding deadlines for eligibility for credit or refund of fees.

## Getting Started at CSM

### Who May Attend CSM

Any person who is a high school graduate, or who has passed the California High School Proficiency Examination or the General Education Development Examination (GED), or who is 18 years of age or older is eligible to attend this public community college. See pages 7 & 8 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.

## WebSMART

*our online service enables you to:*

- Apply for admission
- Register for Classes
- Sign in and use your assigned My.SMCCD email
- View the Catalog
- View the Schedule of Classes, and search for classes by category/time
- Schedule an appointment to take placement tests
- Check your registration status
- Add/Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Purchase a parking permit
- 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
- Update educational goal

[collegeofsanmateo.edu/webSMART](http://collegeofsanmateo.edu/webSMART)

### 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 \$199 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 2010 (August–December)  
April 15, 2010  
Spring 2011 (January–May)  
October 1, 2010

### 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.

### 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.

## Getting Started at CSM *(continued)*

### College Connection Concurrent Enrollment Program

The High School College Connection Concurrent Enrollment Program is a special program designed to provide current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit. Enrollment fees are free to California residents who enroll in less than 11 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 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 2010 semester. This program, Priority Enrollment Program for High School Seniors (PEP), is offered on dates in the months of April and May. 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 pages 7 & 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 web site ([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 2009 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 viewed online at [collegeofsanmateo.edu/catalog](http://collegeofsanmateo.edu/catalog) or obtained at the Bookstore.

### Bookstore

Books and supplies may be purchased at the College of San Mateo Bookstore (Bldg. 34). Hours are Monday through Thursday from 7:45 am to 7:15 pm and Friday from 7:45 am to 3 pm (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. Visit [collegeofsanmateo.edu/facebook](http://collegeofsanmateo.edu/facebook).





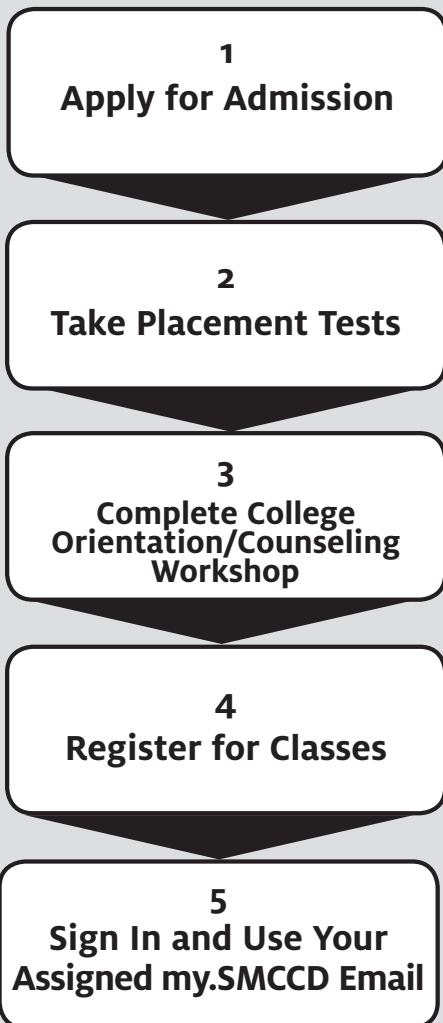
## Steps to Successful Enrollment

The registration steps you will need to complete are based on the educational goal you have selected on the Application for Admission

### **Option A** If Your Educational Goal is to:

- Obtain an associate degree or certificate
  - Transfer to a four-year university
  - Improve basic skills in English, reading or math
- or**
- If you are applying for financial aid
- or**
- If you are undecided about your goal

#### FOLLOW THESE STEPS TO SECURE A REGISTRATION APPOINTMENT



See page 8 for more detailed information.

### **Option B** If Your Educational Goal is to:

- Take courses for personal enrichment
  - Upgrade job skills
  - Maintain a certificate or license
  - Participate in the High School Concurrent Enrollment Program
- or**
- If you have already completed an associate degree or higher in the United States
- or**
- If you are primarily a student at another college or university and taking courses at CSM only to meet the requirements of your home institution

#### FOLLOW THESE STEPS TO SECURE A REGISTRATION APPOINTMENT



See page 8 for more detailed information.

## Steps to Successful Enrollment (continued)

The registration steps you will need to complete are based on the educational goal you have selected on the Application for Admission.

### Option A

#### Matriculating Students

Students who complete the Option A enrollment process have higher registration priority in future semesters. “Matriculation” is a process that assists students to understand and achieve educational goals. It includes the enrollment steps below and is designed for those who plan to complete a certificate, associate degree, transfer, plan to take courses to improve basic skills, and/or apply for financial aid at College of San Mateo.

##### 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).

After the application has been received, you will be sent an email confirmation with additional information. You will also receive a student identification number (which begins with a “G”). Use this number to conduct all college business and access college services.

##### Step 2: Take Placement Tests

Placement tests are designed to assess your skills in English or ESL, reading, and mathematics. Testing results assist you in selecting courses, building an appropriate schedule of classes and determining if you meet prerequisites for certain courses. View sample test questions online at [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing)

To schedule placement tests log into your student WebSMART account. The USER ID is your G number and the password is your 6 digit birth date. In WebSMART, click on STUDENT RECORDS AND STUDENT APPOINTMENTS. At this site find CSM Placement Testing and schedule your placement test appointment online.

- You must complete the application for admission and have a student G number to schedule a testing appointment.
- You must present a photo ID and your student G number on the day of testing (no exceptions).
- There is no fee for testing and it takes approximately 2.5 hours to complete.
- The Assessment Center is located in Bldg 1, 1<sup>st</sup> Floor, Room 130.

If you are transferring from another college or university in the United States, have already successfully completed math and English classes, and think you do not need to complete CSM placement tests, then complete

a Prerequisite Equivalency Form (available at [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms)). Take this completed form and required documentation to the Assessment Center and you may schedule a reservation for the workshop. See Step 3.

##### Step 3: Orientation/Counseling Workshop

*Attend the College Orientation and Course Selection Workshop facilitated by counselors to receive an appointment to register for classes*

Schedule a reservation for a College Orientation and Course Selection Workshop in the Counseling Office when you complete your testing.

Bring your placement test results to the workshop. The two-hour workshop is facilitated by college counselors and will cover the college registration process, identifying educational goals, how to use placement test results, how to select and register for courses, and more. At the conclusion of the workshop, you will receive a registration appointment.

Be aware that latecomers are not admitted to the College Orientation and Course Selection Workshop. Arrive on time.

##### Step 4: Register for Classes

At the conclusion of the College Orientation and Course Selection Workshop you are eligible to register for classes. Use your WebSMART student account to complete the registration process.

##### Step 5: Sign In and Use Your Assigned my.SMCCD Email

All college electronic communications will be sent to your my.smccd.edu email address. You can expect to receive important email messages from your professors and the college before the first day of school. Log into your WebSMART student account to find your email address and password and check it regularly.

##### Follow up!

Most students need assistance as they identify educational and career interests, establish goals, and work to understand what must be done to accomplish specific goals although summer services are very limited due to budget constraints. Plan to use the range of activities and services in your first semester to research and establish a student educational plan. To this end, use college services – Transfer Services, Career Services, Counseling Services, Financial Aid, EOPS, and Disabled Student Services.

### Option B

#### Non-matriculating Students

Students who are enrolled at another educational institution and taking courses at CSM to meet the requirements of their “home” institution; or taking courses for personal enrichment or job enhancement; or have completed an associate’s degree or higher in the United States may complete the steps to enroll as listed below.

##### 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).

After the application has been received, you will be sent an email confirmation with additional information. You will also receive a student identification number (which begins with a “G”). Use this number to conduct all college business and access college services.

##### Step 2: Register for Classes

You will receive an appointment to register that can be viewed on your student WebSMART account. To access your account, you will need to enter a USER ID (your G number) and password (your 6 digit birth date). Use your WebSMART student account to view your registration appointment and complete the registration process.

If you plan to enroll in an English or mathematics course, be advised that these courses have electronic prerequisite checking and you need to complete a placement test to determine course eligibility. If you have successfully completed an English or mathematics class in the United States, use the Prerequisite Equivalency Form available on the college website on the FORMS page.

##### Step 3: Sign In and Use Your Assigned my.SMCCD Email

All college electronic communications will be sent to your my.smccd.edu email address. You can expect to receive important email messages from your professors and the college before the first day of school. Log into your WebSMART student account to find your email address and password and check it regularly.

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

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

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

**Si Necesita Ayuda en Español:** Parra facilitar el proceso de matriculation, presentese en la oficina de admission y pregunte por alguien que hable español.

## Admissions and Records

Located in the Administration Building (Bldg. 1, Second Floor, 574-6165), this office is open 7:30 am to 4:30 pm on Monday & Thursday; 7:30 am to 7:00 pm on Tuesday & Wednesday; 7:30 am to 12 pm on Fridays.

### 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 4.

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 term-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 the College 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 or P 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 can audit any course except those courses in programs that require special preparation and/or where admissions is on a limited basis. Registration for courses to be audited take place the week immediately following the close of the Drop/Add period. Instructions for auditing can be found on the Permit to Enroll as an Auditor form available at [collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms).

### 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 2010 must be filed in the Office of Admissions and Records by Friday, July 9, 2010.

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 Friday, July 9, 2010. 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 2010 final grades will be available beginning August 17, 2010; 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).

### 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.

### 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: \_\_\_\_\_

## Fees

FEE TYPE	AMOUNT	PAYABLE BY
<b>Enrollment Fee</b>	<b>\$26 per unit</b>	All students except high school students enrolling for less than 11.5 units through the Concurrent Enrollment Program or Middle College High School Program
<b>Health Services Fee*</b>	<b>\$14 Summer \$17 Fall \$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 except High School students enrolled in the Concurrent Enrollment Program or Middle College High School Program.
<b>Nonresident Tuition Fee</b>	<b>\$199 per unit (plus \$26 per unit Enrollment Fee) ***\$200 per unit (plus \$26 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>\$130 Summer \$325 Fall \$325 Spring</b>	All F-1 Visa international students who do not present proof that they have the required level of private health insurance
<b>Parking Fee***</b>	<b>\$20 Summer \$40 Fall \$40 Spring \$2 per day \$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 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 \$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 Student Life and Leadership Development 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. For lost or stolen permits, please see Parking Regulations on page 56.

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

## 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 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**

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

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

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

For term-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 during the normal registration period in term-length classes may request a waiver or a refund of the Student Representation Fee through the last day to drop term-long classes. See Important Dates on page 2. Students enrolling after the end of this deadline may request a waiver or a refund of these fees within one (1) week of completing registration. Students enrolled only in short courses have until the first class session to request a waiver or refund of fees. Students requesting a waiver or a refund of the Student Representation Fee must do so in-person at the Student Life and Leadership Development 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 Monday, June 28 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 19–22) 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 '09/'10 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 \$4,750

### **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: March 2. 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 March 2 are given priority. Maximum Annual Award: \$6,000. Priority application date: March 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-\$6,500.

### **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 Financial Aid Office at 574-6514 for more information.





### California Community Colleges 2010-2011 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 4, 11, 12, 13, 14, 15, 16, 17.

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

**DEPENDENCY STATUS**

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer "Yes" to **ANY** of the questions 1-10 below, you will be considered an **INDEPENDENT** student. If you answer "No" to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1987? (If "Yes," skip to question 13)       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. Also, if you answer "Yes," skip to question 13.)       Yes     No
3. Are you a veteran of the U.S. Armed Forces **or** currently serving on active duty for purposes other than training? (If "Yes," skip to question 13)       Yes     No
4. Do you have children who will receive more than half of their support from you between July 1, 2010-June 30, 2011, **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, 2011? (If "Yes," skip to question 13)       Yes     No
5. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? (If "Yes," skip to question 13)       Yes     No
6. Are you or were you an emancipated minor as determined by a court in your state of legal residence?  
(If "Yes," skip to question 13)       Yes     No

**DEPENDENCY STATUS (Continued)**

7. Are you or were you in legal guardianship as determined by a court in your state of legal residence?  
(If "Yes," skip to question 13)  Yes  No
8. At any time on or after July 1, 2009, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? (If "Yes," skip to question 13)  Yes  No
9. At any time on or after July 1, 2009, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?  
(If "Yes," skip to question 13)  Yes  No
10. At any time on or after July 1, 2009, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?  
(If "Yes," skip to question 13)  Yes  No

• If you answered "Yes" to any of the questions 1 - 10, 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 #13.

• If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2009 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
12. 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 - 10 and "Yes" to either question 11 or 12, 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 11, and "No" to question 12, 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**

13. 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
14. 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 13 or 14 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**

15. **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, 2011.) \_\_\_\_\_
16. **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, 2011.) \_\_\_\_\_
17. **2009 Income Information**

(Dependent students should not include their income information for Q 17 a and b below.)	<b>DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY</b>	<b>INDEPENDENT STUDENT: STUDENT (&amp; SPOUSE'S/ RDP) INCOME</b>
a. Adjusted Gross Income (If 2009 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 2009 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
<b>TOTAL</b> Income for 2009 (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**

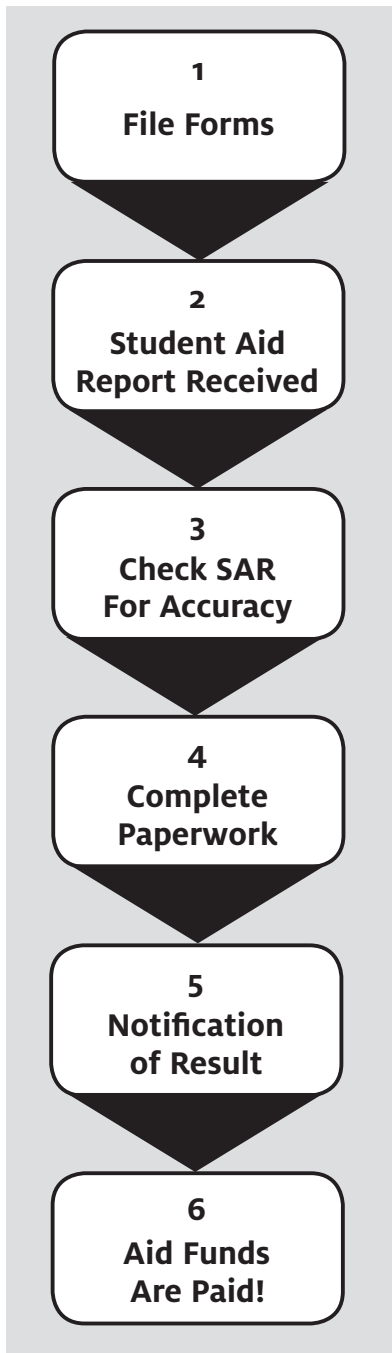
18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  
*Submit certification.*  Yes  No
20. 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
21. 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
22. 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 18-22, 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.





## Six Steps to Financial Aid at CSM



### Step 1: File Forms

For 2010-11 file an 10-11 FAFSA at [www.fafsa.edu.gov](http://www.fafsa.edu.gov). College of San Mateo's college code is 001181. FILE EARLY for the upcoming year (anytime after January 1)!

### Step 2: Student Aid Report Received

After you apply, you'll receive a Student Aid Report (SAR). Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC, a measure of your family's financial strength, is used to determine your eligibility for federal student aid.

