

Schedule of Classes

CSM in Your Community – Year One



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Registration begins May 2
Session begins June 13

CSM's Year One Team: (back row, from left) Estela Garcia, college recruiter; Carol Ullrich, program services coordinator; Jennifer Taylor-Mendoza, dean of academic support; Beverley Madden, marketing director; Krystal Romero, interim dean of counseling; Alicia Frangos, program services coordinator; Claudia Menjivar, financial aid director; (front row, from left) Arielle Smith, counselor; Michael Claire, CSM president; Trang Luong, counselor.

The first year of college—whether it is spent at a university or community college—is critical to a student's academic success and builds an educational foundation for the future. Recognizing the importance of a successful beginning in college, CSM has recently launched a college wide initiative, Year One, a comprehensive program designed to provide first-time college students with a supportive and structured environment to ensure a smooth transition to college.

Year One is a community collaboration between CSM and local school districts which has focused on rethinking and redesigning the first year of the college experience with a strong emphasis on the delivery of services to students to promote optimum success. CSM has a vested interest in ensuring student academic success as CSM President Mike Claire explains, "CSM is a major provider of post-secondary education in San Mateo County, and in fact, the college is the largest single educational destination for annual high school graduates each academic year."

The Year One partners CSM's faculty, staff and administration with their counterparts from the San Mateo Union High School District, Sequoia Union High School District and Half Moon Bay High School. Educators from the college and school districts have formed

See "CSM in Your Community" on page 14

College of San Mateo

College of San Mateo



Schedule of Classes ~ Summer 2016 ~ Semester begins June 13

Student Success Story: Eleni Jacobson

UC Davis, Environmental Sciences Major

San Mateo High School graduate Eleni Jacobson worried that she would miss out on the freshman dorm experience if she attended CSM. However, that concern quickly faded as she realized that opportunities at CSM included a more personalized approach to her education than she would have received as a freshmen attending a large university. "The academic support systems at CSM gave me the confidence to challenge myself and follow my passion, which is environmentalism," says Eleni.

Eleni soon declared her major—environmental sciences—despite her hesitancy to go down a path heavy in math and sciences. She explains her decision, "I knew right away that I would have plenty of support from my professors, the student services staff, and resources in the tutoring centers. I loved spending time in the Learning Center where there are tutors, plenty of academic support in most any subject, and a very supportive staff who were always available to listen to me when I was stressed out."

A major turning point for Eleni came as a student in Rudy Ramirez's La Raza Studies class. Rudy recognized that she was struggling to find her place at CSM and, consequently, he reached out to help her. He encouraged her to become involved in the Honors Project and to apply for a student ambassador position. "Thanks to Rudy's intervention, I participated in both programs and they were unbelievably valuable to me. I discovered like-minded, motivated students in the Honors Project, and through my part-time work as a student ambassador, I found a community of students who have become some of my closest friends."

According to Eleni, her participation in the Honors Project, a research program in a seminar setting, was extremely beneficial in her transfer to UC Davis. She explains, "My Research Methods course at the university is almost identical to the research methods and materials I learned in the Honors Project at CSM. Academically, it was a fantastic chance to work closely with CSM professors I respected and it taught me integral self-direction, discipline and organizational skills that have been ingrained in my regular academic behavior. Above all, the Honors Project taught me the importance of having passion for my area of study."

As a result of her success at CSM, Eleni was honored by CSM's student government with a Student of the Month Award; in addition, she was named an Honor's Scholar for her outstanding achievement in the Honors Project.

The student services and academic support system contributed largely to Eleni's success at CSM. "As far as receiving a personal touch, every person I encountered at CSM actively made an effort to help me succeed with my goals, big or small. From the on-campus job application process for the student ambassador position to assistance with each step of the transfer process, every faculty and staff member and administrator went out of their way to help me achieve my goals. I have not had that experience at the university."

Eleni says that her time at CSM has been transformative. "I would encourage high school students to consider CSM as their best post-high school option." She adds, "I cannot express strongly enough how my time at CSM helped me mature and learn what I wanted from a college education, both academically and socially. I learned leadership, communication and time management skills before transferring to a university setting where those skills are critical to success."

In 2017, Eleni will graduate with her B.S. degree in environmental policy analysis and planning from U.C. Davis. She plans to work for a nonprofit organization that conducts environmental outreach and education for community-based agencies.



For information about CSM's Honors Project and Student Ambassadors Program visit collegeofsanmateo.edu/honorsproject and collegeofsanmateo.edu/outreach/studentambassadors.asp

Pathway to College—Year One

The transition from high school to college can be an unsettling experience even for the best of students. However, for those who need more academic preparation, becoming first-time college students can be especially challenging. To assist students in this important transition, CSM offers Pathway to College, a one-week summer program that focuses on improving individual student success.

Dr. Jennifer Taylor-Mendoza, CSM's dean of academic support and learning technologies, explains the purpose of the program, "The intent is to bridge the gap between high school and college so that students enter their first semester more academically prepared. Students build confidence and competence so they are off to the right start and a strong start."

First launched in 2013, Pathway to College is designed for students who have graduated from high school in the last three years* and who would like an extended intro-

"My Pathway experience enabled me to improve my placement scores so that I was able to start math and English classes at a higher level."

—student Katherine Landaverde

duction to the college environment as well as expectations of college students. The program combines several components critical to student success supported with personalized interactive assessment and peer mentoring. Pathway to College is now a customized component of the Year One Program at CSM.

See "Pathway to College" on page 14

**students who recently earned a GED or completed the high school proficiency exam are also eligible for the program.*



Support CSM
Your opportunity to participate
collegeofsanmateo.edu/supportcsm

Connect to College

A Night of Information for High School Seniors and Parents

Thursday, April 21, 2016 • 6–8 pm
Free and open to the public

College Center Building 10, College of San Mateo
1700 W. Hillsdale Boulevard, San Mateo, California

RSVPs received by April 7 will be eligible for a scholarship drawing. RSVP at collegeofsanmateo.edu/connectrsvp.
For more information, email Estela Garcia at garciaestela@smccd.edu.

Message from the President



Welcome to College of San Mateo's 2016 Summer Session. If you are a college or university student, recent high school graduate, current high school student or working adult, summer session is a great time to take a class. By taking summer classes, you can complete degree requirements and stay on your educational path. This summer we are offering a broad range of courses to appeal to the varied interests and needs of our community members.

As you look through the schedule, you will notice that we have included articles that describe how we are providing students with a more customized approach to their education. We have developed what we refer to as a "culture of caring" which focuses on student achievement. We have taken the opportunity in the standing feature, "CSM in Your Community," to explain how we are implementing this new approach. We are introducing the Year One program, a collaborative initiative with our local high school districts; and a summer bridge program, Pathway to College, designed to improve student preparation and ease the transition to college for new freshmen.

When you attend CSM, I am proud to say that you are not just a number. Our faculty and staff will go the extra mile for you; all you have to do is ask. I invite you to read the feature on the following page in which several key faculty and staff members describe how they provide personalized services and programs to help students.

In my three decades as a community college educator, I can honestly say that community college provides a kinder and gentler entry into higher education. I can't tell you how many of our students have gone on to universities, including graduate schools, and come back to CSM and tell us that their most meaningful educational experience was attending community college. We are extremely proud to know that CSM made difference in their lives. Our student success story about Eleni Jacobson, currently attending U.C. Davis, reflects this sentiment. Her story demonstrates how the support she received at CSM made a difference in her educational experience.

As you look through this schedule, I hope you find classes that will interest and inspire you and advance your educational goals. We look forward to seeing you on campus.

Michael Claire, CSM President

About College of San Mateo



College of San Mateo is located at the northern corridor of Silicon Valley and situated on a beautiful 153-acre site in the San Mateo hills that provides a panoramic view of San Francisco Bay. Since 1922, CSM has been a gateway to higher education leading to university transfer, career preparation and advancement, and professional and personal development.

The College currently serves approximately 10,000 day, evening and weekend students. CSM students reflect the diversity of the Bay Area and have a range of educational goals. To best serve our students, the curriculum offers a wealth of programs that include traditional, semester-length and short courses in addition to distance education.

Students can experience a vibrant campus life to complement classroom learning that includes leadership development, student government, more than 30 student clubs and educational and cultural activities. CSM is proud of its championship intercollegiate athletic teams which compete at the highest community college level. Many student-athletes receive scholarships and continue at four-year institutions and numerous CSM athletes have gone on to professional careers.

To ensure student success, CSM offers a comprehensive selection of academic support services. Resources include financial aid and scholarships, counseling, transfer services, tutoring, employment assistance, health services and child care, among many others.

For more information about the college, visit collegeofsanmateo.edu/exploreasm. Guided campus tours can be scheduled through collegeofsanmateo.edu/tours.

