Counseling Services Hours

Monday: 8:00 am – 3 pm
Tuesday/Wednesday: 8:00 am to 7:00 pm
Thursday: 8:00 am – 3 pm
Friday: 8:00 am – noon

Appointments and Drop-in Counseling
Drop-in is first come first served

www.collegeofsanmateo.edu/counseling/
New Student Orientation

Welcome!
Alicia Frangos
Student Success Coordinator
CSM Counseling Services

College Center, Third Floor, Room 340B
650-574-6400 Counseling main line

frangosa@smcccd.edu
Materials

• Orientation Workbook

• Class Schedule

• College Catalog is online
My.SMCCD.edu email

After you register for classes in May:

• You will receive your my.smccd.edu email address

• Read your student email regularly!

• Receive information from
  • College of San Mateo
  • your instructors

*Forward to your personal email*
College and Academic Policies

Student Code of Conduct

• Be a good citizen on campus
• Academic Honesty

• Violators shall be subject to disciplinary action, as defined in Board Policy 7.69.2
• May be denied future admission to the Colleges of the San Mateo County Community College District.

More information in Catalog
www.collegeofsanmateo.edu/catalog
College and Academic Policies

• CSM is a Drug-Free Campus

• Employees and students under the influence of an intoxicant on District property are subject to disciplinary action

• CSM is a Non-Smoking Campus -- Smoking is:
  • prohibited in all buildings within the San Mateo County Community College District
  • permitted only in parking lots except Socrates – Lot 4
  • includes but is not limited to: cigarettes, cigars, pipes, hookahs, and e-cigarettes

More information in Catalog

www.collegeofsanmateo.edu/catalog
College and Academic Policies

Sexual Misconduct/Harassment/Assault

- Unwelcome sexual advances, verbal or physical
  - Including, but not limited to: rape, other forced sexual activity, threat of sexual assault, stalking
  - NO means NO
  - If someone cannot say NO, the answer is NO

- District Policy is ZERO TOLERANCE for sexual misconduct, which violates State and Federal laws

- Any sexual misconduct should be immediately reported to the Security Office, 574-6415

- Students or College employees who commit any act of sexual misconduct are subject to criminal prosecution.

Watch NOT ANYMORE video on WebSMART

Detailed information in Catalog

www.collegeofsanmateo.edu/catalog
College Catalog

Available on the College of San Mateo website

- College and Academic Policies
- Grading methods
- Transfer requirements
- Majors
- Certificates
- Associate Degrees
- Course descriptions
Degree Major & Certificate Requirements

![Program Listings](image-url)

**Program Listings**

Click the links below to view a list of courses required for a specific program. This list may not include General Education Requirements, Basic Competency Requirements, and Specific Area Requirements needed to attain a degree. For more extensive information, go to DegreeWorks in WebSMART.

**Filter Listings by Type**

- Show All
- Degrees
- Transfer Degrees
- Certificates

<table>
<thead>
<tr>
<th>Degree or Certificate Program (142)</th>
<th>Award Type</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td></td>
<td></td>
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<tr>
<td>Accounting</td>
<td>AA</td>
<td>60</td>
</tr>
<tr>
<td>Accounting</td>
<td>CA</td>
<td>22</td>
</tr>
<tr>
<td>Accounting Assistant</td>
<td>CS</td>
<td>8.5</td>
</tr>
<tr>
<td>CPA Exam Preparation: Business Environment and Regulation</td>
<td>CS</td>
<td>16</td>
</tr>
<tr>
<td>CPA Exam Preparation: Financial Accounting and Auditing</td>
<td>CS</td>
<td>16</td>
</tr>
<tr>
<td>Enrolled Agent Exam Preparation</td>
<td>CS</td>
<td>17</td>
</tr>
<tr>
<td>Tax Preparer I</td>
<td>CS</td>
<td>9.5</td>
</tr>
<tr>
<td>Tax Preparer II</td>
<td>CS</td>
<td>17.5</td>
</tr>
</tbody>
</table>

**Search Programs**

Filter Listings by Keyword

- Search for program by keyword

Filter Listings by First Letter

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- N
- O
- P
- Q
- R
- S
- T
- U
- V
- W
- X
- Y
- Z

**Counseling & Advising Forms**

- A.A./A.S. Degree Worksheet
- CSU-GE Worksheet
- IGETC Worksheet

**Types of Programs**
Catalog Course Description

Developmental Psychology

Course Description
Study of the physical, perceptual, cognitive, linguistic, and social and emotional development from conception through adolescence. Particular emphasis is placed on current research studies and theories as well as on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages along with current scientific literature.