### Step 3: Check SAR for Accuracy

Your Student Aid Report (SAR) must be checked for accuracy and then brought to the Financial Aid Office for review. Please check WebSMART for any additional information required to complete your file before submitting your SAR to the office

### Step 4: Complete Paperwork

Student submits all required documents to College of San Mateo Financial Aid Office. File is complete!

### Step 5: Notification of Result

If you are eligible, College of San Mateo will send you an award letter outlining the amount and types of Financial Aid you qualify for at CSM. You can also check WebSMART to learn the status of your financial aid.

### Step 6: Aid Funds are Paid!

Financial Aid funds are paid!

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

For more information, see pages 14 and 20

Financial Aid Office information: (650) 574-6147 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

Campus tours are available every first Wednesday of the month from 11 am to 2 pm. Beginning April 12, 2010 through July 21, 2010, campus tours are available every first and third Wednesdays of the month. Individual tours require one week advance notice and group tours of eleven people or more require two weeks advance notification. For more information, visit [collegeofsanmateo.edu/tours](http://collegeofsanmateo.edu/tours), email [csmtours@smccd.edu](mailto:csmtours@smccd.edu), or call 574-6483.

### 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 and Student Employment

- Interest assessment
- College major research
- Career research
- Career counseling
- Career courses
- Student employment
- Job Search assistance
- Career fairs, events, activities
- WIN internship program
- Volunteer opportunities

Located in Building 1, Room 213, the Career Services 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). Note, due to budget constraints, summer services are very limited.

### 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 term. 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 am to 5 pm, Monday through Friday. 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. Summer service may be limited to workshops and group counseling only.

- 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. 5, 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 21. Determination of eligibility takes approximately eight to 12 weeks.

Office hours are Monday and Thursday, 8 am to 4:30 pm; Tuesday and Wednesday, 8 am to 7 pm; Friday, 8 am to 12 pm. For information, visit the Financial Aid Office (Bldg. 1, Room 217, 574-6147) or go to [collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid).

### Health Services

In the CSM Health Services 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 Services Center (Bldg. 1, Room 226, 574-6396) or go to [collegeofsanmateo.edu/healthcenter](http://collegeofsanmateo.edu/healthcenter).

### Labs and 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 55.

### Library Services

For information on access to Library Computers, see the "Labs & Centers" list in the directory on page 55. For more information, call 574-6100 or visit [collegeofsanmateo.edu/library](http://collegeofsanmateo.edu/library).

### 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 Financial Aid Office. Completed packets will be accepted beginning November 1, 2010 with a deadline of 12 noon on February 1, 2011.

For hours and additional information, contact the Financial Aid office (Bldg. 1, Room 217, 574-6147) or go to [collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid).

### Student Life and Leadership Development Office

College of San Mateo has a vibrant student life, supported through the Student Life and Leadership Development Office, which provides students the chance to extend their learning outside the classroom. These activities allow students the opportunity to learn and develop skills in leadership, interpersonal communication, advocacy, and event planning.

Through the Associated Students, CSM's student government, students participate in the governance of the college. Members of student government also develop, promote, and implement programs and services that are of benefit to the general student population. Student clubs and organizations provide students the opportunity to interact with individuals who have shared interests and shared cultural backgrounds. Clubs and organizations also have the opportunity to sponsor campus-wide events and activities.

The Student Life and Leadership Development Office located in building 17, room 112, is also one of the locations on campus where students and the general public are welcome to ask questions about any of the College's programs and services. The Student Life and Leadership Development Office also provides services such as off-campus housing assistance; on- and off-campus referral services; local transit information, including bus pass and bus token sales; information regarding campus posting; and deals with issues related to on-campus vending machines.

More information is available on the Student Life and Leadership Development Office website at [collegeofsanmateo.edu/studentlife](http://collegeofsanmateo.edu/studentlife) or by calling (650) 574-6141.

### Student Body Card

All students who have completed registration and paid the \$8 student body fee (spring and fall semesters only) are entitled to a photo I.D. student body card. After classes have begun, you may obtain your Student Body Card at the Student Life and Leadership Development Office located in Building 17, Room 112. This photo identification card will provide rapid access to student labs and centers. It also entitles you to special discounts from 10% to 40% off at local businesses, movie theaters, shops and restaurants. On-campus discounts are available at the cosmetology salon, CSM Bookstore (non-book items), and all athletic events. The funds collected from the student body fee help support numerous programs and services on campus including: scholarships, emergency student loans, child care, athletics, guest speakers and concerts. If you would like more information about the student body card benefits, or would like the student body fee reimbursed, please contact the Student Life and Leadership Development Office before the deadline to pay fees. See Important Dates on page 2.

### Transfer Services

Located in Building 1, Room 115, Transfer Services provides 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 Assistants in the Office of Admissions and Records for more information at 358-6856, 358-6858 or visit [collegeofsanmateo.edu/veterans](http://collegeofsanmateo.edu/veterans).



## Special Programs

### Study in London

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 Summer 2010 London semester. You can earn up to 15 units in the fall toward an A.A./A.S. degree which are transferable for bachelor's degree credit.

All students participating in the London program will enroll in British Life and Culture class with weekly field trips, in addition to other proposed course offerings listed on the Study Abroad web site.

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, please contact Martha J. Tilmann at 574-6533 or visit [collegeofsanmateo.edu/studyabroad](http://collegeofsanmateo.edu/studyabroad).

### 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 Cañada. 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 or visit [communityed.smccd.edu](http://communityed.smccd.edu).

### 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, or visit [communityed.smccd.edu](http://communityed.smccd.edu).



### CSM Coastside

To better provide for the coastal community, the San Mateo County Community College District has established a site in Half Moon Bay. CSM Coastside functions as a one-stop service center for prospective and continuing students with the application and registration processes, financial aid applications and information, placement and skills assessment, and general counseling.

CSM Coastside also offers 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.

### 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. Located in building 17, room 154, the Middle College program also includes comprehensive academic and career advising and access to all of CSM's support services. Students in the Cabrillo Unified School District may also be eligible to attend the program. For more information, call 574-6101, visit [collegeofsanmateo.edu/middlecollege](http://collegeofsanmateo.edu/middlecollege), or contact [middlecollege@smuhdsd.org](mailto:middlecollege@smuhdsd.org).

**Community Education**  
*A journey through lifelong learning*

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## 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 [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.

### **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*.

Cheating and Plagiarism are violations of the Student Conduct Code and will result in appropriate disciplinary action.

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 the *College Catalog*.

Any faculty, staff member, or student who has been sexually assaulted should immediately contact the Health Services 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 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 132 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 the *College Catalog*. Effective fall 2010 smoking will be limited to parking lots only.

### **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).

### **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.

### **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 2009-2010 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)

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

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

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

Days Class Meets →

Time Class Meets →

Building & Room →

Instructor →

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.

**EVENING CLASSES**  
31597 ENGL 165 JC W 6:30 9:20 16-250 Gershenson, B. 3.0

**SATURDAY CLASSES**  
31598 ENGL 165 S1 S 8:30 5:00 12-188 Staff 1.5

**ONLINE CLASSES**  
31599 ENGL 165 WY See pages 92-95 Online-CRS Murphy, M. 3.0

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

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSMART link: [collegeofsanmateo.edu/websmart](http://collegeofsanmateo.edu/websmart).

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

### 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. (AA, CSU)

51346	ACTG 100 A6	MTWTh	8:10 10:15	14-201	Raeber, S.	3.0
	Start and end dates for section 51346:		6/21	7/29		

#### Evening Class

51477	ACTG 100 J6	MW	6:00 10:10	14-201	Raeber, S.	3.0
	Start and end dates for section 51477:		6/21	7/28		

### ACTG 103 TEN-KEY SKILLS

Development of speed and accuracy using a ten-key calculator and the ten-key pad on a computer keyboard. Students must complete 24 hours of self-paced work. Open entry/open exit. Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (AA, CSU)

52028	ACTG 103 AO	By Arr	4.0 Hrs/Wk	17-105	Maule, B.	.5
	Start and end dates for section 52028:		6/21	7/29		

### ACTG 121 FINANCIAL ACCOUNTING

Preparation and interpretation of accounting information. Includes application of generally accepted 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. **Recommended Preparation:** ACTG 100. (AA, CSU, UC)

#### Evening Class

50476	ACTG 121 J8	TTh	6:00 9:50	14-201	Reitz, D.	4.0
	Start and end dates for section 50476:		6/22	8/12		

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

Practical hands-on introduction to QuickBooks accounting software. Covers set-up and service business transactions, including sales, receivables, cash collections, purchases, payables, cash payments, and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. May be taken twice for a maximum of 3 units. See instructor's website at [smccd.edu/accounts/raeber](http://smccd.edu/accounts/raeber) for information about materials which must be brought to the first class meeting. (AA, CSU)

52259	ACTG 144 A6	TTh	10:30 12:20	14-105	Raeber, S.	1.5
	Start and end dates for section 52259:		6/22	7/29		

#### Evening Class

52260	ACTG 144 J6	Tue	6:10 10:10	14-105	Raeber, S.	1.5
	Start and end dates for section 52260:		6/22	7/27		

#### Online Class

53790	ACTG 144 OLH	See pages 50-51	Online-CRS	Raeber, S.	1.5	
	Start and end dates for section 53790:		6/25	7/30		

### ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS

Practical, hands-on instruction to QuickBooks accounting software. Covers payroll and merchandising business transactions, including sales, receivables, cash collections, purchases, payables, and cash payments, payroll, and end-of-period procedures. 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 [smccd.edu/accounts/raeber](http://smccd.edu/accounts/raeber) for information about materials which must be brought to the first class meeting. (AA, CSU)

#### Evening Class

52697	ACTG 145 J6	Thu	6:00 10:15	14-105	Raeber, S.	1.5
	Start and end dates for section 52697:		6/24	7/29		

#### Online Class

53792	ACTG 145 OLH	See pages 50-51	Online-CRS	Raeber, S.	1.5	
	Start and end dates for section 53792:		6/25	7/30		

### 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. (AA, CSU)

#### Evening Class

53241	ACTG 173 J6	MW	6:10 9:20	14-202	Stevens, S.	1.5
	Start and end dates for section 53241:		6/21	7/19		

### 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. [CPE Hours: CPA, EA 8; CTEC 8 Fed, O CA] Pass/No Pass grading. (AA, CSU)

#### Saturday Class

54150	ACTG 665MD SAH Sat	8:30 4:30	14-105	Lunn, J.	.5	
	Meeting date for section 54150:		7/17			

### 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. [CPE Hours: CPA, EA 8; CTEC 8 Fed, O CA] Pass/No Pass Grading. (AA, CSU)

#### Saturday Class

54166	ACTG 665ME SAH Sat	9:00 1:00	14-105	Marcus, D.	.5	
	Start and end dates for section 54166:		7/24	7/31		

### ACTG 665MH FORECLOSURES AND DEBT CANCELLATION

Introduction to tax implications of repossessions, foreclosures and cancellation of debt. [CPE Hours: CPA, EA 8; CTEC 8 Fed, O CA] Pass/No Pass Grading. (AA, CSU)

#### Saturday Class

54379	ACTG 665MH SAH Sat	9:00 1:00	14-201	Foerder, N.	.5	
	Start and end dates for section 54379:		8/7	8/14		



**ACTG 665MJ EMPLOYEE BUSINESS EXPENSES**

Introduction to the deductions employees may take for ordinary and necessary business expenses, including travel, auto, and home office expenses. Includes discussion of limitations, particularly on home office deductions. [CPE Hours: CPA, EA 8; CTEC 8 Fed, O CA] Pass/No Pass Grading. (AA, CSU)

**Saturday Class**

54402	ACTG 665MJ SAH Sat	9:00	1:00	14-201	Foerder, N.	.5
Start and end dates for section 54402:		6/19	6/26			

**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. (AA: Area E5b, CSU: Area D, UC: Area 4)

50485	ANTH 110 A6	MTWTh	10:30	12:35	18-306	Titus, M.	3.0
Start and end dates for section 50485:		6/21	7/29				

**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. (AA: Area E5b, CSU Area C2/ Area D, UC: Area 4)

52474	ANTH 180 B6	MTWTh	8:10	10:15	18-204	Titus, M.	3.0
Start and end dates for section 52474:		6/21	7/29				

**ART****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. (AA, Area E5c, CSU: Area C1, UC: Area 3A) Also offered as ART 801.

**Evening Class**

50936	ART 101 JX	MW	6:00	10:10	4-135	Hiramoto, J.	3.0
Start and end dates for section 50936:		6/21	7/28				

**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. (AA, CSU, UC)

53509	ART 201 A8	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:		6/21	8/11				

**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. (AA, CSU, UC) Students are required to attend both the morning and the afternoon sessions of the Friday class.

53282	ART 223 AX	TTh	9:00	11:50	4-111	Buchanan, N.	3.0
		TTh	1:00	3:50	4-111		
Start and end dates for section 53282:		6/22	8/12				

**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. (AA, CSU, UC) Students are required to attend both the morning and the afternoon sessions of the Friday class.

53286	ART 224 AX	TTh	9:00	11:50	4-111	Buchanan, N.	3.0
		TTh	1:00	3:50	4-111		
Start and end dates for section 53286:		6/22	8/12				

**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. (AA, CSU, UC)

54269	ART 301 B8	MW	9:00	12:05	4-139	Staff	3.0
		MW	1:00	4:05	4-139		
Start and end dates for section 54269:		6/21	8/11				

**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. (AA: Area E5c, CSU: Area C1)

54270	ART 350 A6	TTh	12:10	4:00	4-135	Bhattacharji, S.	3.0
Start and end dates for section 54270:		6/22	7/29				

**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.) (AA)

**Evening Class**

53164	ART 801 JX	MW	6:00	10:10	4-135	Hiramoto, J.	3.0
Start and end dates for section 53164:		6/21	7/28				

**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. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

52660	ASTR 100 A6	MTWTh	8:10	10:15	36-215	Vanajakshi, C.	3.0
Start and end dates for section 52660:		6/21	7/29				
53793	ASTR 100 B6	MTWTh	10:30	12:35	36-100	Stanford, D.	3.0
Start and end dates for section 53793:		6/21	7/29				

**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. (AA: Area E5a, CSU: Area B3, UC: Area 5A)

52661 ASTR 101 A6 MTWTh 1:00 3:05 36-100 Stanford, D. 1.0  
Start and end dates for section 52661: 6/21 7/29

**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. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

50505 BIOL 100 A6 MTWTh 8:10 10:15 36-207 Zahedi, S. 3.0  
Start and end dates for section 50505: 6/21 7/29  
53500 BIOL 100 B6 MTWTh 10:30 12:35 36-207 Zahedi, S. 3.0  
Start and end dates for section 53500: 6/21 7/29

**Evening Class**

50506 BIOL 100 J8 TTh 6:30 9:20 36-207 Fark, R. 3.0  
Start and end dates for section 50506: 6/22 8/12

**Online Class**

53310 BIOL 100 OLH See pages 50–51 Online-CRS Beliz, T. 3.0  
Start and end dates for section 53310: 6/23 8/11

**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. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

50507 BIOL 110 A6 MTWTh 10:30 12:35 36-200 Bowie, L. 4.0  
MTWTh 8:10 10:15 36-200  
Start and end dates for section 50507: 6/21 7/29  
50508 BIOL 110 B6 MTWTh 10:30 12:35 36-223 Whyte, W. 4.0  
MTWTh 8:10 10:15 36-223  
Start and end dates for section 50508: 6/21 7/29  
51747 BIOL 110 C6 MTWTh 10:30 12:35 36-204 Beliz, T./Wilson 4.0  
MTWTh 8:10 10:15 36-204 Beliz, T./Wilson  
Start and end dates for section 51747: 6/21 7/29

**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. (AA: Area E5a, CSU: Area B2, UC)

**Online Class**

53796 BIOL 130 OLH See pages 50–51 Online-CRS Martin, T. 3.0  
Start and end dates for section 53796: 6/21 8/9

**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. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

53253 BIOL 240 AX MTWTh 2:40 4:00 36-207 Smith, C. 4.0  
MTWTh 1:10 2:30 36-204  
Start and end dates for section 53253: 6/21 8/12  
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: 6/21 8/12

**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. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B\*)

51093 BIOL 250 AX MTWTh 1:25 3:30 36-215 Granieri, K. 4.0  
MTWTh 11:10 1:15 36-217  
Start and end dates for section 51093: 6/21 7/29  
54190 BIOL 250 BX MTWTh 1:25 3:30 36-215 Granieri, K. 4.0  
MTWTh 3:40 5:45 36-217  
Start and end dates for section 54190: 6/21 7/29

**BUSINESS**

Also see *Management*

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**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. (AA: E5b, CSU, UC)

52261 BUS. 100 A6 MTWTh 10:30 12:35 14-206 Blake, C. 3.0  
Start and end dates for section 52261: 6/21 7/29

## BUSINESS WINDOWS APPLICATIONS - WINDOWS PLATFORM

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

TRAIN FOR A NEW JOB IN JUST EIGHT WEEKS!