College of San Mateo is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415-506-0234), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Summer 2016 Important Dates

Pre-registration	Matriculation activities: Placement Testing, College Orientation, Counseling—see page 5
Monday, May 2 – Wednesday, May 11	WebSMART priority registration for Summer and Fall 2016 by appointment —continuing day and evening students. Additional information about specific group priority registration can be found by visiting collegeofsanmateo.edu/importantdates .
Thursday, May 12 – Monday, May 16	WebSMART registration for Summer and Fall 2016 by appointment—new, former, and continuing students
Monday, May 16	New concurrent enrollment students
Tuesday, May 17	All other students: new and returning, with 100 or more degree-applicable units, on academic probation
Tuesday, May 31 IMPORTANT!	Deadline to pay student fees for Summer 2016. <i>If fees are not paid by this date, your Summer 2016 classes will be automatically dropped. Beginning, Wednesday, June 1 (two weeks prior to the start of the summer semester), students will be dropped at midnight the day following their registration for non-payment of fees. All students who have an outstanding balance will not be able to register. Visit collegeofsanmateo.edu/fees for more information.</i>
Tuesday, June 7	Spring 2016 final grades available on WebSMART (collegeofsanmateo.edu/websmart)
Monday, June 13	Summer Session begins for both day and evening classes
Tuesday, June 14	Last day to drop six-week, seven-week, and eight-week MW evening classes with eligibility for partial enrollment fee/nonresident fee refund or credit. For short courses , see below.*
Thursday, June 16	Last day to drop eight-week day and eight-week TTh evening classes with eligibility for partial enrollment fee/nonresident fee refund or credit. For short courses , see below.*
Saturday, June 18	Last day to register for summer courses using authorization codes.
Monday, June 20	Six-week classes officially dropped on or before this date will not appear on the student's record. Short courses and distance education courses officially dropped within the first 30% of the class meetings will not appear on the student's record. For exact deadline date, check course in WebSMART: collegeofsanmateo.edu/websmart .
Monday, June 20	Parking permit requirement begins. Citations will be issued for students parking without a valid permit.
Tuesday, June 21	Seven-week and eight-week MW evening classes officially dropped on or before this date will not appear on the student's record.
Tuesday, June 21	Eight-week day and eight-week TTh evening classes officially dropped on or before this date will not appear on the student's record.
Friday, July 1	Deadline to apply for August A.A./A.S. degree or certificate
Monday, July 4	No Classes. Observance of Independence Day Holiday
Tuesday, July 12	Last day to withdraw officially from six-week classes with assurance of a "W" grade. For short courses the withdrawal deadline is at 75% of class meetings. For exact deadline date, check course in WebSMART: collegeofsanmateo.edu/websmart .
Tuesday, July 19	Last day to withdraw officially from seven-week classes with assurance of a "W" grade.
Thursday, July 21	Last day to withdraw officially from eight-week TTh evening classes with assurance of a "W" grade.
Saturday, July 23	End of six-week session
Monday, July 25	Last day to withdraw officially from eight-week day and eight-week MW evening classes with assurance of a "W" grade.
Saturday, July 30	End of seven-week session
Wednesday, August 3	Deadline to pay student fees for Fall 2016
Saturday, August 6	End of eight-week session
Wednesday, August 17	Fall 2016 Semester begins

* Check class in WebSMART for deadline date to apply for credit or refund.

Community Members: Are there topics or features you'd like to see in upcoming schedules? Please provide your suggestions and/or feedback to csmpr@smccd.edu. Thank you.



Karen Chadwick

Financial Aid Technician, Financial Aid Office

“With a combined total of 20 years of experience, I am here to help students at any time during the financial aid and scholarship processes. CSM’s financial aid staff assist students to apply for all the aid for which they are eligible and ensure that the FAFSA and scholarship applications are correct and submitted on time. In addition, we are committed to assisting as many students as possible and we offer access to many resources to help students reduce the cost of education and make college affordable.”



Arnett Caviel

Counselor, Counseling Department

“Students enroll at CSM with a broad spectrum of interests and goals. As a member of CSM’s counseling department, I guide students in determining and achieving their educational goals. This includes decisions such as declaring a major and selecting a university for transfer; and informing them how they can earn an associate degree or Certificate of Achievement or Specialization and the requirements of each of these goals. I also teach them how to use many of the online tools the college offers to students in making these important educational decisions.”



Danni Redding-Lapuz

International Students Program Manager, International Student Center

“The International Education Program at CSM serves our campus through a variety of global initiatives for students, faculty, and staff. We offer support for international students studying at CSM from over 50 countries; campus events that highlight our cultural diversity, such as World Village and World Chat; and professional development opportunities for globalizing our campus and curriculum. Through the development of a diverse and connected campus community, we are educating the next generation of global citizens.”

CSM faculty and staff members share the many ways they provide personalized services to students.



Fauzi Hamadeh

Student Life and Leadership Assistant, Center for Student Life and Leadership Development

“The Center for Student Life and Leadership Development provides support to all CSM student clubs and organizations, including the Associated Students, the college’s student governing body. Our team works with students to identify their interests, and turn those interests into co-curricular and extra-curricular events and activities. All student activities are driven by students, and students are given primary responsibility for their planning, execution, and evaluation. We provide a safe space for students to learn, grow, and develop outside of the classroom by exploring and furthering their interests and their passions.”



Alicia Frangos

Program Services Coordinator-Student Success, Counseling Department

“I work in conjunction with our counseling faculty and staff to provide our students with clear information to help them achieve their educational goals. We are among the first people new students meet on campus so we strive to ensure that students know we are here for them. Students are always welcome to return to ask additional questions or simply check in to let us know how they are doing. I’m always pleased to take that little extra time to make sure our students have what they need to succeed.”



Sylvia Aguirre-Alberto

Counselor, Multicultural Center and Extended Opportunity Programs and Services

“I counsel students in the Extended Opportunity Programs and Services (EOPS) and those in the Multicultural Center (MCC). MCC staff is striving to expand our outreach and support services to AB 540 and other Dreamer students, Former Foster Youth, LGBTQIQ students and other non-traditional students. I’ve had the honor of being a Multicultural Center counselor since 1989 and an EOPS counselor for the past twelve years, and I work with an incredible and inspiring group of EOPS and Multicultural Center students. I am especially proud of the number of our students who successfully reach their educational goals and are awarded scholarships.”

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 How to Apply and Enroll on page 5.

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 this page for details.

Open Enrollment

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

Residency

Students who have been California residents (as defined in the Education Code) for more than one year prior to the beginning of any semester are eligible to enroll as residents for that semester. Nonresident students are those U.S. citizens who have not been residents of California (as defined in the Education Code) continuously for one year prior to the start of the semester. They are required to pay a tuition fee of \$215 per unit at the time of registration, in addition to other required fees paid by California residents. Nonresident students possessing "T" or "U" visas are exempted from paying the nonresident tuition rate. Students may be required to present documentary evidence of eligibility for classification as residents. See page 13 for Fees.

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.

Getting Started at CSM

Continuing Students Priority Registration

Priority registration gives specific groups of students the opportunity to register for classes early. Generally, groups are given priority based on maintaining current Student Educational Plans (SEPs), completing the matriculation process, maintaining good academic standing, and earning a total number of units with the district.

A student is considered a continuing student with priority registration if the student enrolled in the Spring 2016 semester in at least one class and is either still enrolled; or dropped the class after the class session had started. In late April, students will be sent a WebSMART registration appointment email which will contain their individual appointment date. Continuing students may register and pay fees using WebSMART on or after their appointment date. **All students who have an outstanding balance from any prior semester will not be able to register for classes until all fees are paid.**

Application Process for NEW and FORMER Students

All students who have not attended any of the last three semesters, including summer session, must submit an Application for Admission for the Summer 2016 term. Submit an Application for Admission at collegeofsanmateo.edu/apply. After being admitted, and completing matriculation requirements, if applicable, new and former students may register and pay fees using WebSMART. See Summer 2016 Important Dates on page 2.

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 collegeofsanmateo.edu/apply.

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

Step 3: Take placement tests at CSM if you plan to register for English or math courses or a course that has an English or math prerequisite. More information can be found at collegeofsanmateo.edu/testing.

Step 4: Submit completed Course Request Form to the Admissions and Records Office at College of San Mateo, Building 10, Third Floor, by mail, in person, or by fax (650) 574-6506.

Step 5: Register for classes at collegeofsanmateo.edu/webSMART.

Step 6: Sign in and use your assigned my.smccd.edu email.

For more information, visit collegeofsanmateo.edu/ce.

Priority Enrollment Program (PEP)

For Graduating High School Seniors and Other New or Returning Students

College of San Mateo offers a special enrollment program that provides priority access to matriculation services and enrollment for students who plan to enter the College in Fall 2016. More information about PEP can be found at collegeofsanmateo.edu/pep.