In our Accelerated Program you can train to be an Office Assistant in just eight weeks. The Accelerated Program includes Windows (BUSW 114), Word (BUSW 214), Excel (BUSW 415), Internet (BUSW 530), Micro-Skillbuilding (BUS. 317), and Career Choices (CRER 133).

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

Introduction to WORD for Windows software. Includes overview of document formats; preparation (creating, editing, formatting, saving, and printing) of both single- and multi-page documents; outlines; tables of content; tables; multiple windows; and file management. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement per term. **Prerequisite:** BUS. 315 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. (AA, CSU)

#### Online Class

51814	BUSW 214 OLH	See pages 50–51	Online-CRS	Willis, J.	1.5
		Start and end dates for section 51814:	6/21	7/12	

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

Continuation of BUSW 214. Covers graphics, tables, templates, macros, styles, OLE, and conversions. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement per term. **Prerequisite:** BUSW 214 or equivalent. May be taken twice for a maximum of 3 units. (AA, CSU)

#### Online Class

53152	BUSW 215 OLH	See pages 50–51	Online-CRS	Willis, J.	1.5
		Start and end dates for section 53152:	7/19	8/2	

### BUSW 415 SPREADSHEET I USING EXCEL FOR WINDOWS

Creation and use of spreadsheets. Includes spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing, and graphing. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement per term. **Prerequisite:** BUSW 105 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. (AA, CSU)

#### Online Class

51570	BUSW 415 OLH	See pages 50–51	Online-CRS	Willis, J.	1.5
		Start and end dates for section 51570:	6/21	7/12	

### 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 lining of spreadsheets with other software programs. A 3 1/2-inch High Density diskette required at first class meeting. **A \$2.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement per term. **Prerequisite:** BUSW 415 or equivalent. (CSU)

#### Online Class

53157	BUSW 416 OLH	See pages 50–51	Online-CRS	Willis, J.	1.5
		Start and end dates for section 53157:	7/19	8/2	

## 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. (AA: Area E5a, CSU, UC)

50572	CHEM 192 AX	MTWTh	9:50	11:10	36-319	Song, S.	4.0
			8:10	9:30	36-306		
			Start and end dates for section 50572:		6/21	8/12	
50822	CHEM 192 BX	MTWTh	9:50	11:10	36-319	Song, S.	4.0
			11:30	12:50	36-306		
			Start and end dates for section 50822:		6/21	8/12	

#### Evening Class

54355	CHEM 192 KX	MTWTh	6:10	7:30	36-319	Salari, A.	4.0
			4:30	5:50	36-306		
			Start and end dates for section 54355:		6/21	8/12	

### 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. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

50573	CHEM 210 AX	MTWTh	8:10	9:30	36-319	Li, J.	5.0
			9:45	12:50	36-321		
			Start and end dates for section 50573:		6/21	8/12	
51092	CHEM 210 BX	MTWTh	8:10	9:30	36-319	Li, J.	5.0
			9:45	12:50	36-329	Tou, K.	
			Start and end dates for section 51092:		6/21	8/12	



## COMPUTER AND INFORMATION SCIENCE

Also see *Business Application, Graphics, and Multimedia*

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### 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. (AA: Area E2b/Area E5b, CSU, UC)

#### Online/Saturday Class

52432 CIS 110 OLH See pages 50–51 Online-CRS Martens, B. 3.0  
Start and end dates for section 52432: 6/21 8/7

### 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 CSO 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. (AA: Area E2b, CSU)

#### Online/Evening Class

53311 CIS 254 OLH Intro Mtg 5:00-6:00 pm 19-107 Green, M. 4.0  
Introductory meeting date for section 53311: 6/23  
Start and end dates for section 53311: 6/23 8/11  
See pages 50–51

### 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. (AA: Area C1/Area E2b, CSU: Area B4, UC)

#### Online/Evening Class

53494 CIS 278 OLH Intro Mtg 6:00-9:05 pm 19-107 Timlin, R. 4.0  
Introductory meeting date for section 53494: 6/22  
Start and end dates for section 53494: 6/22 8/12  
See pages 50–51

### 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 Class

52005 CIS 379 OLH Intro Mtg 6:30-7:30 pm 19-121 Bohan, J. 3.0  
Introductory meeting date for section 52005: 6/21  
Start and end dates for section 52005: 6/21 7/29  
See pages 50–51

### 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. (AA, CSU)

#### Online Class

54106 CIS 489 OLH See pages 50–51 Online-CRS Brown, R. 3.0  
Start and end dates for section 54106: 6/21 8/12

## 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)

#### Online Class

52685 CA&S 310 OLH See pages 50–51 Online-CRS Martin, T. 3.0  
Start and end dates for section 52685: 6/21 8/9

## COSMETOLOGY

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### COSM 732 ADVANCED COSMETOLOGY I

Continuation of COSM 712-722. COSM 732 allows students to obtain clock hours and fulfill the practical operations required to be eligible for the licensing exam. A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of salon business as applied to cosmetology. 320 clock hours toward the 1600 hours required for licensing exam are attained. COSM 732 and COSM 742 are required for licensing as a cosmetologist. **For COSM AX sections, a \$35.00 materials fee is payable upon registration. For COSM A1 and A2 sections, a \$17.50**



**materials fee is payable upon registration. Prerequisite** minimum of 10.0 units of COSM 712 and 722 with a grade of C or higher. Extra supplies required. May be taken for a maximum of 30 units. (AA)

50592	COSM 732 A6	Daily	8:00	12:05	5-260	Boosalis, M. Russell, S. Nalls, A.	5.0
Start and end dates for section 50592: 6/21 7/29							

### COSM 742 ADVANCED COSMETOLOGY II

Continuation of COSM 712-722. COSM 742 allows students to obtain clock hours and fulfill the practical operations required to be eligible for the licensing exam. A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of cosmetology chemistry and electricity as applied to cosmetology. 320 clock hours toward the 1600 hours required for licensing exam are attained. COSM 732 and COSM 742 are required for licensing as a cosmetologist. **For COSM AX sections, a \$35.00 materials fee is payable upon registration. For COSM A1 and A2 sections, a \$17.50 materials fee is payable upon registration. Prerequisite** minimum of 10.0 units of COSM 712 and 722 with a grade of C or higher. Extra supplies required. May be taken for a maximum of 30 units. (AA)

50596	COSM 742 A6	MTWTh	12:35	4:50	5-260	Boosalis, M. Russell, S. Nalls, A.	5.0
Start and end dates for section 50596: 6/21 7/29							

## 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

51308	ECON 100 A6	MTWTh	8:10	10:15	14-102	Roghani, M.	3.0
Start and end dates for section 51308: 6/21 7/29							
52965	ECON 100 B6	MTWTh	1:10	3:15	14-117	Shokouhbakhsh, A.	3.0
Start and end dates for section 52965: 6/21 7/29							

#### Evening Class

50608	ECON 100 J8	MW	6:30	9:35	14-117	Roghani, M.	3.0
Start and end dates for section 50608: 6/21 8/11							

### 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

51309	ECON 102 A6	MTWTh	10:30	12:35	14-102	Roghani, M.	3.0
Start and end dates for section 51309: 6/21 7/29							

#### Evening Class

52955	ECON 102 J8	TTh	6:30	9:20	14-117	Roghani, M.	3.0
Start and end dates for section 52955: 6/22 8/12							

## ELECTRONICS TECHNOLOGY

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### ELEC 231 BASIC APPLIED ELECTRONIC MATHEMATICS

Basic principles: algebra, trigonometry, logarithms, graphing, and scientific calculator use as applied to DC/AC circuits. This course will transfer to CSU upon successful completion of ELEC 232. Plus minimum 32 hours by arrangement per term. **Prerequisite** eligible for or successful completion of MATH 110 or 111 or equivalent. (AA, CSU)

54421	ELEC 231 A6	TWTh	10:30	1200	19-107	Staff	2.0
Start and end dates for section 54421: 6/21 7/29							

### ELEC 232 ADVANCED ELECTRONICS MATH

In-depth applications of algebra, trigonometry, logarithms, graphing, as applied to amplifier, oscillator, and microwave circuits. Plus minimum 32 hours by arrangement per term. **Prerequisite** ELEC 231 with a grade of C or higher. Corequisite: ELEC 302. (AA, CSU)

#### Evening Class

54422	ELEC 232 J6	TTh	6:30	7:50	19-105	Petromilli, J.	1.0
Start and end dates for section 54422: 6/22 7/29							

### ELEC 680MF TRANSFORMERS & ROTATING MACHINERY

Four main topics are included: three-phase power, transformers, generators, and motors. Device characteristics, operating theory, system interconnection, and basic control devices are covered. Troubleshooting and logical circuit tracing are emphasized. Corequisite: Successful completion of or concurrent enrollment in ELEC 110 or equivalent course. (AA)

54391	ELEC 680MF A6	MTWTh	8:10	10:10	19-10	Abboud, S.	2.0
Start and end dates for section 54391: 6/21 7/29							

#### Evening Class

54389	ELEC 680MF J8	TTh	6:30	7:35	19-10	Gonzales, S.	2.0
Start and end dates for section 54389: 6/22 8/12							

## ENGLISH AND LITERATURE

NOTE FOR ALL ENGLISH 838, 848, 100, 100+102, 110, and 165 SECTIONS

The San Mateo County Community College District has established a computerized prerequisite-checking system for enforcing the prerequisites for English 838, 848, 100, 100+102, 110, and 165. If you have not met the prerequisites for these courses, you will be blocked from enrolling. If you believe you have met the prerequisites or wish to challenge the course prerequisites, please review the prerequisite information on the college web site ([collegeofsanmateo.edu/forms](http://collegeofsanmateo.edu/forms)). You may also contact the Counseling Department, the Admissions and Records Office, or the Language Arts Division Office for information.

### ENGLISH COURSE SEQUENCE

Non Degree Applicable

ENGL 828

With grade of C

With grade of A or B

Associate Degree Applicable

ENGL 838

ENGL 848

ENGL 100 or ENGL 100/102

ENGL 100 or ENGL 100/102

University Transferable

ENGL 110 or ENGL 165

ENGL 110 or ENGL 165

### 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 838/848 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. (AA: Area C2/ Area E2a, CSU: Area A2, UC: Area 1A)

50618	ENGL 100 A6	MTWTh	8:10	10:15	16-205	Fitzgerald, V.	3.0
	Start and end dates for section 50618:		6/21	7/29			
52931	ENGL 100 B6	MTWTh	8:10	10:15	16-201	Jones, B.	3.0
	Start and end dates for section 52931:		6/21	7/29			
50619	ENGL 100 C6	MTWTh	10:30	12:35	16-201	Jones, B.	3.0
	Start and end dates for section 50619:		6/21	7/29			
51504	ENGL 100 D6	MTWTh	10:30	12:35	16-205	Fitzgerald, V.	3.0
	Start and end dates for section 51504:		6/21	7/29			
54356	ENGL 100 E6	MTWTh	10:30	12:35	16-206	Olson, L.	3.0
	Start and end dates for section 54356:		6/21	7/29			

#### Evening Classes

52982	ENGL 100 J8	MW	6:30	9:35	16-143	Smith, M.	3.0
	Start and end dates for section 52982:		6/21	8/11			
50621	ENGL 100 K8	TTh	6:30	9:20	16-143	Smith, M.	3.0
	Start and end dates for section 50621:		6/22	8/12			

### 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. (AA: Area E2a/Area E5c, CSU: Area A3, UC: Area 1B)

50624	ENGL 110 A6	MTWTh	8:10	10:15	16-102	Brennan, M.	3.0
	Start and end dates for section 50624:		6/21	7/29			
52389	ENGL 110 B6	MTWTh	10:30	12:35	16-104	Reynolds, R.	3.0
	Start and end dates for section 52389:		6/21	7/29			
54414	ENGL 110 C6	MTWTh	10:30	12:35	16-102	Brennan, M	3.0
	Start and end dates for section 54414:		6/21	7/29			

#### Evening Classes

52390	ENGL 110 J8	MW	6:30	9:35	16-202	Herman, A.	3.0
	Start and end dates for section 52390:		6/21	8/11			
50627	ENGL 110 K8	TTh	6:30	9:20	16-204	Carranza, J.	3.0
	Start and end dates for section 50627:		6/22	8/12			

### ENGL 161 CREATIVE WRITING I

Craft of writing short fiction and poetry. Students write a minimum of two short stories and a complete poetry project. **Prerequisite:** Eligibility for ENGL 100 or equivalent. Pass/No Pass or letter grade option. (AA: Area E2a, CSU: Area C2, UC)

#### Evening Class

51395	ENGL 161 JX	MW	6:00	9:25	16-104	Reynolds, R.	3.0
	Start and end dates for section 51395:		6/21	8/4			

### 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 Pass or a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E2a, CSU: Area C2, UC)

#### Evening Class

51396	ENGL 162 JX	MW	6:00	9:25	16-104	Reynolds, R.	3.0
	Start and end dates for section 51396:		6/21	8/4			

### 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 Pass or a grade of C or higher. May be taken twice for a maximum of 6 units. Pass/No Pass or letter grade option. (AA: Area E2a, CSU: Area C2, UC)

#### Evening Class

51397	ENGL 163 JX	MW	6:00	9:25	16-104	Reynolds, R.	3.0
	Start and end dates for section 51397:		6/21	8/4			

### 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. (AA: Area E2a, CSU: Area A3/Area C2, UC: Area B)

#### Evening Class

50943	ENGL 165 J8	TTh	6:30 9:20	16-201	Webb, R.	3.0
Start and end dates for section 50943:				6/22	8/12	

### ENGL 690 SPECIAL PROJECTS

Independent study in specific field or topic. Requires approval of Division Dean, Bldg. 15, Room 168. Register after the first week of classes. **Prerequisite:** 3.0 GPA in subject field and successful completion of at least two college-level courses in subject field. (AA, CSU)

54332	ENGL 690 A6	By Arr	3.0 Hrs/Wk	15-168	Comerford, S.	1.0
Start and end dates for section 54332:				6/21	7/29	
54343	ENGL 690 B6	By Arr	5.3 Hrs/Wk	15-168	Comerford, S.	2.0
Start and end dates for section 54343:				6/21	7/29	

### ENGL 848 INTRODUCTION TO COMPOSITION AND READING

Practice in reading, writing, listening, speaking, and thinking to develop and refine composition proficiency. 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). (AA: Area E2a)

54398	ENGL 848 A6	MTWTh	9:40 12:00	16-202	Kitamura, J.	4.0
Start and end dates for section 54398:				6/21	7/29	
50631	ENGL 848 B6	MTWTh	9:40 12:00	16-204	Carranza, J.	4.0
Start and end dates for section 50631:				6/21	7/29	
51970	ENGL 848 C6	MTWTh	10:30 12:50	16-143	Pizzi, K.	4.0
Start and end dates for section 51970:				6/21	7/29	

#### Evening Classes

50633	ENGL 848 J8	MW	6:00 10:05	16-102	Bliss, K.	4.0
Start and end dates for section 50633:				6/21	8/11	
53749	ENGL 848 K8	TTh	6:00 9:50	16-101	Bliss, K.	4.0
Start and end dates for section 53749:				6/22	8/12	

### ENGL 850 WRITING WORKSHOP

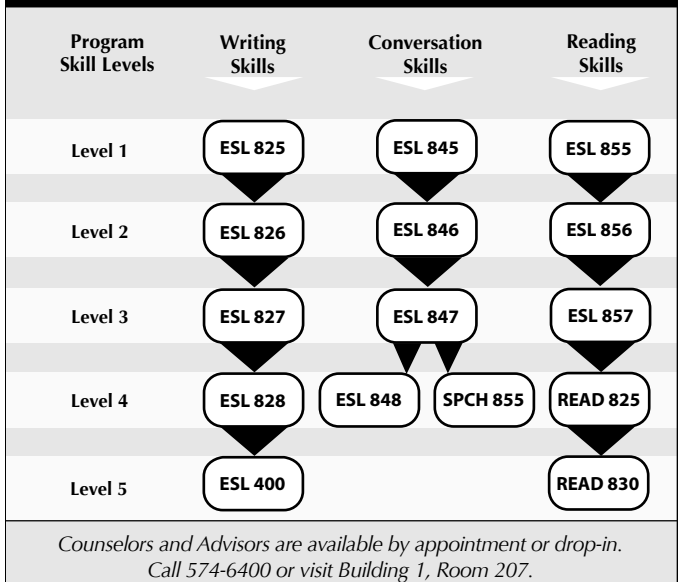
For students having difficulty with their writing. Assistance in writing projects is given to students with work in progress. Individual appointments with faculty. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. (Units do not apply toward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

50638	ENGL 850 AO	By Arr	9.6 Hrs/Wk	18-104	Alunan, J.	.5-3.0
Start and end dates for section 50638:				6/21	7/29	

## ENGLISH AS A SECOND LANGUAGE

See also READ 807, 809, and 825 and SPCH 855.

### 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 grading. Open entry/open exit. 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	4-24 Hrs/Wk	18-104	Hertig, C.	.5-3.0
Start and end dates for section 52392:				6/21	7/29	

### 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 internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Designed for non-native speakers of English - Levels 1-3. Pass/No Pass grading. Open entry/open exit. Variable units. Students may enroll any time through the fourth week of the semester. May be taken four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

53020	ESL 895 AO	By Arr	4-24 Hrs/Wk	18-101	Staff	.5-3.0
Start and end dates for section 53020:				6/21	7/29	

### 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	4-12 Hrs/Wk	18-101	Staff	.5-1.5
Start and end dates for section 52464:				6/21	7/29	

### 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	4-12 Hrs/Wk	18-101	Staff	.5-1.5
	Start and end dates for section 52465:		6/21	7/29		

### 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 A6	MTWTh	10:30	12:35	16-242	De Prosse, G.	3.0
	Start and end dates for section 53119:		6/21	7/29			

## 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 838/848 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. (AA: Area E1b/Area E5b, CSU: Area D/Area F3, UC: Area 4/Area 7C)

50639	ETHN 101 A6	MTWTh	8:10	10:15	18-306	Moya, J.	3.0
	Start and end dates for section 50639:		6/21	7/29			
53158	ETHN 101 B6	MTWTh	1:10	3:15	14-102	Ramirez, R.	3.0
	Start and end dates for section 53158:		6/21	7/29			

#### Evening Class

52316	ETHN 101 J8	TTh	6:30	9:20	14-218	Ramirez, R.	3.0
	Start and end dates for section 52316:		6/22	8/12			

### 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. (AA: Area E1b/Area E5b, CSU: Area D/Area F3, UC: Area 4/Area 7C)

53280	ETHN 102 A6	MTWTh	8:10	10:15	14-117	Gaines, F.	3.0
	Start and end dates for section 53280:		6/21	7/29			
52365	ETHN 102 B6	MTWTh	10:30	12:35	14-104	Gaines, F.	3.0
	Start and end dates for section 52365:		6/21	7/29			

#### Evening Class

54412	ETHN 102 J8	MW	6:30	9:35	14-102	Fong, J.	3.0
	Start and end dates for section 54412:		6/21	8/11			

## FOREIGN LANGUAGES

For information about a Certificate of Specialization in a foreign language, see the Catalog or contact the Language Arts Division Office (Bldg. 15, Room 168, 574-6314).

For offerings in specific languages, see the following heading in this schedule: Spanish.

### NUMBERS AND LEVELS

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

Telecourses are numbered 115, 116, 117, and 118, and correspond generally to 111, 112, 121 and 122 in the classroom sequences, though texts and methodology are different. Check telecourse transferability on [www.assist.org](http://www.assist.org).

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

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

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

## 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 838/848. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

#### Evening Class

53291	FILM 100 J8	TTh	6:00	9:15	18-308	Kashani, T.	3.0
		TTh	9:20	10:10	18-308		
	Start and end dates for section 53291:		6/22	8/12			

## 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. (AA: Area E1a/Area E5b, CSU: Area D, UC: Area 3B)

51585	HIST 100 A6	MTWTh	10:30	12:35	16-209	Kornblau, J.	3.0
	Start and end dates for section 51585:		6/21	7/29			

#### Evening Class

52078	HIST 100 J8	TTh	6:30	9:20	14-116	Robertson, J.	3.0
	Start and end dates for section 52078:		6/22	8/12			



**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. (AA: Area E1a/Area E5b, CSU: Area D/Area F1, UC: Area 4/Area 7A)

51749	HIST 201 A6	MTWTh	10:30	12:35	14-116	Robertson, J.	3.0
	Start and end dates for section 51749:		6/21	7/29			

**Evening Class**

50659	HIST 201 J8	TTh	6:30	9:20	16-106	Constantin Jr, C.	3.0
	Start and end dates for section 50659:		6/22	8/12			

**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. (AA: Area E1a/Area E5b, CSU: Area D/Area F1, UC: Area 4/Area 7A)

51390	HIST 202 A6	MTWTh	8:10	10:15	14-104	Cox, S.	3.0
	Start and end dates for section 51390:		6/21	7/29			

51750	HIST 202 B6	MTWTh	10:30	12:35	14-214	Cox, S.	3.0
	Start and end dates for section 51750:		6/21	7/29			

**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)

**Evening Class**

54228	HORT 326 J6	Tue	6:00	8:30	20-101	Bowie, L.	1.0
	Start and end dates for section 54228:		6/22	7/27			

**HORT 422 DESIGNS FOR ENTERTAINING**

An in-depth study of creative application of floral design skills used in floral decorating for large and small events. Development of a theme, budget, and buying plan and coordination with event specialists. **A \$65.00 materials fee (approximately \$7 per class) is payable upon registration.** Extra supplies required. Pass/No Pass or letter grade option. (CSU)

**Evening Class**

52256	HORT 422 J6	Wed	6:00	7:10	20-101	Pine, W.	.5
		Wed	7:20	9:50	20-101		
	Start and end dates for section 52256:		6/23	7/28			

**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. (AA: Area E3, CSU: Area E, UC)

50662	HSCI 100 A4	MTWTh	8:10	10:15	36-109	Lucero, F.	2.0
	Start and end dates for section 50662:		6/21	7/15			

50663	HSCI 100 B4	MTWTh	10:30	12:35	36-109	Lucero, F.	2.0
	Start and end dates for section 50663:		6/21	7/15			

**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. (AA: Area E5c, CSU: Area C2, UC: Area 3B)

53618	HUM. 131 A6	MTWTh	10:30	12:35	18-204	William, J.	3.0
	Start and end dates for section 53618:		6/21	7/29			

**LIBRARY STUDIES****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. (AA: Area E5d, CSU, UC)

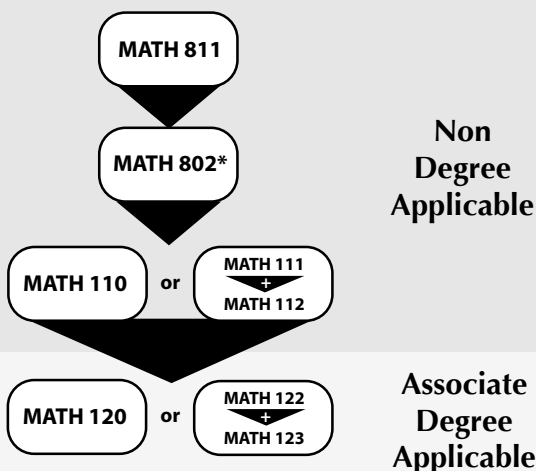
**Online Class**

54205	LIBR 100 OLH	See pages 50-51	Online-CRS	Morris, T.	1.0
	Start and end dates for section 54205:		6/21	8/14	

# 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*, your counselor, or [assist.org](http://assist.org) for transferable math courses related to your preferred major.

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. (Units do not apply toward AA/AS degree.)

50673	MATH 110 A8	MTWTh	8:00	10:20	18-201	Siawoush Moughadam, S.	5.0
						Start and end dates for section 50673:	6/21 8/12
50674	MATH 110 B8	MTWTh	10:30	12:50	18-201	Gurskaya, M.	5.0
						Start and end dates for section 50674:	6/21 8/12

### 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. (Units do not apply toward AA/AS degree.)

53798	MATH 111 A6	MTWTh	10:30	12:35	16-140	Staff	3.0
						Start and end dates for section 53798:	6/21 7/29

#### Evening Class

50676	MATH 111 J8	TTh	6:30	9:20	18-201	Hellerstein, N.	3.0
						Start and end dates for section 50676:	6/22 8/12

### 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. (Units do not apply toward AA/AS degree.)

53083	MATH 112 A6	MTWTh	8:10	10:15	16-209	Shender, E.	3.0
						Start and end dates for section 53083:	6/21 7/29

#### Evening Class

50677	MATH 112 J8	TTh	6:30	9:20	18-207	Shahrini, B.	3.0
						Start and end dates for section 50677:	6/21 8/11

### 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. (AA, CSU)

51785	MATH 115 A8	MTWTh	10:30	12:50	18-205	Feinman, Y.	5.0
						Start and end dates for section 51785:	6/21 8/12

### 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. (AA: Area C1/Area E2c)

50679	MATH 120 A8	MTWTh	8:00	10:20	18-205	Sever, T.	5.0
						Start and end dates for section 50679:	6/21 8/12
50680	MATH 120 B8	MTWTh	8:00	10:20	18-207	Gavryshova, N.	5.0
						Start and end dates for section 50680:	6/21 8/12
50682	MATH 120 C8	MTWTh	10:30	12:50	18-207	Sever, T.	5.0
						Start and end dates for section 50682:	6/21 8/12

### 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. (AA)

50684	MATH 122 A6	MTWTh	10:30	12:35	18-301	Loukianoff, V.	3.0
						Start and end dates for section 50684:	6/21 7/29

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## 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. (AA: Area C1/Area 2c)

50685 MATH 123 A6 MTWTh 10:30 12:35 18-303 Siawoush Moughadam, S. 3.0  
Start and end dates for section 50685: 6/21 7/29

## 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. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

50686 MATH 125 A6 MTWTh 8:10 10:15 18-301 Davis, W. 3.0  
Start and end dates for section 50686: 6/21 7/29

50687 MATH 125 B6 MTWTh 10:30 12:35 18-305 Staff 3.0  
Start and end dates for section 50687: 6/21 7/29

## 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 READ 400 or 405. (AA: Area E2c, CSU: Area B4)

54243 MATH 130 A6 MTWTh 7:55 10:25 18-303 Kalantar, M. 4.0  
Start and end dates for section 54243: 6/21 7/29

53800 MATH 130 B6 MTWTh 7:55 10:25 18-305 Malucci, R. 4.0  
Start and end dates for section 53800: 6/21 7/29

### Evening Class

54245 MATH 130 J6 MTWTh 4:25 6:55 18-303 Feinman, Y. 4.0  
Start and end dates for section 54245: 6/21 7/29

## 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 (AA: Area E2b, CSU: Area B4, UC: Area 2A)

50693 MATH 200 A6 MTWTh 7:55 10:25 18-307 Ionel, E. 4.0  
Start and end dates for section 50693: 6/21 7/29

50694 MATH 200 B6 MTWTh 7:55 10:25 16-107 Tarski, J. 4.0  
Start and end dates for section 50694: 6/21 7/29

50695 MATH 200 C6 MTWTh 10:30 1:00 16-107 Tarski, J. 4.0  
Start and end dates for section 50695: 6/21 7/29

## 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. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

50696 MATH 222 A8 MTWTh 8:00 10:20 16-140 Loukianoff, V. 5.0  
Start and end dates for section 50696: 6/21 8/12

52241 MATH 222 B8 MTWTh 10:30 12:50 18-302 Zemska, O. 5.0  
Start and end dates for section 52241: 6/21 8/12

## 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. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

50697 MATH 241 A8 MTWTh 8:00 10:20 16-141 Cembellin, Z. 5.0  
Start and end dates for section 50697: 6/21 8/12

## 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. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

50698 MATH 251 A8 MTWTh 8:00 10:20 18-304 Feinman, Y. 5.0  
Start and end dates for section 50698: 6/21 8/12

51271 MATH 251 B8 MTWTh 10:30 12:50 18-304 Kalantar, M. 5.0  
Start and end dates for section 51271: 6/21 8/12

## 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. (AA, CSU: Area B4, UC: Area 2A)

50699 MATH 252 A8 MTWTh 10:30 12:50 16-141 Shender, E. 5.0  
Start and end dates for section 50699: 6/21 8/12

## 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. (AA, CSU: Area B4, UC: Area 2A)

52695 MATH 270 A6 MTWTh 10:30 12:35 18-307 Davis, W. 3.0  
Start and end dates for section 52695: 6/21 7/29

## 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 A6 MTWTh 8:10 10:15 18-302 Zemska, O. 3.0  
Start and end dates for section 53804: 6/21 7/29

### Evening Class

54394 MATH 811 J8 TTh 6:30 9:20 18-205 Ionel, E. 3.0  
Start and end dates for section 54394: 6/22 8/12

## MANAGEMENT

Also see *Business*

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSMART link: [collegeofsanmateo.edu/websmart](http://collegeofsanmateo.edu/websmart).