Transfer Students

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 after applying for admission at collegeofsanmateo.edu/apply. For more information, review the Transcript Evaluation Service information at smccd.edu/transeval.

Dismissed Students

Students on dismissal status within the San Mateo County Community College District must go through a process to request reinstatement and permission to enroll in classes. The first step of this process at College of San Mateo is to attend a Reinstatement Workshop. To schedule a reservation for a workshop go to the Counseling Office in Building 10, Third Floor, Room 340 or schedule online (WebSMART - "schedule appointments"). Students must complete the workshop and the reinstatement process prior to the registration deadline date for the term for which they request enrollment.

Students who were dismissed and who have NOT been in attendance at College of San Mateo, Cañada, or Skyline College since Spring 2015 must complete an Application for Admission prior to attending the Reinstatement Workshop.

International Students

Residents of other countries may apply for admission as F-1 Visa students through the International Student Center. Special international student applications, related forms and additional information may be obtained from the International Student Center (Building 10, Third Floor, Room 310). For office hours and more information, call +1 (650) 574-6525 or go to collegeofsanmateo.edu/international.

To be eligible for priority admission for the semesters listed below, special applications should be filed in the International Student Center by these dates:

Fall 2016 (August–December) July 1, 2016

Spring 2017 (January–May) November 15, 2016

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 nonresident 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 College Center Building 10, Third Floor, Room 360. You may obtain the AB540 form from the CSM website at collegeofsanmateo.edu/forms, or from the Admissions and Records Office.

Have questions or need assistance?

Please visit: collegeofsanmateo.edu/askthebulldog

International Education

College of San Mateo welcomes international students, who enrich the academic, cultural, and social life of the campus by bringing a diversity of ideas and multicultural perspectives to the classroom and by providing opportunities beyond the classroom for all CSM students to engage in conversations and activities that create a broader understanding of the global community in which we all live.

College of San Mateo's International Student Center provides extensive support services for international students including an efficient admissions process, assistance with financial aid, a welcoming on-campus orientation, and ongoing counseling and advising throughout the students' enrollment at the college. Dedicated, student-centered professors, small class size, and state-of-the-art facilities create a robust instructional environment in which students grow intellectually and prepare for transfer to a four-year institution or for further training in a career. For information, contact (650) 574-6525.

Distance Education

College of San Mateo is committed to meeting the evolving needs and expectations of its students and community through the expansion of alternative means of delivering instructional and student support services.

Distance education courses consist of online and hybrid courses. Online courses are conducted through a class website, and there are no mandatory campus meetings. Hybrid courses are conducted mostly online but do have at least one meeting on campus. Most CSM distance education courses are applicable toward associate degree credit, and many satisfy transfer course requirements. Additionally, students enrolled in distance education courses have the same access to financial aid as those enrolled in on-campus courses.

Distance education courses may not be right for all students. They give students greater freedom of scheduling, but they also require more self-discipline than on-campus courses. How well distance education courses fit into a student's educational and career goals depends on many factors. It is important for first-time distance education students to review the information available on the distance education website at collegeofsanmateo.edu/distanceeducation. For those students who are able to create the right environment, have the right study habits, and understand the technical and academic requirements, CSM's Distance Education courses can be as effective as on-campus courses in terms of student learning.

For more information, please visit the Distance Education website at collegeofsanmateo.edu/distanceeducation or call (650) 574-6271.

Summer 2016 Registration Dates & Times

Continuing Students: May 2 – May 11

New & Former Students: May 12 – June 12

How to add classes after the semester has started

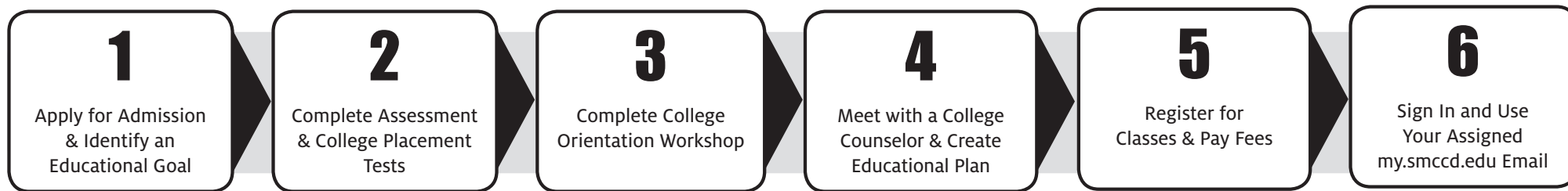
To add a class, attend the first class meeting to obtain the instructor's approval.

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 Saturday, June 18.

For important information regarding deadlines for eligibility for credit or refund of fees please visit: collegeofsanmateo.edu/fees/credit.asp.

Online classes – You can find online instructor contact information by selecting the course title link within WebSCHEDULE (collegeofsanmateo.edu/webSchedule).

How to Apply and Enroll



COMPLETE STEPS 1–6 IF YOUR EDUCATIONAL GOAL IS TO obtain an associate degree or certificate or transfer to a university; or if you are undecided and considering one of the aforementioned goals; or if you wish to use counseling services; or if you plan to apply for financial aid; or if you are a veteran and plan on collecting veteran’s educational benefits.

COMPLETE STEPS 1, 5, and 6 IF YOUR GOAL IS TO take courses for personal enrichment; upgrade or maintain job skills; participate in the College Connection Concurrent Enrollment Program; or if you are primarily a student at another college or university and taking courses at CSM to meet the requirements of your home institution; or if you do not intend to use counseling services. If you wish to use counseling services you must also complete Step 3, the College Orientation Workshop.

Step 1: Apply for Admission and Identify an Education Goal

All students are required to complete the Application for Admission. Fill out the Application online at 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: Complete Assessment and College Placement Tests

College placement tests are designed to assess your skills in English or ESL, reading, and mathematics. Test results assist you to select courses, build an appropriate schedule

of classes and determine whether you meet prerequisites for certain courses. Review sample tests questions online at collegeofsanmateo.edu/testing. It is recommended that you do some test preparation prior to taking the placement tests.

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. Click on “Student Records and Student Appointments.”

- 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 College Center Building 10, Third Floor, Room 370.

If you have already successfully completed English and/or math courses at another college or university within the United States and are planning to enroll in an English or math course or a course that has an English or math prerequisite, then your previous coursework must be approved. Visit collegeofsanmateo.edu/prerequisites for more information and to obtain the Prerequisite Equivalency form. If you are transferring in from another college and do not plan to enroll in an English or math course or a course with an English or math prerequisite, then you may proceed to Step 3.

Step 3: Complete College Orientation Workshop

All students who want to use counseling services must first complete a college orientation workshop. Schedule a work-

shop in your WebSMART account. Enter WebSMART, click on Student Records, find Student Appointments. Bring to the workshop your placement test results. Please arrive on time as latecomers are asked to reschedule. At the completion of the 1.5 hour workshop you are eligible to meet with a counselor.

High school students participating in the College Connection Concurrent Enrollment Program are not required to go to the College Orientation. However, they are welcome to go and gather more information about the college.

Step 4: Meet with a College Counselor and Create Your First Semester Educational Plan

Meet with a college counselor to review your educational interests and goals. The counselor will create with you a 1 or 2 semester student educational plan (SEP) in your Degree Works.

Step 5: Register for Classes and Pay Fees

- Register for classes
- Pay for all enrollment fees
- Print a schedule summary of this transaction
- You can also order textbooks online in WebSMART under registration

Step 6: Sign In and Use Your Assigned my.smccd.edu 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.

Financial Aid

Students applying for Financial Aid must complete enrollment steps as noted above. All students who have completed coursework at other colleges/universities must have their transcripts officially evaluated within the first semester of enrollment. To request an official evaluation have all of your transcripts sent to College of San Mateo Admissions and Records Office and request an evaluation on WebSMART. Sign on WebSMART, click on Student Services, find Request a Transcript Evaluation.

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 are eligible for need-based financial aid. The BOGFW pays enrollment fees only for the academic year when eligibility has been determined. Other fees, such as parking, health, student body and student representation, must be paid by the student (see Fees page 21).

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 \$5200 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 prorated based on enrollment status: full-time 12 or more units; three-quarter time 9–11.5 units; half-time 6–8.5 units; less than half .5–5.5 units. Awards range from: \$531 – \$5,775.

Cal Grant A, B and C Deadline to Apply is March 2 or September 2

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 \$1,656; Cal Grant C \$547.

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–\$800. Priority application date: March 2. Visit 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.

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: up to \$10,047. Priority application date: March 2.

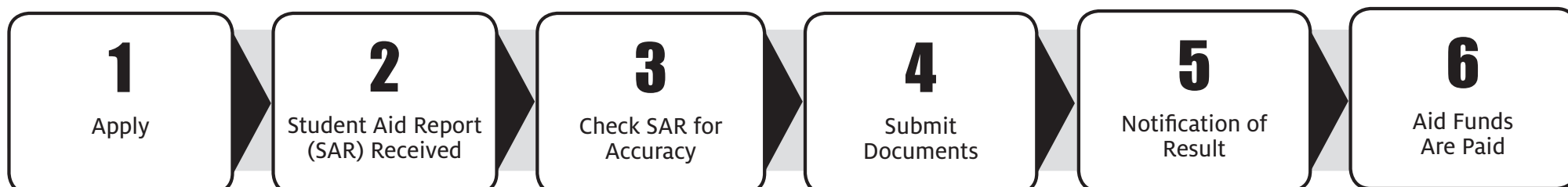
California Dream Act

The Dream Act was passed into law in 2011 and allows AB 540 students to apply for and receive several types of financial aid, including Board of Governors Fee Waiver, Cal Grants and Chafee Grants, EOPS, CARE or CalWorks and Scholarships.

Loans and Scholarships

Loans are funds that students borrow now and repay after they complete a program of study or stop going to school. Scholarships are awarded for a variety of criteria. Visit collegeofsanmateo.edu/financialaid or call the Financial Aid and Scholarship Office at 574-6146 for more information.

Financial Aid Steps



Step 1: Apply

For 2016–17 file a 16–17 FAFSA at www.fafsa.ed.gov. College of San Mateo’s college code is 001181. FILE EARLY for the upcoming year (anytime after January 1). Log in to WebSMART for dates and sign-up.

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 SAR must be checked for accuracy. Please check WebSMART for any additional information required to complete your file before submitting your SAR to the office.

Step 4: Submit Documents

Submit all required documents to College of San Mateo’s Financial Aid Office. File is complete!

Step 5: Notification of Result

Check WebSMART to learn the status of your financial aid. College of San Mateo will notify eligible students in WebSMART by an award letter outlining the types and amount of Financial Aid they qualify for at CSM.

Step 6: Aid Funds are Paid!

You will receive a check in the mail or if you signed up for direct deposit funds will be electronically deposited into your bank account.

Educational Goals at CSM

View the College Catalog and the College website, collegeofsanmateo.edu, for more information about goals and opportunities at College of San Mateo.

University Transfer Program

Complete your freshman and sophomore years of university work at College of San Mateo and transfer as a junior to a baccalaureate level college or university. College of San Mateo can help you plan an educational program to prepare you to transfer to the University of California, California State University or private college or university to earn a bachelor's degree. Assistance from Counseling Services and Transfer Services can ensure a smooth transition to the transfer institution of your choice. With planning, it is possible to concurrently complete an associate degree as you complete coursework to facilitate university transfer. In many cases, students planning to transfer may want to pursue an Associate Degree for Transfer (AA-T/AS-T). See information below.

Associate Degrees for Transfer (AA/AS-T)

Benefit Students Intending to Transfer to CSU

California community colleges offer associate degrees designed to support transfer to the California State University system. Students who complete an AA-T or AS-T secure priority admission to the California State University system. A list of associate degrees for transfer (AA-T/AS-T) is located in the CSM Catalog and on the Transfer Services website. For more information about SB 1440 and advantages to completing an AA-T or AS-T go to www.sb1440.org or www.adegreewithaguarantee.com.

Associate in Arts and Associate in Science Degree Programs

At College of San Mateo you can select from over 65 associate degree majors, or choose to complete multiple degrees to enhance career and job opportunities or for personal enrichment. Graduation from College of San Mateo with the associate in arts or science degree is based upon the completion of 60 units of lower-division college-level work, which includes major, basic competency, and general education requirements. For a complete list of associate degree majors and courses required to satisfy each major refer to the CSM Catalog.

Certificate Programs

You can earn a certificate in achievement or a certificate of specialization in over 70 areas. Certificate programs are designed to prepare you for employment. All certificate programs are carefully developed by advisory committees composed of college staff and selected representatives from the business and industrial communities. Typically certificates require 12–40 units of coursework and can be completed in one semester or over several semesters. Certificates are awarded upon successful completion of requirements listed in the CSM Catalog.

Bachelor Degree to Associate Degree

Students who have already been awarded a Bachelor's degree from a regionally accredited college or university in the United States and wish to pursue an associate's degree at College of San Mateo may be exempt from College of San Mateo local Associate degree requirements if the lower division degree-applicable coursework completed for the Bachelor's degree includes current Title 5 minimum associate degree requirements. (Title 5, 55063) This policy does not apply to Associate Degrees for Transfer (AA/AS-Ts). Students must still complete a minimum of 12 units in residence to establish residency at College of San Mateo and must complete at least 50% or 12 units, whichever is less, of coursework applied to the associate degree major in residence at College of San Mateo. The units applied to meet residency requirements may also be the units that are needed to meet the major requirements. For more information refer to the college catalog or use Counseling Services.

Monitor Your Progress toward University

Transfer, AA/AS-Ts, Associate Degrees, and Certificates

Within your student WebSMART under the Student Services tab, find DegreeWorks. DegreeWorks is a tool to monitor progress toward your educational goals. DegreeWorks looks at the program requirements found in the College of San Mateo, Cañada College, and Skyline College catalogs and the coursework you have completed to produce an easy to read degree audit. Also in DegreeWorks you can work with a counselor to develop a comprehensive student educational plan (SEP) that maps out, semester by semester, courses needed

to meet your educational goals. Students with SEPs have a higher registration priority than students who do not have SEPs.

Multiple Educational Goals

At College of San Mateo you are free to pursue your educational interests for personal and career growth and development. This may mean that you want to complete certificates, associate degrees, and transfer. You are not limited to selecting one educational goal.*

*Students participating in the CSM Financial Aid program are required to declare one primary educational goal.

Updating Job Skills

You may find classes and programs that appeal to you for updating your job skills or advancement in your career.

Program Planning and Enrollment Management

Students enrolling at College of San Mateo should plan a program of study that will meet their educational and career goals. Attend the College Orientation and Course Selection Workshop to acquire information about program planning and how to achieve educational goals. All students who attend a workshop have access to counseling services and should consult with a counselor early in the educational process for academic planning assistance. Students often have multiple goals and plan to complete a college certificate, an associate degree, and/or transfer to a university to complete a baccalaureate degree.

If in the course of enrollment at College of San Mateo, students find it advisable to change their program of study or educational goal, they may do so. These changes should be discussed with a counselor and students should be aware that any changes may result in extending the time necessary to fulfill the certificate or degree or transfer requirements. Ultimately, students maintain full responsibility for planning their educational programs and for their enrollment management.

Students are responsible for maintaining current and accurate information in their WebSMART accounts, checking student email, updating educational goal information, managing registration and enrollment, retrieving grades and placement test results, and monitoring academic standing.

Degree and Certificates Offered at CSM

The A.A./A.S. Degree Requirements worksheet can be obtained from the CSM Catalog, the Counseling Center, or at collegeofsanmateo.edu/degrees/requirements.asp.

ACCOUNTING AA/CA	Internet Programming CS
Accounting Assistant CS	Java Programming CS
CPA Exam Preparation: Business Environment & Regulation. .CS	Web & Mobile Application Development. AS/CA
CPA Exam Preparation: Financial Accounting & Auditing . .CS	Web/Mobile App Development. CS
Enrolled Agent Exam Preparation. CS	COSMETOLOGY AA/CA
Tax Preparer I CS	DENTAL ASSISTING AS/CA
Tax Preparer II. CS	DIGITAL MEDIA
ADDICTION STUDIES AA/CA	Broadcast & Electronic Media AA
Co-Occurring Disorders CS	Digital Video CS
ADMINISTRATION OF JUSTICE AS/AS-T/CA	Digital Video Production AA
ARCHITECTURE AS	Graphic Design AA
ART	Graphic Production. CA
Art History. AA/AA-T/CA	Web Design/Multimedia AA/CA/CS
Fine Arts: General Studio Art AA	DRAFTING/CAD AS/CA
Photography AA	Computer Aided Design. CS
Studio Art AA-T	ECONOMICS AA-T
ASTRONOMY	ELECTRICAL TECHNOLOGY
Astroimaging and Observatory Operation. CA	Inside Wireman. AS/CA
BIOLOGY AS	ELECTRONICS TECHNOLOGY
Biotechnology. AS/CS	Advanced Electrical Power Systems & Instrumentation. CS
General AS	Electrical Power Systems & Instrumentation CA/CS
Medical AS	Fundamentals of Smart Building Systems. CS
Pre-Nursing. AS	Industrial Electronics Technology AS
BUILDING INSPECTION TECHNOLOGY AS/CA	Telecommunications Fundamentals. CS
BUSINESS	ENGINEERING AS
Business Administration AS-T	Engineering Technology - General AS
Business Administration, Option 1 AA	ENGLISH AA/AA-T
Business Administration, Option 2. AA	ETHNIC STUDIES AA
Microcomputer/Database & Spreadsheet AA/CA	FILM AA
Microcomputer/Office Assistant AA/CA	FIRE TECHNOLOGY AS/CA
Office Assistant I. CS	GEOLOGICAL SCIENCES AS
Office Assistant II CS	Geology AS-T
CHEMISTRY AS	HISTORY AA-T
COMMUNICATION STUDIES AA/AA-T/CS	INTERDISCIPLINARY STUDIES
COMPUTER AND INFORMATION SCIENCE AS	Contemporary Issues AA
C++ Programming CS	Intercultural Studies. AA
Computer Science Applications & Development AS/CA	Science & Society AA
Database Programming. CS	

Associate Degree for Transfer (AA/AS-T)

These unique associate degrees allow students to prepare for transfer and complete an associated degree that guarantees admission with junior standing to the California State University system. Though not a guarantee to all California State University campuses and all majors, it does secure priority admission consideration.