### MGMT 215 MANAGEMENT OF HUMAN RESOURCES

Understanding of the personnel function as it relates to industry; selection and placement, wage and salary procedures, training, and evaluation. **Recommended Preparation:** eligibility for ENGL 848. (AA, CSU)

#### Evening Class

54387	MGMT 215 J7	TTh	6:30	9:45	14-206	Erickson, C.	3.0
Start and end dates for section 54387: 6/21 8/5							

## MULTIMEDIA

Also see *Business Microcomputer Applications, Computer and Information Science, and Graphics*

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSMART link: [collegeofsanmateo.edu/websmart](http://collegeofsanmateo.edu/websmart).

### MULT 680MA MULTIMEDIA CAREER PATHWAYS

An introduction course that focuses on Multimedia career avenues within the creative industries. Details the various skills needed in the specific areas including graphics, gaming and animation, interactive media, broadcast, digital photography and electronic music. Those who complete the course will have a better idea as to what Multimedia area(s) they may want to pursue as well as how to go about actively pursuing them. (AA, CSU)

#### Online Class

53968	MULT 680MA OLH	See pages 50–51	Online-CRS	Bennett, D.			3.0
Start and end dates for section 53968: 6/21 8/12							

## 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. (AA: Area 5c, CSU: Area C1, UC: Area 3A)

52696	MUS. 100 A6	MTWTh	8:10	10:15	2-250	Ferguson, C.	3.0
Start and end dates for section 52696: 6/21 7/29							

### 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 A6	MTWTh	1:10	3:15	2-110	Lim, B	3.0
Start and end dates for section 50705: 6/21 7/29							

### 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. (AA, CSU, UC)

53069	MUS. 301 A6	MTWTh	10:30	12:35	2-240	Ferguson, C.	1.0
Start and end dates for section 53069: 6/21 7/29							

### MUS. 371 GUITAR I

Techniques of guitar performance and reading music. Plus minimum 32 practice hours per term. Students must supply their own instruments. (AA, CSU, UC)

#### Evening Class

53295	MUS. 371 JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
Start and end dates for section 53295: 6/21 8/11							

### 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. (AA, CSU, UC)

#### Evening Class

53281	MUS. 372 JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
Start and end dates for section 53281: 6/21 8/11							

### 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. (AA, CSU, UC)

#### Evening Class

53292	MUS. 373 JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
Start and end dates for section 53292: 6/21 8/11							

### 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. (AA, CSU, UC)

#### Evening Class

53294	MUS. 374 JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
Start and end dates for section 53294: 6/21 8/11							

### 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. (AA, CSU)

#### Evening/Weekend Class

53961	MUS. 665MC J6	Mon	7:00	10:00	2-110	Baker, R.	.5
First meeting date for section 53961: 6/21							
Mon 7:00 10:00 2-110							
Second meeting date for section 53961: 6/28							
Mon 7:00 10:00 2-110							
Third meeting date for section 53961: 7/5							
Thu 7:00 10:00 2-110							
Fourth meeting date for section 53961: 7/8							
Sat 9:00 12:00 TBA							
Fifth meeting date for section 53961: 7/10							
Sun 2:30 6:00 TBA							
Sixth meeting date for section 53961: 7/11							



### MUS. 665MK ADVANCED GUITAR STUDIES

Students prepare a major composition from each of the historical periods: Renaissance, Baroque, Classical, Romantic, and Modern. Extended repertoire performance is required at both mid-term and final exam concert performances. Additional performances (Showcases) are also required, demonstrating traditional works from the standard repertoire. Each performance must have one work played from memory. Additional works will be assigned for further technique development, preparing these advanced students at a professional level. (AA, CSU)

54338	MUS. 665MK JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
			Start and end dates for section 54338:		6/21	8/11	

## 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. (AA, CSU)

#### Evening Class

52575	NURS 610 S2H	WTh	8:00	4:00	23-173	Isaeff, T.	1.0
			Start and end dates for section 52575:		7/7	7/8	

#### Weekend Class

53754	NURS 610 S3H	SatSun	8:00	4:00	23-173	Isaeff, T.	1.0
			Start and end dates for section 53754:		8/7	8/8	

### 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. (AA, CSU)

#### Saturday Class

54209	NURS 615 S1H	Sat	9:10	5:00	23-173	Isaeff, T.	1.0
			First meeting date for section 54209:		7/10		
		Sat	9:10	1:00	23-173		
			Second/third meeting date for section 54209:		7/17 & 7/24		

### 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. (AA, CSU)

53965	NURS 620 A1	MTW	8:00	4:00	23-173	Isaeff, T.	1.5
			Start and end dates for section 53965:		7/26	7/28	

### 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. (AA, CSU)

#### Online Classes

54253	NURS 630 OLH	See pages 50-51	Online-CRS	Hantz, S.	3.0
			Start and end dates for section 54253:	6/7	7/2
54255	NURS 630 OMH	See pages 50-51	Online-CRS	Hantz, S.	3.0
			Start and end dates for section 54255:	7/6	7/30

### 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. (AA: Area E5d, CSU)

#### Weekend Class

52743	NURS 666 S1H	SatSun	9:10	5:00	23-173	Isaeff, T.	1.0
			Start and end dates for section 52743:		6/26	6/27	

### 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. (AA)

52978	NURS 800 B2	Mon	10:00	3:00	23-173	Isaeff, T.	1.0
			First meeting date for section 52978:		7/19		
		Tue	7:30	2:30	23-173		
			Second meeting date for section 52978:		7/20		
		Wed	7:30	11:30	23-173		
			Third meeting date for section 52978:		7/21		
54215	NURS 800 C2	Mon	10:00	3:00	23-173	Isaeff, T.	1.0
			First meeting date for section 54215:		8/9		
		Tue	7:30	2:30	23-173		
			Second meeting date for section 54215:		8/10		
		Wed	7:30	11:30	23-173		
			Third meeting date for section 54215:		8/11		

### NURS 815 TRANSITION FROM 1st TO 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 has been designed for nursing students who have successfully completed the first year of the nursing program and are entering the second year of the program. However, nursing students who have completed NURS 211 and NURS 212 successfully but have had to exit in the second semester of the nursing program may join the transition class and participate in MedSurg transition activities. Pass/No Pass grading.

54276	NURS 815 A1	SatSunM	8:10	4:00	23-173	Isaeff, T.	.5-1.5
			Start and end dates for section 54276:		7/31	8/2	
54278	NURS 815 B1	TWTh	8:10	4:00	23-173	Isaeff, T.	.5-1.5
			Start and end dates for section 54278:		8/3	8/5	



## OCEANOGRAPHY

### OCEAN 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. (AA: Area E5a, CSU: Area B1/Area B2, UC: Area 5A)

#### Evening Class

51404	OCEAN 100 J8	TTh	6:30	9:20	36-109	Galloway, J.	3.0
Start and end dates for section 51404:					6/22	8/12	

## 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. (AA: Area E5c, CSU: Area C2, UC: Area 3B)

50709	PHIL 100 A6	MTWTh	8:10	10:15	14-118	Zoughbie, A.	3.0
Start and end dates for section 50709:					6/21	7/29	

51449	PHIL 100 B6	MTWTh	10:30	12:35	14-218	Zoughbie, A.	3.0
Start and end dates for section 51449:					6/21	7/29	

#### Evening Class

50710	PHIL 100 J8	MW	7:00	10:05	18-204	Schwartz, R.	3.0
Start and end dates for section 50710:					6/21	8/11	

### PHIL 103 CRITICAL THINKING

Critical analysis of arguments, creating and refining written arguments. Discussion of the media, advertising, fallacies, scientific and informal reasoning. **Recommended Preparation:** eligibility for ENGL 100 and READ 400. (CSU, UC) (CAN PHIL 1)

54396	PHIL 103 A6	MTWTh	10:30	12:35	14-117	Ball, J.	3.0
Start and end dates for section 54396:					6/21	7/29	

## PHYSICAL EDUCATION

### ADAPTED P.E.

#### ADAP 100 ADAPTED AQUATICS

Offered primarily for students with physical limitations. Disability verification recommended. Students practice techniques to increase range of motion and strengthen weakened extremities through water-oriented exercises and swim instruction. Plus a minimum of 16 lab hours by arrangement per term. Pass/No Pass grading. May be repeated according to results of individual testing. (AA: Area E4, CSU, UC)

50478	ADAP 100 A6	MTWTh	11:00	12:05	8-POOL	Schmidt, M.	.5
Start and end dates for section 50478:					6/21	7/29	

#### 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. (AA: Area E4, CSU, UC)

50479	ADAP 110 A6	MTWTh	9:30	10:35	5-170	Young, S.	.5
Start and end dates for section 50479:					6/21	7/29	

51507	ADAP 110 B6	MTWTh	10:55	12:00	5-170	Young, S.	.5
Start and end dates for section 51507:					6/21	7/29	

#### 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. (AA: Area E4, CSU, UC)

50480	ADAP 140 A6	MTWTh	12:15	1:20	5-160	Young, S.	.5
Start and end dates for section 50480:					6/21	7/29	

### 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 hour by arrangement per term. **Prerequisite:** ability to swim comfortably in deep water. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

52914	AQUA 109 AX	MTWTh	8:10	9:15	8-POOL	Wright, R.	.5
Start and end dates for section 52914:					6/21	7/29	

54046	AQUA 109 BX	MTWTh	9:30	10:35	8-POOL	Wright, R.	.5
Start and end dates for section 54046:					6/21	7/29	

#### AQUA 127 SWIM FOR CONDITIONING

Interval training, lap swimming for all levels of swimmers. Designed to improve personal fitness level. Plus a minimum of 16 lab hours by arrangement per term. **Prerequisite:** ability to swim. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

53116	AQUA 127 AX	MTWTh	8:10	9:15	8-POOL	Wright, R.	.5
Start and end dates for section 53116:					6/21	7/29	

50496	AQUA 127 BX	MTWTh	9:30	10:35	8-POOL	Wright, R.	.5
Start and end dates for section 50496:					6/21	7/29	

#### AQUA 135 AQUA EXERCISE

For students who wish to exercise in a water environment. Exercises are designed to improve strength, flexibility and endurance. Plus minimum 16 hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

#### Evening Class

54385	AQUA 135 J6	TTh	5:30	7:15	8-POOL	Barrilleaux, A.	.5
Start and end dates for section 54385:					6/22	7/29	

### DANCE

#### DANC 131 BEGINNING JAZZ DANCE

Beginning techniques in jazz-stage, jazz movements, fast jazz, jazz rock, and blues; plus various other jazz combinations. Plus minimum 16 lab hours by arrangement per term. (AA: Area E4, CSU, UC)

53306	DANC 131 AX	MTWTh	11:00	12:45	5-255	Bolton, S.	1.0
Start and end dates for section 53306:					6/21	7/29	

#### DANC 132 JAZZ DANCE II

Continuation of DANC 131 with more complex routines and refining of basic skills. Plus minimum 16 lab hours by arrangement per term. **Prerequisite:** DANC 131 or equivalent. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

53307	DANC 132 AX	MTWTh	11:00	12:45	5-255	Bolton, S.	1.0
Start and end dates for section 53307:					6/21	7/29	

#### 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. May be taken twice for a maximum of 2 units. (AA: Area E4, CSU, UC)

**Evening Class**

53809	DANC 151 L6	MW	6:00	8:05	5-255	Walton, J.	.5
Start and end dates for section 53809:					6/21	7/28	

**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. (AA: Area E4, CSU, UC)

53821	FITN 116 A6	MTWTh	8:10	9:15	5-255	Borg, N.	.5
Start and end dates for section 53821:					6/21	7/29	

**FITN 201 BEGINNING WEIGHT TRAINING**

Individual weight conditioning for beginning level students. Emphasis will be on selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

54375	FITN 201 AX	MTWTh	8:10	9:15	5-160	Owens, L.	.5
Start and end dates for section 54375:					6/21	7/29	

**Evening Class**

54382	FITN 201 LX	Mon	5:30	7:35	5-160	Vogel, B.	.5
		Wed	5:30	7:35		Mangan, J.	
Start and end dates for section 54382:					6/21	7/28	

**FITN 202 INTERMEDIATE WEIGHT TRAINING**

Individual weight conditioning for intermediate level students. Emphasis will be on free weights, with supplementary exercises utilizing selectorized machines, aerobic training, and stretching routines. Instruction on form, technique, safety, and muscle development. Participation will increase muscle size, strength, and endurance. Body composition assessment and fitness related research support achievement of fitness goals. Co-education class format. Pass/No Pass or letter grade option. May be taken three times for a maximum of 3 units. (AA: Area E4, CSU, UC)

54376	FITN 202 AX	MTWTh	8:10	9:15	5-160	Owens, L.	.5
Start and end dates for section 54376:					6/21	7/29	

**Evening Class**

54383	FITN 202 LX	Mon	5:30	7:35	5-160	Vogel, B.	.5
		Wed	5:30	7:35		Mangan, J.	
Start and end dates for section 54383:					6/21	7/28	

**FITN 206 CIRCUIT WEIGHT TRAINING**

Circuit weight training, includes anaerobic and aerobic conditioning for students who wish to develop a comprehensive muscle endurance/aerobic base. This class is designed to incorporate a structured, non-stop exercise routine to increase strength and endurance. Student will be required to keep a daily exercise log for the semester. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

54377	FITN 206 A6	MTWTh	9:30	10:35	5-160	Schmidt, M.	.5
Start and end dates for section 54377:					6/21	7/29	

**Evening Class**

54384	FITN 206 J6	TTh	7:30	9:15	5-160	Barrilleaux, A.	.5
Start and end dates for section 54384:					6/22	7/29	

**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. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

**Evening Class**

54125	FITN 220 J6	By Arr	18.0 Hrs/Wk	8-117	Pollack, B.	.5-2.0
Start and end dates for section 54125:				6/21	7/29	

**FITN 235 CROSS TRAINING BOOT CAMP**

Designed to incorporate various exercises including: dumbbell weights, calisthenics, whole body lifts, abdominal (core) movements, bicycle ergometer intervals, jump rope, speed drills, 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. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

53818	FITN 235 A6	MTWTh	6:55	8:00	5-255	Borg, N.	.5
Start and end dates for section 53818:					6/21	7/29	

**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. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

54116	FITN 237 A6	MTWTh	6:55	8:00	8-201	Schmidt, M.	.5
Start and end dates for section 54116:					6/21	7/29	
54118	FITN 237 B6	MTWTh	8:10	9:15	8-201	Schmidt, M.	.5
Start and end dates for section 54118:					6/21	7/29	

**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. (AA: Area E4, CSU, UC)

53813	FITN 334 A6	MTWTh	8:10	9:15	5-257	Bolton, S.	.5
Start and end dates for section 53813:					6/21	7/29	
53814	FITN 334 B6	MTWTh	9:30	10:35	5-257	Steele, A.	.5
Start and end dates for section 53814:					6/21	7/29	
53815	FITN 334 C6	MTWTh	11:00	12:05	5-257	Guerrero, M.	.5
Start and end dates for section 53815:					6/21	7/29	
53817	FITN 334 D6	MTWTh	12:30	1:35	5-257	Guerrero, M.	.5
Start and end dates for section 53817:					6/21	7/29	