“Obtaining an Associate Degree for Transfer at College of San Mateo gives students a significant advantage in the transfer process!”

—Mike Mitchell, Transfer Services Coordinator

KINESIOLOGY AA-T
Comprehensive Pilates Instructor. CS
Group Fitness Instructor CS
Pilates Mat Instructor CS
Pilates Mat & Reformer Instructor CS
Specialized Pilates Instructor CA
Yoga Instructor CS
MANAGEMENT
Business Management. AA/CA
Human Resources Management. CS
Marketing Management AA/CA
Project Management CS
Retail Management AA/CA
MATHEMATICS AS/AS-T
MUSIC AA/AA-T
Electronic Music. AA/CA
NURSING AS
PHYSICAL SCIENCE AS
PHYSICS AS/AS-T
PSYCHOLOGY AA-T
REAL ESTATE AA
Real Estate Salesperson. CS
SOCIAL SCIENCE AA
SOCIOLOGY AA-T
SPANISH CS
UNIVERSITY TRANSFER CA

Legend

- AA:** Associate in Arts degree
- AA-T:** Associate in Arts degree for Transfer
- CA:** Certificate of Achievement (requires 18 or more units, and is posted on students' academic transcripts)
- CS:** Certificate of Specialization (requires less than 18 units, and is not posted on students' academic transcripts)
- AS:** Associate in Science degree
- AS-T:** Associate in Science degree for Transfer

PSYC 200 DEVELOPMENTAL PSYCHOLOGY (CSU, UC) (C-ID PSY 180)

51910	PSYC 200 A6	MTWTh 8:10-10:15	10-195	Clifford Jr	3.0
Start and end dates for section 51910: 6/13 7/21					
54595	PSYC 200 B6	MTWTh 10:40-12:45	14-104	Toomer	3.0
Start and end dates for section 54595: 6/13 7/21					

PSYC 225 THEORIES OF PERSONALITY (CSU, UC)

54671	PSYC 225 A6	MTWTh 1:10-3:15	14-104	Toomer	3.0
Start and end dates for section 54671: 6/13 7/21					

PSYC 410 ABNORMAL PSYCHOLOGY (CSU, UC) (C-ID PSY 120)**Online Course**

55374	PSYC 410 OLH	By Arr	6.0 Hrs/Wk	ONLN	Mullane	3.0
Start and end dates for section 55374: 6/13 8/6						

REAL ESTATE**R.E. 100 REAL ESTATE PRINCIPLES (CSU)****Evening Course**

50730	R.E. 100 J8	MW	6:00-9:20	14-104	Staff	3.0
Start and end dates for section 50730: 6/13 8/03						

R.E. 110 REAL ESTATE PRACTICE (CSU)**Evening Course**

54642	R.E. 110 J8	TTh	6:00-9:05	14-206	Gottlieb	3.0
Start and end dates for section 54642: 6/14 8/4						

SOCIOLOGY**SOCI 100 INTRODUCTION TO SOCIOLOGY (CSU, UC) (C-ID SOCI 110)**

50746	SOCI 100 A6	MTWTh 8:10-10:15	18-204	Crawford	3.0
Start and end dates for section 50746: 6/13 7/21					
50747	SOCI 100 B6	MTWTh 10:40-12:45	10-192	Mathur	3.0
Start and end dates for section 50747: 6/13 7/21					
55389	SOCI 100 D6	MTWTh 1:10-3:15	10-192	Mathur	3.0
Start and end dates for section 55389: 6/13 7/21					

Evening Course

54415	SOCI 100 K7	TTh	6:00-9:30	10-192	Mathur	3.0
Start and end dates for section 54415: 6/14 7/28						

Off Campus Course

53613	SOCI 100 L8H	TTh	5:30-8:35	MK	Crawford	3.0
Start and end dates for section 53613: 6/14 8/4						

NOTE: This section meets at the Martin Luther King Center, 725 Monte Diablo Ave., San Mateo. Tel: (650) 522-7470

SOCI 105 SOCIAL PROBLEMS (CSU, UC) (C-ID SOCI 115)

55210	SOCI 105 A6	MTWTh 8:10-10:15	14-117	Stover	3.0
Start and end dates for section 55210: 6/13 7/21					

SOCI 121 INTRODUCTION TO RESEARCH METHODS (CSU, UC) (C-ID SOC 120)

55375	SOCI 121 A6	MTWTh 10:40-12:45	14-117	Stover	3.0
Start and end dates for section 55375: 6/13 7/21					

SPANISH**SPAN 110 ELEMENTARY SPANISH (CSU, UC)**

55200	SPAN 110 B8	MTWTh 10:40-1:10	14-115	Doman	5.0
TBA Hours: MTWTh 1 Hr/Mtg 10-220					
Start and end dates for section 55200: 6/13 8/4					

Evening Course

55328	SPAN 110 J8	MTW	6:00-9:35	14-115	Harmon	5.0
TBA Hours: MTW 1.4 Hrs/Mtg 10-220						
Start and end dates for section 55328: 6/13 8/3						

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.

District Programs Not Offered at CSM

San Mateo County Community College District also operates Cañada College in Redwood City and Skyline College in San Bruno which offer a number of special programs not available at College of San Mateo:

CAÑADA COLLEGE
4200 Farm Hill Blvd.,
Redwood City, CA 94061
(650) 306-3100 or
(650) 364-1212

Programs

Computer Business Office
Technology
Drama/Theater Arts
Early Childhood Education
Earth Science
English Institute
Environmental Technology
Fashion Design
Human Services
International Business
Interior Design
Medical Assisting
Paralegal
Radiologic Technology

Athletics

Men's Basketball
Men's Soccer
Women's Golf
Women's Soccer

University Center

Bachelor degree programs in partnership with Bay Area universities.
(650) 306-3399

SKYLINE COLLEGE

3300 College Drive,
San Bruno, CA 94066
(650) 738-4100 (day)
(650) 738-4251 (evening)

Programs

Arabic
Asian Studies
Chinese Studies

Automotive Technology
Biotechnology
Central Service/Sterile Processing
Early Childhood Education
Earth Science
Environmental Science and Technology
Esthetician (Eve. & Sat.)
Family and Consumer Sciences
Fashion Merchandising
Filipino
Image Consulting
International Logistics
International Studies
International Trade
Medical Assistant
Medical Billing and Coding
Paralegal
Respiratory Therapy
Solar Energy Technology

Solar Installation
Surgical Technology
Telecommunications and Network Information Technology

Athletics

Men's Basketball
Men's Soccer
Men's Wrestling
Women's Badminton
Women's Soccer
Women's Volleyball

Have a question
about CSM?
Ask the Bulldog!



collegeofsanmateo.edu/askthebulldog

CSM PUENTE PROJECT ~ Transfer...¡Si Se Puede!**Join the CSM Puente Project Familia!**

If you will enroll in ENGL 838, are motivated to transfer to a university and are interested in Latino literature, cultural identity and experiences of Latinos in the U.S., then the Puente Project is for you!

Puente Project is a year-long, UC-sponsored, transfer program that spans fall 2016 and spring 2017 and includes linked English/counseling classes, mentoring as well as out-of-class field trips and activities.

Interested students must complete the Puente Application available at collegeofsanmateo.edu/puente and attend a mandatory Puente Project New Student Orientation. Fall 2016 Puente New Student Orientations will be held in the Puente Village, Bldg. 18, Room 110 on the following dates:

- Mondays, 1–2 pm: April 11, 18, 25; May 2, 9
- Thursdays, 4–5 pm: April 14, 21, 28; May 12
- Mon-Tues, 1–2 pm: June 13 and 14

Fall 2016 Puente Project Classes

88636	English 838	MWF	11:10-12:35	5 units
93815	COUN 128	TTh	11:10-12:25	3 units

Please Note: Registration is blocked and access to register will be granted upon attendance of the Puente Project New Student Orientation.

Contact CSM Puente coordinators for additional information:

Lorena González, Counselor
574-6226 • gonzalezl@smccd.edu

Jon Kitamura, English Professor
574-6554 • kitamuraj@smccd.edu



Need more
information?

WebSCHEDULE allows you to:

collegeofsanmateo.edu/webschedule

- ~ View course descriptions & prerequisite information
- ~ Sort classes by type (online, evening, late-start, short)
- ~ View specific transferability information
- ~ View instructor contact info for **online** courses

Fees

Fees are due and payable at the time of registration. **Students will not be able to register for classes if they have any outstanding balance.** On **Tuesday, May 31, 2016** students who have any outstanding fee balances for Summer 2016 will be dropped at midnight for non-payment of fees. Beginning **Wednesday, June 1**, students will be dropped at midnight the day following their registration for non-payment of outstanding fees. For more important information, visit collegeofsanmateo.edu/fees.

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.

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 will also 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 and are charged tuition and capital outlay fees in addition to enrollment fees. Contact the International Student Center 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.

If you need assistance in paying your fees, you are encouraged to:

- Enroll in an inexpensive payment plan via WebSMART
- Apply for financial aid (www.fafsa.gov) at least five business days prior to registering for your classes
- Complete the Board of Governors Fee Waiver via WebSMART

If you still need financial assistance after exhausting all options listed above, please contact the Vice President of Student Services at csmvps@smccd.edu.

AB 540 Students

Under Assembly Bill 540 (AB540), you may be exempt from paying nonresident 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 passed the high school proficiency exam, are exempt from paying nonresident tuition. See page 4 for more information.

Credit and Refund Policy

Enrollment Fee, Nonresident Tuition Fee, Health Services Fee and Parking Fee

Students who officially withdraw from all courses, or reduce their program prior to the first class meeting or by the course deadline date will receive credit toward future fees for the full amount of all fees paid for those classes. To view deadline date, check course in WebSMART. 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 all courses dropped after the deadline, these fees are not refundable unless an action of the College (e.g. class cancellation) prevents a student from attending class. Parking permit fees are not refundable.

Student Body Fee and Student Representation Fee

Students enrolling during the normal registration period in semester-long classes may request a waiver or a refund of the Student Body Fee and/or the Student Representation Fee through the last day to drop semester-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 these fees. Students requesting a waiver or a refund of the Student Body Fee and/or the Student Representation Fee must do so in-person at the Center for Student Life and Leadership Development in Building 17, Room 112.

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. Credit balances remain on student accounts for a maximum of five (5) years.
2. A student may either choose to maintain a credit balance on account or contact the Business Office (Building 10, Room 360, 574-6412) to arrange for a refund.
3. 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.
4. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.
5. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. To view deadline date, check course in WebSMART. A withdrawal initiated by an instructor may NOT result in a credit or refund.
6. Fees will be credited or refunded without a processing charge if an action of the College (e.g. class cancellation) prevents a student from attending.
7. Student records, including transcripts, are withheld until all debts to the District colleges have been cleared.

Fee Type	Amount	Required of																		
Enrollment Fee	\$46 per unit	All students except high school students enrolling for less than 11.5 units through the Concurrent Enrollment Program or Middle College High School Program																		
Health Services Fee*	\$16 Summer \$19 Fall \$19 Spring	All students except those enrolled ONLY in off-campus classes, Saturday classes, Distance Education courses, or the Concurrent Enrollment Program																		
Student Representation Fee**	\$1	All students except High School students enrolled in the Concurrent Enrollment Program or Middle College High School Program																		
Nonresident Tuition Fee	\$215 per unit (plus \$46 per unit Enrollment Fee)	Nonresidents of California who are residents of other states Students who possess "T" or "U" visas are exempted																		
Nonresident Student Capital Outlay Fee	\$8 per unit	Nonresidents of California who are residents of other states																		
International Application Fee	\$50	For fall and spring semesters only																		
International Student Tuition Fee	\$215 per unit (plus \$46 per unit Enrollment Fee)	International students																		
International Student Capital Outlay Fee	\$8 per unit	International students																		
International Student (F-1 Visa) Health Insurance studentinsuranceusa.com	\$630 Fall or Spring \$1260 Full Year	All F-1 Visa international students																		
Student Body Fee***	\$8 Fall \$8 Spring	Students who purchase a photo ID student body card receive discounts throughout the year and also support many student-sponsored activities and programs (The Student Body fee is automatically assessed as part of your total fees; if you choose not to pay this fee, visit the Center for Student Life and Leadership Development, Building 17, Room 112, before last day to drop with eligibility for credit and refund deadline. See Important Dates on page 2.)																		
Parking Fee***	<table border="1"> <thead> <tr> <th></th> <th>Regular</th> <th>BOG</th> </tr> </thead> <tbody> <tr> <td>Summer</td> <td>\$27</td> <td>\$25</td> </tr> <tr> <td>Fall</td> <td>\$52</td> <td>\$30</td> </tr> <tr> <td>Spring</td> <td>\$52</td> <td>\$30</td> </tr> <tr> <td>Daily</td> <td>\$2</td> <td>\$2</td> </tr> <tr> <td>Two-Term (Fall/Spring)</td> <td>\$94</td> <td>\$60</td> </tr> </tbody> </table>		Regular	BOG	Summer	\$27	\$25	Fall	\$52	\$30	Spring	\$52	\$30	Daily	\$2	\$2	Two-Term (Fall/Spring)	\$94	\$60	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 on page 15. BOG parking permits are for low income students who demonstrate financial need under federal or state standards. For lost or stolen permits, please see Parking Regulations on page 15.
	Regular	BOG																		
Summer	\$27	\$25																		
Fall	\$52	\$30																		
Spring	\$52	\$30																		
Daily	\$2	\$2																		
Two-Term (Fall/Spring)	\$94	\$60																		
Audit Fee	\$15 per unit (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 in the CSM Catalog																		
Instructional Materials Fee	Varies by course	Students enrolled in courses for which instructional materials are needed. Check course information in class listings or WebSCHEDULE. Non-refundable.																		
Duplicate Diploma Fee	\$20																			
Returned Check Fee	\$20	Students whose personal checks are returned by the bank (Only cash, credit card or cashier's check will be honored to clear a returned check - Bookstore fee may differ)																		
Transcript Fee	\$5 official \$10 additional for rush service	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. For details, contact the Health Center, Building 1, Room 147, (650) 574-6396.

** 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 Center for Student Life and Leadership Development, Building 17, Room 112, before last day to drop with eligibility for credit and refund deadline. See Important Dates on page 2.

*** This fee is optional. Please refer to "Required Of" column for further information.

† Acceptable forms of payment are cash, check, credit card and debit card. Cash is accepted in-person only. Make check payable to College of San Mateo.

Support Services & Special Programs College Catalog & Policies

CSM offers a variety of student services to assist you in reaching your educational goals. These programs include:

- Admissions & Records
- Assessment/Placement Testing
- CalWORKs
- Career Services
- Child Development Center
- Counseling Services
- Disabled Students Programs & Services (DSPS)
- Extended Opportunity Programs & Services (EOPS)
- Financial Aid
- Health Services Center
- High School Enrollment Programs
- Honors Project
- International Student Center
- Learning Center
- Mana
- Middle College
- Multicultural Center
- Priority Enrollment Program (PEP)
- Personal Counseling & Wellness Services
- Puente Project
- Scholarships
- Student Life
- Transfer Services
- Umoja Program
- Veterans Services

For specific information about each of these programs, their locations and hours of operation, please visit our Student Services webpage at collegeofsanmateo.edu/student-services. The CSM Catalog is available online and provides detailed information about each of these programs.

Bookstore

Books and supplies may be purchased at the College of San Mateo Bookstore (College Center, Building 10, Second Floor, 574-6366). To purchase and find information regarding course textbooks and business hours, go to collegeofsanmateo.edu/bookstore.

Pathway to College *(continued from page 1)*

Pathway students enroll in the foundation course, Keys to Success, for which they earn one unit of college credit transferrable to the California State University system. The course is aptly named as students acquire techniques to help them to “hit the ground running” in the fall semester. Students also learn what’s expected of them academically and how to assume responsibility for making decisions that relate to college success.

Pathway to College is anchored by enthusiastic faculty in a class setting emphasizing group work and peer learning. As students participate in class activities designed to build academic skills, students are also creating a sense of community—a support network of peers, mentors, and college staff are available to help them during the school year. Additionally, in this first experience with college life, students have the opportunity to get to know their professors and develop academic relationships that will continue throughout their studies at CSM.