**Evening Classes**

53816	FITN 334 J6	MW	5:30	7:35	5-257	Werner, K.	.5
Start and end dates for section 53816:					6/21	7/28	
54258	FITN 334 K6	MW	8:00	10:05	5-257	Werner, K.	.5
Start and end dates for section 54258:					6/21	7/28	
53825	FITN 334 L6	TTh	5:30	7:15	5-257	Wilmot, A.	.5
Start and end dates for section 53825:					6/22	7/29	

### 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. (AA: Area E4, CSU, UC)

54119	FITN 335 A6	MTWTh	9:30	10:35	5-259	Bolton, S.	.5
	Start and end dates for section 54119: 6/21 7/29						
54259	FITN 335 B6	MTWTh	11:00	12:05	8-202	Steele, A.	.5
	Start and end dates for section 54259: 6/21 7/29						

#### Evening Class

54121	FITN 335 J6	TTh	7:30	9:15	5-259	Wilmot, A.	.5
	Start and end dates for section 54121: 6/22 7/29						

## INDIVIDUAL SPORTS

### 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. (AA: Area E4, CSU, UC)

#### Evening Class

53302	INDV 120 J6	Mon	8:00	10:05	8-201	Mangan, J.	.5
		Wed	8:00	10:05	8-201	Vogel, B.	
	Start and end dates for section 53302: 6/21 7/28						

## TEAM SPORTS

### 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. (AA: Area E4, CSU, UC)

50838	TEAM 105 A6	By Arr	6.0 Hrs/Wk	8-BASE	Williams, D.	.5
	Start and end dates for section 50838: 6/21 7/28					

### TEAM 110 BASKETBALL

Basketball for students with previous experience. Techniques in offensive and defensive play. Round-robin team play, concluding with tournament play. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** high school team play or equivalent. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

54374	TEAM 110 A6	MTWTh	9:30	10:35	8-201	Owens, L.	.5
	Start and end dates for section 54374: 6/21 7/29						

### TEAM 118 ADVANCED BASKETBALL: WOMEN

A class for women wishing to compete on Women's Varsity Basketball Team. Advanced skills of basketball play; development of team play. May be taken four times for a maximum of 12 units. (AA: Area E4, CSU, UC)

53309	TEAM 118 A6	MTWTh	1:00	2:05	8-201	Warner, M.	.5
	Start and end dates for section 53309: 6/21 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. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

#### Evening Class

54145	TEAM 119 L6	Thu	5:00	9:05	8-201	Warner, M.	.5
	Start and end dates for section 54145: 6/24 7/29						

### 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. (AA: Area E4, CSU, UC)

51296	TEAM 135 AO	By Arr	48.0 Hrs/Wk	96-TURF	Pollack, B.	.5-1.5
	Start and end dates for section 51296: 8/9 8/18					

### 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. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

#### Evening Class

54120	TEAM 148 J6	Tue	6:00	9:45	8-201	Mangiola, F.	.5
	Start and end dates for section 54120: 6/22 7/27						

### TEAM 158 ADVANCED SOFTBALL: WOMEN

Training class for women interested in participating on the Women's Varsity Softball team. Plus minimum of 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic softball or equivalent. Open entry/open exit. Variable units. May be taken four times for a maximum of 8 units. (AA: Area E4, CSU, UC)

54380	TEAM 158 A6	By Arr	5.2 Hrs/Wk	8-SOFT	Borg, N.	.5
	Start and end dates for section 54380: 6/22 7/29					

## 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. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

50713	PHYS 250 A8	MTWTh	8:10	10:15	36-114	Janatpour, M.	4.0
		MTWTh	10:30	11:50	36-114		
	Start and end dates for section 50713: 6/21 8/12						



## 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. (AA: Area E1a/Area E5b, CSU: Area D/Area F2, UC: Area 4/Area 7B\*)

50714	PLSC 210 A6	MTWTh	8:10	10:15	14-214	Keenan, K.	3.0
	Start and end dates for section 50714: 6/21 7/29						
50715	PLSC 210 B6	MTWTh	10:30	12:35	16-106	Noori, A.	3.0
	Start and end dates for section 50715: 6/21 7/29						

#### Evening Classes

50717	PLSC 210 J8	MW	6:30	9:35	14-116	Noori, A.	3.0
	Start and end dates for section 50717: 6/21 8/11						
50718	PLSC 210 K8	TTh	6:30	9:20	14-104	Scholnick, E.	3.0
	Start and end dates for section 50718: 6/22 8/12						

#### Online Class

52526	PLSC 210 OLH	See pages 50–51	Online-CRS	Armitage, L.	3.0
	Start and end dates for section 52526: 6/23 8/11				

### 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. (AA: Area E1b/Area E5b, CSU: Area D/Area F3, UC: Area 7C)

#### Evening Class

50720	PLSC 310 J8	TTh	6:30	8:30	14-102	Armitage, L.	2.0
	Start and end dates for section 50720: 6/22 8/12						

#### Online Class

51811	PLSC 310 OLH	See pages 50–51	Online-CRS	Armitage, L.	2.0
	Start and end dates for section 51811: 6/21 7/26				

## PSYCHOLOGY

### PSYC 100 GENERAL PSYCHOLOGY

Introduction to psychology; perception, motivation, emotion, learning and thinking, observation of behavior and measurement. **Recommended Preparation:** eligibility for ENGL 838/848 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. (AA: Area E5b, CSU: Area D/Area E, UC: Area 4)

50723	PSYC 100 A6	MTWTh	8:10	10:15	16-106	Ratner, A.	3.0
	Start and end dates for section 50723: 6/21 7/29						
51304	PSYC 100 B6	MTWTh	10:30	12:35	18-308	Clifford Jr, J.	3.0
	Start and end dates for section 51304: 6/21 7/29						
51712	PSYC 100 C6	MTWTh	1:10	3:15	14-116	Rose, M.	3.0
	Start and end dates for section 51712: 6/21 7/29						

#### Evening Classes

50724	PSYC 100 J8	MW	6:30	9:35	14-104	Horan, M.	3.0
	Start and end dates for section 50724: 6/21 8/11						
51713	PSYC 100 K8	TTh	6:30	9:20	18-306	Horan, M.	3.0
	Start and end dates for section 51713: 6/22 8/12						

### 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.) (AA: Area E5b, CSU: Area D, UC: Area 4\*)

51910	PSYC 200 A6	MTWTh	8:10	10:15	18-308	Clifford Jr, J.	3.0
	Start and end dates for section 51910: 6/21 7/29						

#### Evening Classes

53435	PSYC 200 J8	TTh	6:00	9:00	16-209	Toomer, D.	3.0
	Start and end dates for section 53435: 6/22 8/12						
54404	PSYC 200 K8	MW	6:00	9:05	18-308	Clifford Jr, J.	3.0
	Start and end dates for section 54404: 6/21 8/11						

## 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 semester. May be taken four times for a maximum of 12 units. (AA, CSU)

54002	READ 412 AO	By Arr 4-24 Hrs/Wk	18-101	Movahhed, B.	.5-3.0
	Start and end dates for section 54002: 6/21 7/29				

### 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. May be taken three times for a maximum of 1.5 units. (AA, CSU)

54000	READ 454 AO	By Arr 4-12 Hrs/Wk	18-101	Movahhed, B.	.5-1.5
	Start and end dates for section 54000: 6/21 7/29				

### 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. May be taken three times for a maximum of 1.5 units. (AA, CSU)

54001	READ 455 AO	By Arr 4-12 Hrs/Wk	18-101	Movahhed, B.	.5-1.5
	Start and end dates for section 54001: 6/21 7/29				

### 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 4-24 Hrs/Wk. (Units do not apply toward AA/AS degree.)

51553	READ 812 AO	By Arr 4-24 Hrs/Wk	18-101	Movahhed, B.	.5-3.0
	Start and end dates for section 51553: 6/21 7/29				

### 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 semester to meet with an instructor. May be taken twice for a maximum of 2 units.

52462 READ 814 AO By Arr 4-8 Hrs/Wk 18-101 Movahhed, B. .5-1.0  
Start and end dates for section 52462: 6/21 7/29

### 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 4-8 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 semester to meet with an instructor.

52463 READ 815 AO By Arr 4-8 Hrs/Wk 18-101 Movahhed, B. .5-1.0  
Start and end dates for section 52463: 6/21 7/29

### 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). Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

52690 READ 825 A6 MTWTh 8:10 10:15 16-101 Staff 3.0  
Start and end dates for section 52690: 6/21 7/29

### 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. **A \$5.00 materials fee is payable upon registration.** Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** READ 825 with Pass or 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. (AA)

50736 READ 830 B6 MTWTh 10:30 12:35 16-101 Staff 3.0  
Start and end dates for section 50736: 6/21 7/29

### 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 1.5 units. 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. (Units do not apply toward AA/AS degree.)

52466 READ 852 AO By Arr 4-12 Hrs/Wk 18-101 Movahhed, B. .5-1.5  
Start and end dates for section 52466: 6/21 7/29

### 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 1.5 units. 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. (Units do not apply toward AA/AS degree.)

52467 READ 853 AO By Arr 4-12 Hrs/Wk 18-101 Movahhed, B. .5-1.5  
Start and end dates for section 52467: 6/21 7/29

## REAL ESTATE

The Schedule of Classes publication is only a guide. While every effort has been made to ensure its accuracy, this information is subject to change without notice. For most current information about class additions, changes and cancellations, consult the WebSMART link: [collegeofsanmateo.edu/websmart](http://collegeofsanmateo.edu/websmart).

### 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. (AA: Area E5d, CSU)

53285 R.E. 100 A7 MW 1:00 4:20 19-105 Keavney, B. 3.0  
Start and end dates for section 53285: 6/21 8/5

#### Evening Class

50730 R.E. 100 J8 TTh 6:30 10:20 14-202 Gottlieb, M. 3.0  
Start and end dates for section 50730: 6/22 8/12

## SOCIOLOGY

### SOCI 100 INTRODUCTION TO SOCIOLOGY

Analysis of processes of group behavior and interaction between the individual and society. **Recommended Preparation:** eligibility for ENGL 838/848 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. (AA: Area E5b, CSU: Area D, UC: Area 4)

50746 SOCI 100 A6 MTWTh 8:10 10:15 14-116 Crawford, Z. 3.0  
Start and end dates for section 50746: 6/21 7/29

50747 SOCI 100 B6 MTWTh 10:30 12:35 14-118 Mathur, M. 3.0  
Start and end dates for section 50747: 6/21 7/29

#### Evening Class

50748 SOCI 100 J8 MW 6:00 9:05 14-118 Mathur, M. 3.0  
Start and end dates for section 50748: 6/21 8/11

54415 SOCI 100 K8 TTh 6:00 9:00 14-118 Mathur, M. 3.0  
Start and end dates for section 54415: 6/22 8/12

#### Off Campus/Evening Class

53613 SOCI 100 L8H TTh 5:45 8:45 MK Crawford, Z. 3.0  
Start and end dates for section 53613: 6/22 8/12

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

## SPANISH

For a general explanation of course numbers and levels, please see FOREIGN LANGUAGES, page 34.

### 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. (AA: Area E5c, CSU: Area C2, UC)

51554	SPAN 111 B6	MTWTh	10:30	12:35	18-203	Dinelli, A.	3.0
	Start and end dates for section 51554:		6/21	7/29			

#### Evening Class

50754	SPAN 111 J8	TTh	6:30	9:20	18-203	Collis, H.	3.0
	Start and end dates for section 50754:		6/22	8/12			

## SPEECH COMMUNICATION

For information about a Certificate of Specialization in Speech Communication, see the Catalog or contact the Language Arts Division Office (Building 15, Room 168, 574-6314).

### 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. (AA: Area E2/ Area E5d, CSU, Area A1 UC Area 1C)

50755	SPCH 100 A6	MTWTh	8:10	10:15	16-247	Motoyama, C.	3.0
	Start and end dates for section 50755:		6/21	7/29			

50756	SPCH 100 B6	MTWTh	10:30	12:35	16-247	Motoyama, C.	3.0
	Start and end dates for section 50756:		6/21	7/29			

#### Evening Class

50757	SPCH 100 J8	MW	6:30	9:35	16-245	Li, Y.	3.0
	Start and end dates for section 50757:		6/21	8/11			

### 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 100. (AA: Area E2a/Area E5d, CSU: Area A1/Area D/Area E, UC: Area 1C)

50760	SPCH 120 A6	MTWTh	8:10	10:15	16-245	Kramm, G.	3.0
	Start and end dates for section 50760:		6/21	7/29			

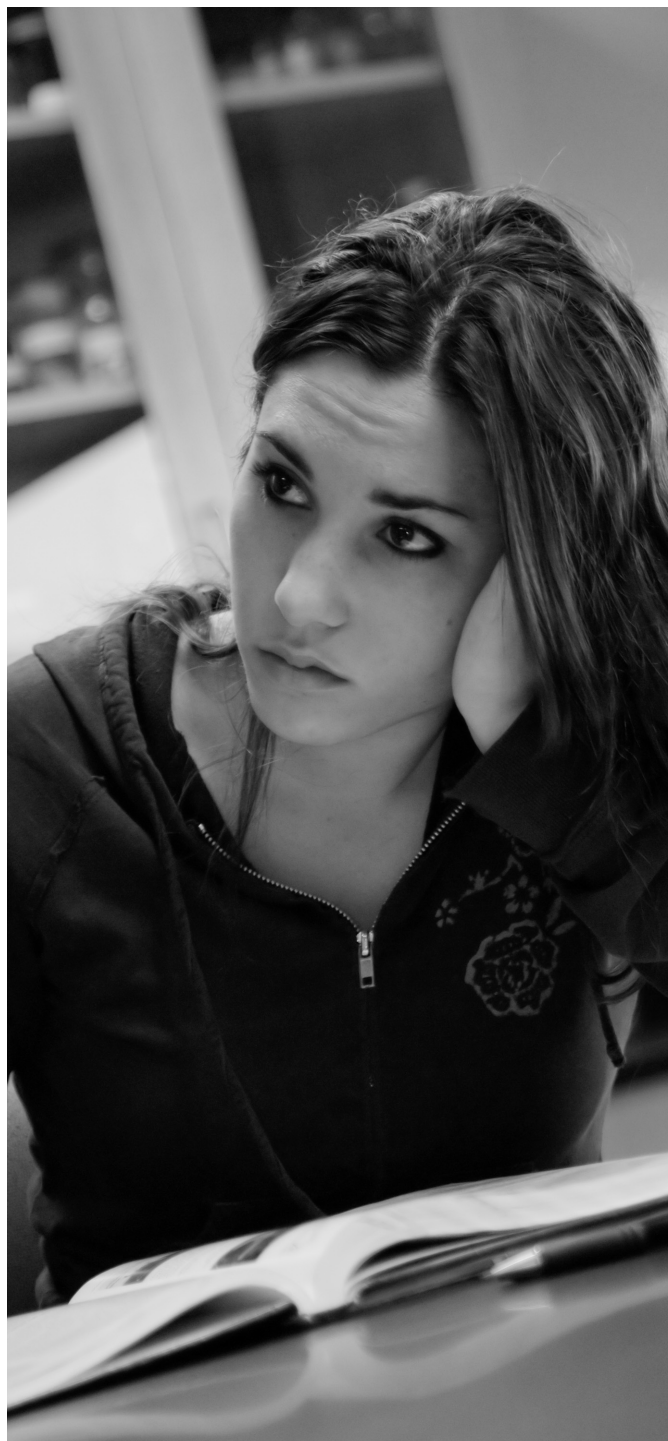
53293	SPCH 120 B6	MTWTh	10:30	12:35	16-245	Kramm, G.	3.0
	Start and end dates for section 53293:		6/21	7/29			

52894	SPCH 120 C6	MTWTh	10:30	12:35	16-105	Paoli, P.	3.0
	Start and end dates for section 52894:		6/21	7/29			

#### Evening Classes

52449	SPCH 120 J8	MW	6:30	9:35	16-105	Paoli, P.	3.0
	Start and end dates for section 52449:		6/21	8/11			

50761	SPCH 120 K8	TTh	6:30	9:20	16-245	Perry, L.	3.0
	Start and end dates for section 50761:		6/22	8/12			





# CSM Distance Learning



**Distance Learning Office**  
Building 9 (lower level), Room 181  
(650) 524-6933  
[collegeofsanmateo.edu/dl](http://collegeofsanmateo.edu/dl)



# 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.

## 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

### 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

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

### Distance Learning Website:

[collegeofsanmateo.edu/dl](http://collegeofsanmateo.edu/dl)

Each telecourse has a WebACCESS page to help students connect with a “Study Buddy” ([smccd.mrooms.net](http://smccd.mrooms.net)), and includes a full listing of online courses and telecourses offered by CSM.