While programs that bridge the transition from high school to college exist throughout the nation, Taylor-Mendoza says, “CSM’s Pathways is unique because it integrates several best practices (student touch-points) essential to student success and their academic engagement.” She adds that the message Pathway students receive is, “You can succeed in college and expertly navigate your academic environment.” Student Ryan Quirke felt the program was well worth the time he spent: “The program really helped to answer all my questions about college, and it was fun. Incoming students should really consider taking this class; it’s a good way to get ahead in college.”

For more information about Pathway to College 2016, visit collegeofsanmateo.edu/learningcenter/pathwaytocollege.asp

Tour CSM!



College of San Mateo invites prospective students and interested individuals to tour our campus!

Whether you’re new to the area, a high school student, a returning student, or if you would just like more information about CSM, we’re excited to show you what we have to offer.

Sign up for a tour now!

collegeofsanmateo.edu/outreach/tours.php

The College of San Mateo Catalog contains detailed course descriptions, suggested programs of study, a list of transferrable courses, degree and certificate requirements, and general college information. There are also a number of college policies that are important for students to know. These include, but are not limited to:

- Course Repetition
- Crime Awareness/Student Right To Know
- Dismissal
- Drug-Free Campus
- Gainful Employment
- Guidelines for Addressing Cheating and Plagiarism
- Probation
- Sexual Assault
- Sexual Harassment (Title IX)
- Smoking
- Student Conduct and Disciplinary Actions
- Student Grievances and Appeals
- Student Rights and Nondiscrimination
- Privacy Rights

For more information about all the items listed above, please obtain a free copy of the catalog at the Bookstore or view online at collegeofsanmateo.edu/catalog.

A Safe & Healthy College Is Everyone’s Business



SPEAK UP
TO **STOP**
DOMESTIC VIOLENCE & SEXUAL ASSAULT

If you or someone you know has been a victim of sexual misconduct, domestic abuse or sexual assault, we can help!

For more information, please visit:
smccd.edu/titleix

Contact:

Personal Counseling & Wellness Services
(650) 574-6396
dambra@smccd.edu
Building 1, Room 147

Public Safety
(650) 574-6415
deanr@smccd.edu
Building 1, Room 100

DIAL 911 FOR EMERGENCIES WE CAN HELP

CSM in Your Community

(continued from page outer front cover)

working teams which have met over the past year and a half to design and implement a program that meets the varied needs of today’s students. The development of Year One has been driven by the shared vision that not only promotes student success but also creates a more meaningful and effective college experience for students.

Jennifer Taylor-Mendoza, CSM’s dean of academic support and learning technologies describes the significance of partnering with the community to promote student success: “Student access, equity, and achievement—and the general welfare of our community—are everybody’s business. It is imperative for CSM to bring together community entities such as secondary educational institutions, college departments and divisions, non-profits, and local businesses to serve our students’ needs. Ensuring first-year success is our duty.”

The program focuses on creating a more customized approach for students to be matched with campus resources and services which are specific to their individual needs. President Mike Claire says, “It is our goal for every student who enrolls at College of San Mateo to have some kind of personal experience with our college.” The personalization of services begins when students are still attending high school and extends through their first two years at CSM. One of the program goals is to integrate more students into support services to ensure they reach their full academic potential.

CSM Vice President of Student Services Jennifer Hughes adds, “The Year One program will provide students with comprehensive support services offered in a streamlined manner. To facilitate enrollment, students will be provided with a customized registration process that begins with orientation and concludes with course selection by assigned Year One counselors. During the course of the first year, students in the program will have their progress monitored by Year One program staff via texting and personal contact to ensure that students receive specialized support to ensure their success.”

Other major components of the Year One program include early outreach and identification to high school juniors and seniors, peer mentoring, first-year learning communities, fully integrated instructional and student support services, guidance into instructional programs, and monitoring student progress and completion.

Many of CSM’s incoming freshmen—recent high school graduates and other first-time freshmen—will have their initial exposure to the college through participation in another major element of CSM’s Year One program: Pathway to College, a one-week summer program designed to improve student preparation and ease the transition into college. Pathway to College not only presents an extensive introduction to the college’s support services and programs but also provides a step-up on college prior to students beginning their first semester in college. Students receive personalized services in the form of peer mentoring and tutoring, individualized counseling and assessment of individual skills and knowledge in subject matter areas. Another advantage of Pathway to College is to offer students opportunities to foster meaningful connections with key faculty and staff to support students throughout their stay at CSM.

CSM will officially launch Year One as a pilot program with Carlmont, Hillsdale and Half Moon Bay high schools for their 2016 graduates who enroll at CSM this fall. Full implementation to all incoming freshmen will begin in the 2017/18 academic year.

For more information about the FYS program, contact Dr. Jennifer Taylor-Mendoza, Dean Academic Support and Learning Technologies Division via phone at (650) 574-6496 or email to mendozaj@smccd.edu.

CSM Campus Map

One-day Permits

\$2 per day. Valid only during class hours from 7 am to 10 pm
Permit machines indicated by **D** on the map: Hillsdale Lot 1, Beethoven Lot 2, Galileo Lot 6, and Stadium Lot 11

Visitor Parking

Visitors to campus may park in Pay-By-Space visitor parking areas in Forum Lot 8 and Olympian Lot 12. Visitors must purchase a visitor permit (\$1 per hour) at the Pay-By-Space permit machines located in the lots (indicated by **V** on the map).

Student Parking

Hillsdale Lots 1A-D, Beethoven Lot 2, Galileo Lots 6, Bulldog Lots 9, 9B, 9C, 9D or Stadium Lot 11

Staff Parking

Beethoven Lot 2B, DaVinci Lot 3, Socrates Lot 4, Marie Curie Lot 5A, 5B*, Edison Lot 7*, Bulldog Lot 9A, Sandbox Lot 10, Olympian Lot 12 (* indicates lot available for student parking after 5 pm only, permit required)

Restricted Parking

Hillsdale Lot 1E & 1F

Disabled Parking

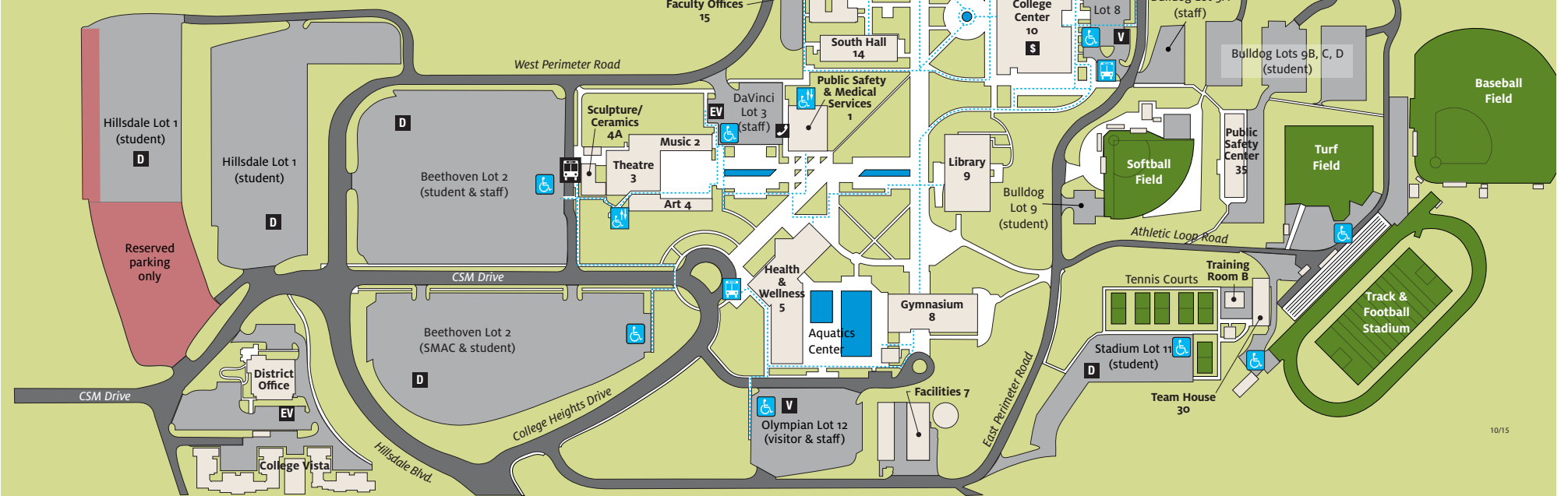
Valid CA Disabled Person placard or by special permit only (contact Disability Resource Center, Building 10, First floor. 574-6438. No student, staff, daily, patron or visitor parking permit required when displaying a valid CA DP placard.