### Study Buddy Sign-Up

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 12, 9 am to 2 pm.

### 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 DVD's or 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 DVR 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 web site frequently and to participate in email and online discussions.

Facilities are available in the CSM Library for accessing the course web site.

Telecourse students usually view weekly programs at home. Some students record 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 47.

#### 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 \$26 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/non-resident fee. Please see "Credit and Refund Policy" on page 13.
- 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 2009, Fall 2009, and/or Spring 2010, follow the How to Register instructions for continuing students on page 3 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 Summer 2009, 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). For hours and more info, visit [collegeofsanmateo.edu/admissions](http://collegeofsanmateo.edu/admissions).

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 advance registration deadline for Summer 2010 telecourses and online courses is the day before the class begins or the introductory meeting is held. Course authorization codes, available from the instructor, are necessary to register on the day the class begins or

thereafter. Please note that attendance at introductory meetings is required for many distance learning classes.

#### **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, 6 or 11 (see campus map on inside back cover).

Distance learning students pay the State-mandated enrollment fee (\$26 per unit) and the student fee (\$1). (See Fees, page 13) In addition, if they have not been residents of California (as defined in the Education Code) continuously since June 30, 2009, 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 2009 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 2010 course by the stated 'last day to drop with refund' deadline, you may be eligible for a partial refund of enrollment fee/nonresident fee. The final deadline for withdrawal from each telecourse is listed with the description of each telecourse. See "Credit and Refund Policy" on page 13.

#### ***Final Grades Reported on WebSMART and SMART***

Final grades will be available on WebSMART beginning August 17, 2010.

## “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.

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

### Scoring

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

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

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

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

### Explanation

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

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

## Online Courses

### 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 web site weekly to keep apprised of schedule changes, new texts, etc.
- Participate actively in email 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 OLH (53790) (1.5 units)

Introductory Meeting: None. Please check the website below before the start date.  
Start/End date: June 25-July 30  
Web site: [smccd.edu/accounts/raeber](http://smccd.edu/accounts/raeber)  
Instructor: Sandra Raeber  
Email: [raeber@smccd.edu](mailto:raeber@smccd.edu)  
Phone: 574-6665  
Registration Deadline: June 25  
Last Day to Drop with Refund: June 25  
Last Day to Withdraw: July 23

### Quickbooks: Payroll and Merchandise Business

#### ACTG 145 OLH (53792) (1.5 units)

Introductory Meeting: None. Please check the website below before the start date.  
Start/End date: June 25-July 30  
Web site: [smccd.edu/accounts/raeber](http://smccd.edu/accounts/raeber)  
Instructor: Sandra Raeber  
Email: [raeber@smccd.edu](mailto:raeber@smccd.edu)  
Phone: 574-6665  
Registration Deadline: June 25  
Last Day to Drop with Refund: June 25  
Last Day to Withdraw: July 2

## BIOLOGY

### Introduction to Life Sciences

#### BIOL 100 OLH (53310) (3.0 Units)

Introductory Meeting: None. Please contact instructor at email below before start date.  
Start/End date: June 23-Aug. 11  
Web site: [smccd.mrooms.net](http://smccd.mrooms.net) (before class begins) [online.smccd.edu](http://online.smccd.edu) (once class begins)  
Instructor: Tania Beliz  
Email: [beliz@smccd.edu](mailto:beliz@smccd.edu)  
Phone: 574-6248  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: Aug. 2

### Human Biology

#### BIOL 130 OLH (53796) (3 Units)

Introductory Meeting: None. Please check the web site below before the start date.  
Start/End date: June 21-Aug. 9  
Web site: [smccd.edu/accounts/martin](http://smccd.edu/accounts/martin)  
Instructor: Theresa Martin  
Email: [martin@smccd.edu](mailto:martin@smccd.edu)  
Phone: 574-6252  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: Aug. 2

## BUSINESS APPLICATIONS – WINDOWS PLATFORM

### Word Processing I Using Word for Windows

#### BUSW 214 OLH (51814) (1.5 units)

Introductory Meeting: None. Please check the website below before the start date.  
Start/End date: June 21-July 12  
Web site: [smccd.edu/accounts/willis](http://smccd.edu/accounts/willis)  
Instructor: Janice M. Willis  
Email: [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

### Word Processing II Using Word for Windows

#### BUSW 215 OLH (53152) (1.5 units)

Introductory Meeting: None. Please check the web site below before the start date.  
Start/End date: July 19-Aug. 2  
Web site: [smccd.edu/accounts/willis](http://smccd.edu/accounts/willis)  
Instructor: Janice M. Willis  
Email: [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 I Using Excel for Windows BUSW 415 OLH (51570) (1.5 units)

Introductory Meeting: None. Please check the web site below before the start date.  
Start/End date: June 21-July 12  
Web site: [smccd.edu/accounts/willis](http://smccd.edu/accounts/willis)  
Instructor: Janice M. Willis  
Email: [willis@smccd.edu](mailto:willis@smccd.edu)  
Phone: 574-6477  
Registration Deadline: June 23  
Last Day to Drop with Refund: June 23  
Last Day to Withdraw: July 7

### Spreadsheet II Using Excel for Windows BUSW 416 OLH (53157) (1.5 units)

Introductory Meeting: None. Please check the web site below before the start date.  
Start/End date: July 19-Aug. 2  
Web site: [www.smccd.edu/accounts/willis](http://www.smccd.edu/accounts/willis)  
Instructor: Janice M. Willis  
Email: [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 OLH (52432) (3 units)

Introductory Meeting: Check web site. Please contact instructor at email below before start date.  
Start/End date: June 21-Aug. 5  
Additional Campus Meetings: (held at 9:00-11:00 am in Bldg. 19, Room 121) July 17, Aug. 7  
Web site: [smccd.edu/accounts/martens/cis110www](http://smccd.edu/accounts/martens/cis110www)  
Instructor: Bryce Martens  
Email: [martens@smccd.edu](mailto:martens@smccd.edu)  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 6  
Last Day to Withdraw: July 27

### Introduction to Object-Oriented Program Design

#### CIS 254 OLH (53311) (4 units)

Introductory Meeting: Wed., June 23\*\*  
5:00-6:00 pm  
Bldg. 19, Room 107  
Start/End date: June 23-Aug. 11  
Additional Campus Meetings: July 14, Aug. 11  
Web site: [smccd.edu/accounts/greenm](http://smccd.edu/accounts/greenm)  
Instructor: Melissa Green  
Email: [greenm@smccd.edu](mailto:greenm@smccd.edu)  
Phone: 574-6374  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: Aug. 2

\*\* 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.



**Program Methods: C++****CIS 278 OLH (53494) (4 units)**

Introductory Meeting: Tues., June 22\*\*  
6:00-9:05 pm  
Bldg. 19, Room 107

Start/End date: June 22-Aug. 12  
Additional Campus Meeting: Aug. 12  
Web site: [www.timlin.net](http://www.timlin.net)  
Instructor: Robert Timlin  
Email: [timlinr@smccd.edu](mailto:timlinr@smccd.edu)  
Phone: 378-7301 ext. 19232  
Registration Deadline: June 23  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: July 28

**Internet Programming: XML****CIS 379 OLH (52005) (3 units)**

Introductory Meeting: Mon., June 21\*\*  
6:30-7:30 pm  
Bldg. 19, Room 121

Start/End date: June 21-July 29  
Additional Campus Meeting: June 22  
Instructor: Janet Bohan  
Email: [bohan@smccd.edu](mailto:bohan@smccd.edu)  
Phone: 378-7301 ext. 19029 (message only)  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 6  
Last Day to Withdraw: July 27

**Computer Forensics****CIS 489 OLH (54106) (3 units)**

Introductory Meeting: None. Please contact instructor at email below before start date.  
Start/End date: June 21-Aug. 12  
Instructor: Ron Brown  
Email: [brownr@smccd.edu](mailto:brownr@smccd.edu)  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 6  
Last Day to Withdraw: July 29

**CONSUMER ARTS AND SCIENCE****Nutrition****CA&S 310 OLH (52685) (3 units)**

Introductory Meeting: None. Please check the web site below before the start date.  
Start/End date: June 21-Aug. 9  
Web site: [smccd.net/accounts/martin](http://smccd.net/accounts/martin)  
Instructor: Theresa Martin  
Email: [martin@smccd.edu](mailto:martin@smccd.edu)  
Phone: 574-6252  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 6  
Last Day to Withdraw: July 29

**LIBRARY STUDIES****Introduction to Library Research****LIBR 100 OLH (54205) (1 unit)**

Introductory Meeting: None. Please check the web site below before the start date.  
Start/End date: June 21-Aug. 14  
Web site: [smccd.edu/accounts/morrist](http://smccd.edu/accounts/morrist)  
Instructor: Teresa Morris  
Email: [morrist@smccd.edu](mailto:morrist@smccd.edu)  
Phone: 574-6579  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: Aug. 2

**MULTIMEDIA****Multimedia Career Pathways****MULT 680MA OLH (53968) (3 units)**

Introductory Meeting: None. Please contact instructor at email below before start date.  
Start/End date: June 21-Aug. 12  
Instructor: Diana Bennett  
Email: [bennettd@smccd.edu](mailto:bennettd@smccd.edu)  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: Aug. 2

**NURSING****Introduction to Medical Terminology****NURS 630 OLH (54253) (3 units)**

Introductory Meeting: None. Please contact instructor at email below before start date.  
Start/End date: June 7-July 2  
Instructor: Susan Hantz  
Email: [hantzs@smccd.edu](mailto:hantzs@smccd.edu)  
Phone: 378-7220  
Registration Deadline: June 9  
Last Day to Drop with Refund: June 15  
Last Day to Withdraw: June 25

**Introduction to Medical Terminology****NURS 630 OMH (54255) (3 units)**

Introductory Meeting: None. Please contact instructor at email below before start date.  
Start/End date: July 6-July 30  
Instructor: Susan Hantz  
Email: [hantzs@smccd.edu](mailto: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 OLH (52526) (3 units)**

Introductory Meeting: None. Please check the website below before the start date.  
Start/End date: June 23-Aug. 11  
Web site: [smccd.mrooms.net](http://smccd.mrooms.net)  
Instructor: Leighton Armitage  
Email: [profarmitage@netscape.net](mailto:profarmitage@netscape.net)  
Phone: 574-6373  
Registration Deadline: June 24  
Last Day to Drop with Refund: July 7  
Last Day to Withdraw: Aug. 2

**California State and Local Government****PLSC 310 OLH (51811) (2 units)**

Introductory Meeting: None. Please check the website below before the start date.  
Start/End date: June 21-July 26  
Web site: [smccd.mrooms.net](http://smccd.mrooms.net)  
Instructor: Leighton Armitage  
Email: [profarmitage@netscape.net](mailto:profarmitage@netscape.net)  
Phone: 574-6373  
Registration Deadline: June 23  
Last Day to Drop with Refund: June 30  
Last Day to Withdraw: July 21

# Instructional Programs/Departments Directory - Summer 2010

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**  
collegeofsanmateo.edu/  
adaptedpe

## Administration of Justice

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

## Alcohol and 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  
collegeofsanmateo.edu/  
anthropology

## 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  
collegeofsanmateo.edu/  
architecture

## Art

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

## 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 and Electronic Media

Michelle Brown (F)  
524-6934  
collegeofsanmateo.edu/  
broadcast

## Building Inspection

collegeofsanmateo.edu/  
buildinginspection

## Business Administration

Patricia Brannock (F)  
574-6668  
brannock@smccd.edu

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

## Career and Life Planning

Marsha Ramezane (D)  
574-6413  
ramezane@smccd.edu

## Chemistry

Yin Mei Lawrence (F)  
574-6110  
lawrencey@smccd.edu  
collegeofsanmateo.edu/  
chemistry

## Community Education

Renee Khoury (S)  
574-6149  
khouryr@smccd.edu  
District Office, Room 217  
communityed.smccd.edu

## Computer and Information Science (CIS)

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

## Computer Forensics

Ron Brown (F)  
574-6691  
brownr@smccd.edu  
collegeofsanmateo.edu/cis

## Cosmetology

Suzanne Russell (F)  
574-6364  
russells@smccd.edu  
collegeofsanmateo.edu/  
cosmetology

## Cross Country/Track and Field

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

## Dance

574-6461

## Dental Assisting

Colleen Kirby Banas (F)  
574-6212; 574-6211  
kirbyc@smccd.edu  
collegeofsanmateo.edu/  
dentalassisting

## Drafting/CAD

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

## Economics

Kevin Henson (D)  
574-6494  
hensonk@smccd.edu  
collegeofsanmateo.edu/economics

## Electronics Technology

574-6228  
collegeofsanmateo.edu/  
electronics

## Engineering

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574-6617; 574-6268  
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engineering

## English and Literature

Daniel Keller (F)  
574-6580  
kellerd@smccd.edu  
Madeleine Murphy (F)  
574-6344  
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english

## English for Non-native Speakers (ESL)

Sylvia Aguirre-Alberto (C)\*  
574-6160  
aguirres@smccd.edu  
Frances Schulze (F)  
574-6685; 574-6314  
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collegeofsanmateo.edu/esl

## Ethnic Studies

Frederick Gaines (F)  
574-6183  
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collegeofsanmateo.edu/  
ethnicstudies

## Film

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

## Fire Technology

Keith Marshall (F)  
574-6347  
csm-firetech@smccd.edu  
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## Floristry

Wendy Pine (F); Lin Bowie (F)  
574-6170  
Building 20, Room 101  
pinew@smccd.edu  
collegeofsanmateo.edu/  
floristry

## Foreign Language

Richard Castillo (F)  
574-6316; 574-6314  
castillo@smccd.edu  
collegeofsanmateo.edu/  
foreignlanguages

## Football

Bret Pollack (F)  
574-6467  
pollack@smccd.edu  
collegeofsanmateo.edu/  
football

## Geography

Angela Skinner-Orr (F)  
574-6457; 574-6496  
skinner@smccd.edu  
collegeofsanmateo.edu/  
geography

## Geology

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

## Graphics

Ed Seubert (F)  
574-6278  
seuberte@smccd.edu  
collegeofsanmateo.edu/graphics

## Health Science

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

## History

Mark Still (F)  
574-6639; 574-6496  
still@smccd.edu  
collegeofsanmateo.edu/  
history