Motorcycle Parking

Locations indicated by **M** on map: Marie Curie Lot 5, Galileo Lot 6D

Electric Vehicle Charging Stations (120 volt)

Locations indicated by **EV** on map: DaVinci Lot 3, Marie Curie Lot 5



Campus Directory

Main Number (650) 574-6161

Department/Office	Phone	Bldg-Room
Admissions & Records	574-6165	10-360
ASCSCM (Student Government)	574-6141	17-112
Assessment/Placement Testing	574-6175	10-370
Bookstore	574-6366	10-202
CalWORKS	574-6155	10-120K
Career Services	574-6116	10-340
Cashier's Office	574-6412	10-360
Child Development Center	574-6279	Bldg. 33
Community Education	574-6149	1-115
Community Relations & Marketing	574-6231	10-462
Cosmetology	574-6361	5-251
Counseling Center	574-6400	10-340
Dental Assisting	574-6212	5-329
Disabled Students Programs and Services (DSPS)	574-6438	10-120
Distance Education	574-6271	18-206
EOPS/CARE	574-6154	10-110
Facilities Rental	574-6220	10-439
Financial Aid/Scholarships	574-6146	10-360
Fax (Financial Aid)	574-6304	
Health Services Center	574-6396	1-147
High School Enrollment Programs	574-6646	10-462
International Student Center	574-6525	10-310
KSCSM	574-6586	Bldg. 9
Learning Center	574-6570	10-220
Library	574-6100	Bldg. 9
Lost & Found	574-6415	1-100
Mental Health CARE Project	574-6172	10-471
Middle College	574-6101	17-154
Multicultural Center	574-6154	10-112
Parking	574-6415	1-100
Planetarium	574-6256	36-100
Personal Counseling & Wellness Services	574-6396	1-147
Public Safety	574-6415	1-100
San Mateo Athletic Club	378-7373	5-1 st floor
Student Life and Leadership	574-6141	17-112
Swimming Pool	574-6461	
Theatre	574-6191	Bldg. 3
Event Info Line	378-7218	
Transcript Information	358-6858	10-360
Transfer Services	358-6839	10-340
Transition to College	574-6487	10-120E
Veterans Resource Center	574-6625	16-150

Academic Divisions

For a full listing of instructional programs within each division, visit collegeofsanmateo.edu/divisionoffices.

Academic Support & Learning Technologies Division	574-6496	10-411
Business & Technology Division	574-6228	19-113
Creative Arts & Social Science Division	574-6494	10-413
Kinesiology, Athletics & Dance Division	574-6461	5-343
Language Arts Division	574-6314	15-168
Math & Science Division	574-6268	36-311

Parking Regulations

Parking Permit Requirements

All persons driving motor vehicles (except motorcycles) on to campus and utilizing the parking facilities during regular class hours (Monday-Friday, 7 am-10 pm), including final examinations, are required to obtain and display a parking permit on their vehicle. A parking permit is not required for students riding motorcycles and parking must be in designated Motorcycle Parking in Marie Curie Lot 5. Student parking permits are available for \$52 each for the fall and spring semesters (Fall/Spring Permit \$94) and \$27 for the summer session. Parking permits for students with California Board of Governors (BOG) waivers are \$30 per semester (fall or spring) and \$25 for the summer session.

Lost or Stolen Parking Permits

If a permit is lost or stolen, replacements are available at full price.

Purchasing Parking Permits

Students may purchase parking permits only online using WebSMART. Permits may be ordered and paid for online and mailed to the student's residence. Students may also order a permit online from computers located on the third floor of Building 10 (Admissions and Records Office and Business Office) and then pay for the permit and pick it up in the Cashier's Office. Temporary Parking permits are available online after purchasing a permit. Please follow online instructions on how to obtain your temporary parking permit while awaiting delivery of permit in the mail.

Displaying Student Parking Permits

Permits must be displayed in the vehicle with the number visible from the exterior of the vehicle. They may be either affixed on the inside lower left of the windshield (above the steering wheel) or affixed to a plastic hanger suspended from the inside rear view mirror. Plastic permit hangers may be obtained from the Bookstore for \$1 plus tax. Permits may be used on multiple vehicles.

Vehicles with improperly displayed permits will be subject to citation. It is the permit holder's responsibility to properly display the permit in the vehicle and to notify CSM's Department of Public Safety promptly if the permit is lost or stolen.

Daily parking permits are available for purchase for \$2 each from permit dispensers in Hillsdale Lot 1B, Beethoven Lots 2A and 2E, Galileo Lot 6B, and Stadium Lot 11. Daily permits are valid in all lots where, and when, students are authorized to park. These permits must be displayed face-up on the dashboard.

Semester parking permits and daily parking permits are valid on all three campuses of the District (College of San Mateo, Skyline College and Cañada College).

A grace period allowing for the purchase of permits will be in effect during the first two weeks of the spring and fall semesters and the first week of the summer session in student lots only. **Citations will be issued beginning on Monday, June 20, 2016 for students parking without a valid permit.** All staff parking lots are strictly enforced. The grace period pertains only to student permits with all other parking regulations enforced at all times in all parking lots and roadways.

Disabled Parking

Blue Handicapped parking spaces have been provided in Lots 2, 3, 4, 5, 6, 8, 11 and 12 (see Campus Map). A vehicle must have and display a valid California State Disabled Person Placard (issued by DMV) to park. Temporary parking permits are also available with doctor's verification. For further information contact the Disable Student Center, Building

10, Room 120, (650) 574-6438 voice; (650) 358-6803 (TTY) Disability Parking spaces are regulated under California Vehicle Code Section 22511.5 Disabled Parking Authorized Parking Zones. No student, staff, daily, patron or visitor parking permit required when displaying a valid CA DP placard.

Visitor Parking

Visitors may park in PayBySpace Visitor Lots Beethoven 2A, 2D and Forum Lot 8 (\$0.25 for each 15 minutes). After entering the space number in which the vehicle is parked into the machine and depositing sufficient money to purchase required time the permit machine located at each of the visitor lots will issue a receipt that need not be displayed in the vehicle.

Visitors may also park in a student lot after purchasing and displaying in the vehicle (face-up on dashboard) a \$2 daily permit. Parking permit machines are located in Hillsdale Lot 1B, Beethoven Lots 2A and 2E and Stadium Lot 11. For the location of the parking lots please see a campus map.

No visitor parking permit required when displaying a valid CA DP placard.

San Mateo Athletic Club Parking

Special parking permits issued by the San Mateo Athletic Club (SMAC) are required at all times for parking in designated areas in Beethoven lot 2 (SMAC Patron parking has a 3 hour limit). All other permits are not valid. For more information, call 378-7373 or visit sanmateoathleticclub.

Electric Vehicle Charging Stations

Parking in the EV charging stations is limited solely to electric vehicles that are actively charging with a maximum time limit of 4 hours per vehicle. (No parking permit is needed as long as the above conditions are met)

Any vehicle parked in an EV space and is not an electric vehicle, not charging, or is left past the 4-hour maximum limit will be subject to a citation.

Traffic and Parking Regulations

The speed limit on the campus is 15 mph.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in crosshatched areas, in marked end zones, in areas posted as no parking zones or in any unauthorized area is prohibited. Vehicles backed into diagonal parking spaces can create a hazard when exiting and will be subject to citation. Driving or parking within the inner campus is prohibited.

The campus is open daily from 7 am to 10 pm.

Stopped or standing vehicles on sidewalks, roadways or restricted areas will be subject to citation.

Skateboards and Bicycles

The riding of skateboards on campus is prohibited by SMCCCD regulations. Bicycles may be operated on campus. The California Vehicle Code prohibits the operation of bicycles on sidewalks.

Public Transit

SamTrans operates three bus routes to the college: Route 250 (San Mateo downtown and Caltrain), Route 260 (San Carlos Caltrain, Redwood Shores & Belmont) and Route 294 (Half Moon Bay). All buses have wheelchair lifts and accommodate two to four bikes. Route 250 provides weekday service until 10:15 p.m. Routing information is available by calling 1-800-660-4BUS or visiting samtrans.com and caltrain.com. Printed schedules and maps are also available at the Center for Student Life and Leadership Development in Building 17, Room 112.

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Carrier Route Pre-Sort

Are You a University Student Home for the Summer?

Did you know?

That the nationwide average to complete a bachelor's degree at a public university is just under 6 years?*

Want to complete sooner?

By taking two lower division CSM classes over four summers you will complete your bachelor's degree one year earlier, saving a full year of university tuition.

*Source: U.S. Department of Education, National Center for Education Statistics, <http://www.nces.edu.gov>

Registration for summer begins May 2 Session begins June 13

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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

College of San Mateo, a non-profit California Community College, reserves the right to take and use photographs, video and electronic images of students and visitors taken on college property and at college-sponsored events for marketing and promotional purposes. Objection must be made in writing to the Community Relations & Marketing Office.

This publication is produced by CSM's Community Relations and Marketing Department. It is available upon request in an alternate format by calling College of San Mateo's Disability Resource Center at (650) 574-6438.