## Horticulture

Matt Leddy (F)  
574-6217  
leddy@smccd.edu  
collegeofsanmateo.edu/  
horticulture

## Human Services

574-6193; 574-6496  
collegeofsanmateo.edu/  
humanservices

## Humanities

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

## 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  
collegeofsanmateo.edu/  
management

## 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  
collegeofsanmateo.edu/  
meteorology

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

**Nursing**

Jane McAteer (A)  
574-6682  
mcaateer@smccd.edu  
Nursing Office  
Building 5, Room 361  
574-6218  
[collegeofsanmateo.edu/  
nursing](http://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

**Philosophy**

David Danielson (A)  
574-6376; 574-6496  
danielson@smccd.edu  
[collegeofsanmateo.edu/  
philosophy](http://collegeofsanmateo.edu/philosophy)

**Photography**

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

**Physical Education**

574-6461  
[collegeofsanmateo.edu/  
physicaleducation](http://collegeofsanmateo.edu/physicaleducation)

**Physics**

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

**Political Science**

Lee Ryan Miller (F)  
574-6474  
millerlee@smccd.edu  
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politicalscience](http://collegeofsanmateo.edu/politicalscience)

**Psychology**

James Clifford (F)  
574-6380; 574-6496  
clifford@smccd.edu  
[collegeofsanmateo.edu/  
psychology](http://collegeofsanmateo.edu/psychology)

**Reading**

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

**Real Estate**

[collegeofsanmateo.edu/  
realstate](http://collegeofsanmateo.edu/realstate)

**Social Science**

Kevin Henson (D)  
574-6494  
[collegeofsanmateo.edu/  
socialscience](http://collegeofsanmateo.edu/socialscience)

**Sociology**

Minu Mathur (F)  
574-6658; 574-6496  
mathur@smccd.edu  
[collegeofsanmateo.edu/  
sociology](http://collegeofsanmateo.edu/sociology)

**Softball**

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

**Speech Communication**

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

## Academic Divisions and Instructional Programs/Departments

Division Office	Instructional Program/Department			
<b>Business/Technology</b> Bldg. 19, Rm. 113; 574-6228 Dean: Kathleen Ross	Accounting Administration of Justice Apprenticeship Training Building Inspection Technology Business	Business - Microcomputer Applications Computer & Information Science Cosmetology Drafting Technology Electronics Technology Fire Technology	Management Digital Media Broadcast and Electronic Media Film Production Graphics Journalism Multimedia	Real Estate
<b>Creative Arts/Social Science</b> Bldg. 15, Rm. 168; 574-6494 Dean: Kevin Henson hensonk@smccd.edu Division Assistant: Viji Raman ramanv@smccd.edu	Alcohol & Other Drug Studies Anthropology Art Economics	Ethnic Studies Geography Global Studies History Humanities	Human Services Library Studies Military Science Music Music - Electronic	Philosophy Political Science Psychology Social Science Sociology
<b>Language Arts</b> Bldg. 15, Rm. 168; 574-6314 Dean: Sandra Stefani Comerford	English English for Non-native Speakers (ESL) Film History	Foreign Language <i>American Sign Language</i> <i>Chinese (Mandarin)</i> <i>French</i>	<i>German</i> <i>Italian</i> <i>Japanese</i> <i>Spanish</i>	Literature Reading Speech Communication
<b>Math/Science</b> Bldg. 36, Rm. 311; 574-6268 Dean: Charlene Frontiera	Architecture Astronomy Biology Chemistry	Consumer Arts & Science Dental Assisting Engineering Geology	Health Science Horticulture Mathematics Meteorology	Nursing Oceanography Paleontology Physical Science Physics
<b>Physical Education/Athletics/Dance</b> Bldg. 5, Rm. 341; 574-6461 Dean: Andreas Wolf Athletic Trainer: Pat Fitzgerald; 574-6451 Equipment Manager: Ken Haren; 574-6452	Athletics Physical Education <i>Adapted</i> <i>Aquatics</i>	<i>Dance</i> <i>Fitness</i> <i>Individual Sports</i> <i>Team Sports</i>	<i>Intercollegiate Sports Theory</i> <i>Theory</i> <i>Varsity</i>	
<b>Coastside</b> 726-6444 Program Services Coordinator: Ron Andrade	CSM Coastside Distance Education			
<b>Student Services</b> Bldg. 1, Rm. 209; 574-6413 Dean - Counseling, Advising & Matriculation: Marsha Ramezane	Career & Life Planning Cooperative Work Experience Education	Developmental Skills <i>Assistive Technology</i> <i>Learning Disabilities Assessment</i>		

# Student Resources Directory - Summer 2010

(Services, Programs and 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 and Counseling

(see Counseling Center)

### Academic Support Services

(see Labs and Centers)

### Admissions and Records

574-6165  
 Building 1, Second Floor  
 For hours and more information go to:  
[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 Degree

358-6856  
 Admissions Information

574-6165  
 Grades/Attendance

358-6855  
 Registration Information

574-6165  
 Transcripts (Outgoing)

358-6858  
 Veterans Assistants

358-6858; 358-6856

### Articulation Office

Marsha Ramezane (D)  
 574-6440  
 Building 1, Room 209  
[collegeofsanmateo.edu/articulation](http://collegeofsanmateo.edu/articulation)

### Assessment Center

• Placement Testing  
 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 (ASCSCM)

574-6141  
[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 and Grounds

(see Facilities Department)

### Business Microcomputer Labs

574-6489  
 Building 14, Room 101  
[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

### Business Office

574-6412  
 Building 1, Room 147  
 For hours and more information go to:  
[collegeofsanmateo.edu/businessoffice](http://collegeofsanmateo.edu/businessoffice)

### Business Students Lab

Building 14, Room 204  
[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

### Cafeteria

(see Food Service/Kiosko, Food Service)  
 Building 5, Main Floor

### CalWORKs Program

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

### 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)  
 District Office, Room 217  
[communityed.smccd.edu](http://communityed.smccd.edu)

### Computer and Info Science (CIS) Lab

574-6327  
 Building 19, Rooms 124 & 126  
[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

### Computer Labs

(see Labs and Centers)

### Cooperative Agencies

**Resources for Education (CARE)**  
 Ruth Turner (C); 574-6154  
 Building 20, Room 107  
[collegeofsanmateo.edu/care](http://collegeofsanmateo.edu/care)

### 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 and Services (DSPS)

**Adapted Physical Education  
(Instructional Program)**  
[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)

Ron Andrade (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)  
 District Office, Room 217  
 Hours:  
 Monday through Friday  
 9:00 am to 4:00 pm

### English 800 Lab

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

### Extended Opportunity Programs and Services (EOPS)

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

### Facebook: College of San Mateo

[collegeofsanmateo.edu/facebook](http://collegeofsanmateo.edu/facebook)

### Facilities Department/Buildings and 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  
 For hours and more information go to:  
[collegeofsanmateo.edu/financial](http://collegeofsanmateo.edu/financial)

### Food Service/Drip Coffee

378-7343  
 East side of Building 16

Hours:  
 Monday through Thursday  
 7:30 am to 1:30 pm  
 5:30 pm to 8:30 pm  
 Friday  
 7:30 am to 1:30 pm  
[collegeofsanmateo.edu/foodservice](http://collegeofsanmateo.edu/foodservice)

### Food Service/Kiosko

574-6582  
 Plaza near Building 16  
 Hours:  
 Monday through Thursday  
 7:30 am to 7:00 pm  
 Friday  
 7:30 am to 2:00 pm  
[collegeofsanmateo.edu/foodservice](http://collegeofsanmateo.edu/foodservice)

### Food Service

Building 5, Main Floor  
 Hours:  
 Monday through Friday  
 7:30 am to 2:00 pm  
[collegeofsanmateo.edu/foodservice](http://collegeofsanmateo.edu/foodservice)

### 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  
 For hours and more information go to:  
[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/prie](http://collegeofsanmateo.edu/prie)

### Integrated Science Center

574-6688  
 Building 36, Room 110  
[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

### 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](mailto:skaff@smccd.edu)  
 Martin Bednarek (C)  
 574-6526  
[bednarekm@smccd.edu](mailto:bednarekm@smccd.edu)

For hours and more information go to:  
[collegeofsanmateo.edu/international](http://collegeofsanmateo.edu/international)

### Job Listings-District

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

### Job Listings-Student

(see Career Services)



**KCSM TV and FM**

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

**Kiosko**

(see Food Service/Kiosko)

**Labs and Centers**

[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

(see specific listings for each)

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

(see specific listings for each)

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

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

(see Foreign Language Center)

**Reading and ESL Center**

(see Reading and ESL Center)

**Speech Lab** (see Speech Lab)**Writing Center** (see Writing Center)**Learning 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](mailto: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 Chorale**

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

**Math Resource Center**

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 17, Room 154  
[collegeofsanmateo.edu/middlecollege](http://collegeofsanmateo.edu/middlecollege)

**Multimedia Lab**

574-6446  
Building 27, Room 100  
[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

**Nursing Lab**

574-6218  
Building 23, Rooms 174 & 175  
[collegeofsanmateo.edu/labs](http://collegeofsanmateo.edu/labs)

**Online Courses**

(see Distance Learning)

**Operator**

574-6161  
Building 1, Second Floor, Security

**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 Friday  
(by appointment)

**Reading and ESL Center**

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

**San Mateo****(Student Newspaper)**

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

**Scholarships**

574-6514  
Building 1, Room 217  
For hours and more information, go to:  
[collegeofsanmateo.edu/scholarships](http://collegeofsanmateo.edu/scholarships)

**Security Office**

(24 hours/day, 7 days/week)  
574-6415  
Building 1, Room 269  
[collegeofsanmateo.edu/security](http://collegeofsanmateo.edu/security)

**Front Desk Hours:**

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

**Shipping and Receiving**

Building 7  
574-6115

**Speech Lab**

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

**Student Life and Leadership****Development Office**

Aaron Schaefer (S)  
Fauzi Hamadeh (S)  
574-6141  
Building 17, Room 112  
[collegeofsanmateo.edu/studentlife](http://collegeofsanmateo.edu/studentlife)

**Hours:**

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

**Student Body Card**

(see Student Life and Leadership Development Office)

**Student Clubs and Organizations**

574-6141  
(see also Student Life and Leadership Development Office)

**Student Government**

(see Associated Students)

**Student Lounge(s)**

Building 14, Room 106  
Building 16, Room 108  
Building 17, Room 112

**Study Abroad Program**

Martha J. Tilmann (D)  
574-6533  
[tilmann@smccd.edu](mailto:tilmann@smccd.edu)  
[collegeofsanmateo.edu/studyabroad](http://collegeofsanmateo.edu/studyabroad)

**Swimming Pool**

574-6461  
Building 8

**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 and 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  
[collegeofsanmateo.edu/ttc](http://collegeofsanmateo.edu/ttc)

**Veterans Assistance**

358-6858; 358-6856  
Building 1, Second Floor  
(within Admissions @ Records)  
For hours and more information go to:  
[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 am–10 pm), 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 (see campus map for locations). Student parking permits are available for \$40 each for the Fall and Spring term, 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 term.

If a one-term permit is lost or stolen; replacements are available at full price. Two-term permits are replaced on a sliding scale, depending on the point in the academic year. Permits lost during the fall term costs \$60 and permits lost during the spring term costs \$30. One-term parking permits for students with California Board of Governors (BOG) waivers can be replaced for \$20 and subsequent replacements will cost full price.

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 designated on the campus map. 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 28, 2010, permit requirements will be strictly enforced in all lots.**

### 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. Effective fall 2010, smoking will be limited to parking lots only.

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 Beethoven 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 the 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.

*Please refer to the campus map on opposite page for specific locations.*

#### One-day Permits

\$2 per day – Permit machine locations indicated by **D**

#### Visitor Parking


Permit machine location indicated by **V**

Visitors may also park in student lots after purchasing a daily permit, indicated by **D**

#### Staff Parking

See campus map for staff designated lots.

#### Disabled Parking

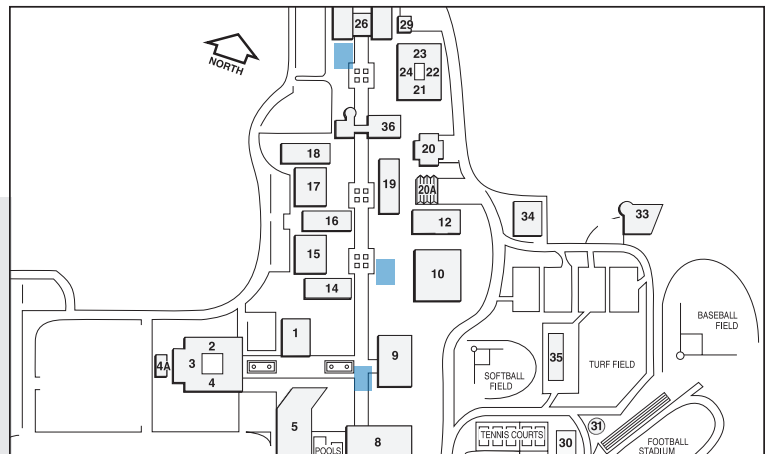
Locations indicated by 

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

Locations indicated by **M**

## Designated Smoking Zones



# Map as of 4/15/10

Parking by permit only during class hours.

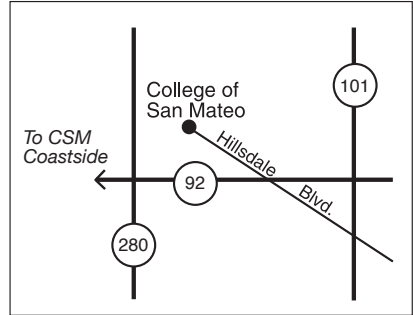
**Please note this map reflects parking lot name/number changes that became effective January 1, 2010.**

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)	Motorcycle Parking (no permit required)
Staff Lots	Construction Zone Out of Service



Map not to scale

**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>• 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> </ul> | <ul style="list-style-type: none"> <li>4. Art</li> <li>4A. Ceramics/Sculpture</li> <li>5. Health &amp; Wellness             <ul style="list-style-type: none"> <li>• San Mateo Athletic Club</li> </ul> </li> <li>7. Maintenance</li> <li>8. Gymnasium</li> <li>9. Library, KCSM-TV/FM, Distance Learning<br/>Public Relations &amp; Marketing</li> <li>10. Construction Zone</li> <li>12. Faculty Offices, Corporate &amp; Continuing Ed.</li> <li>14. South Hall</li> <li>15. Faculty Offices</li> <li>16. Central Hall, DSPS</li> <li>17. Faculty &amp; Staff Offices             <ul style="list-style-type: none"> <li>• Middle College</li> <li>• Student Life and Leadership Development</li> </ul> </li> <li>18. North Hall</li> <li>19. Technology</li> <li>20. EOPS, Multicultural Center, Horticulture</li> <li>20A. Horticulture Greenhouses</li> <li>21. Cosmetology</li> </ul> | <ul style="list-style-type: none"> <li>22. Dental Assisting</li> <li>23. Nursing Lab</li> <li>24. Locker Rooms</li> <li>25. Machine Tool Tech., Manufacturing Tech.,<br/>ITS/Media Services</li> <li>26. Technology Classrooms</li> <li>27. Graphics, Multimedia, SMCCCD Construction<br/>Planning Department (CPD)</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> <li>J. Drip Coffee</li> </ul> </li> </ul> |
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