Units: 3

Degree Credit
Letter Grade Only

Lecture hours/semester: 48-54
Homework hours/semester: 96-108

Prerequisites: PSYC 100
Corequisites: None

AA/AS Degree Requirements: Area E5b
Transfer Credit: CSU GE Area D or E1, UC (GETC Area 4)
C-ID: CDEV 100

Psychology (PSYC) Courses
- PSYC 100 General Psychology
- PSYC 105 Experimental Psychology
- PSYC 110 Courtship, Marriage and the Family
- PSYC 120 Introduction to Research Methods
Schedule of Classes

Class Schedule can also be viewed through WebSchedule

The paper schedule also includes:

- Important dates
- Class listings
- Final Exam schedule
- College fee information
- Parking & traffic regulations
How to read class information

- **Department, Course Number, & Class Title**: ENGL 165 ADVANCED COMPOSITION
- **Course Reference Number**: 31596
- **Class ID**: ENGL 165 AX
- **Course Schedule**: MWF 12:10 - 1:00
- **Start and End Dates**: 1/23 - 3/28
- **Specific Class Information**:
  - **Evening Classes**: W 6:30 - 9:20, Gershenson, B.
  - **Saturday Classes**: S 8:30 - 10:00, Staff
  - **Online Classes**: S 12-188, Murphy, M.

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

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Status</th>
<th>CRN</th>
<th>Course Title</th>
<th>Days</th>
<th>Instructor</th>
<th>Meeting Date</th>
<th>Meeting Time</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Open</td>
<td>50618</td>
<td>ENGL 100 – Composition and Reading</td>
<td>M, T, W, Th</td>
<td>Jones,B</td>
<td>06/11-07/19</td>
<td>8:10am-10:15am</td>
<td>College of San Mateo</td>
</tr>
<tr>
<td>D</td>
<td>Open</td>
<td>50619</td>
<td>ENGL 100 – Composition and Reading</td>
<td>M, T, W, Th</td>
<td>Kitamura,J</td>
<td>06/11-07/19</td>
<td>TBA .7 Hrs/Day</td>
<td>College of San Mateo</td>
</tr>
<tr>
<td>D</td>
<td>Open</td>
<td>52931</td>
<td>ENGL 100 – Composition and Reading</td>
<td>M, T, W, Th</td>
<td>Reynolds,R</td>
<td>06/11-07/19</td>
<td>10:40am-12:45pm</td>
<td>College of San Mateo</td>
</tr>
</tbody>
</table>
Consult with a counselor as your major and transfer destination determines the best math course for you. Review your math course placement with the different math sequences.

<table>
<thead>
<tr>
<th>Math</th>
<th>Pre-transfer level</th>
<th>Transfer level</th>
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</thead>
<tbody>
<tr>
<td>MATH 890 with 190</td>
<td>MATH 820 with 120</td>
<td>MATH 190</td>
</tr>
<tr>
<td>8 units</td>
<td></td>
<td>MATH 120</td>
</tr>
<tr>
<td>MATH 190</td>
<td></td>
<td>MATH 125, 130, 145, 200, 225, 241</td>
</tr>
<tr>
<td>6 units</td>
<td></td>
<td>MATH 222</td>
</tr>
<tr>
<td>MATH 820 with 120</td>
<td></td>
<td>MATH 251</td>
</tr>
<tr>
<td>8 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>MATH 200</td>
<td>MATH 222</td>
</tr>
<tr>
<td>MATH 120</td>
<td>4 units</td>
<td>5 units</td>
</tr>
<tr>
<td>5 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(STEM majors path)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 225</td>
<td>6 units</td>
<td></td>
</tr>
<tr>
<td>5 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 241</td>
<td>5 units</td>
<td>MATH 242</td>
</tr>
<tr>
<td>MATH 130</td>
<td>4 units</td>
<td>MATH 242</td>
</tr>
<tr>
<td>MATH 222</td>
<td>5 units</td>
<td>MATH 242</td>
</tr>
<tr>
<td>MATH 251</td>
<td>5 units</td>
<td>MATH 251</td>
</tr>
<tr>
<td>MATH 251</td>
<td>5 units</td>
<td></td>
</tr>
</tbody>
</table>
### English/ESL

<table>
<thead>
<tr>
<th>English</th>
<th>Associate Degree Applicable</th>
<th>1st transfer level</th>
<th>2nd transfer level</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 828 5 units</td>
<td></td>
<td>ENGL 100 3 units</td>
<td>ENGL 110 3 units</td>
</tr>
<tr>
<td>ENG 838 5 units</td>
<td></td>
<td>OR ENGL 105 5 units</td>
<td>OR ENGL 165 3 units</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Transfer Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening &amp; Speaking</td>
<td><em>Students who place in Level 1 courses should enroll in adult school ESL program</em></td>
<td>ESL 846 3 units</td>
<td>ESL 847 3 units</td>
<td>ESL 848 3 units</td>
<td>ESL 400 5 units</td>
<td>ENGL 100 3 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ESL 856 3 units</td>
<td>ESL 857 3 units</td>
<td>ESL 858 3 units</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td>ESL 826 5 units</td>
<td>ESL 827 5 units</td>
<td>ESL 828 5 units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Workbook page 24
What do you want to do?
You can get there...

Enroll full-time (must be recent HS or adult school grad)
Scholarship
Money to the Bookstore
Academic Counselor
Career Support
Monthly Events

First Year Free
Year One Promise
You can transfer wherever you want

Complete your General Education
and
Major requirements at CSM
assist.org

- Learn requirements to transfer to a UC or CSU in your major
- Explore UC and CSU campuses
- Explore transfer majors at various UC and CSU campuses
Associate Degree for Transfer (AAT/AST)

- Complete CSU transfer requirements and earn an associate degree
- You will be guaranteed admission to at least one CSU campus
- Transfer with junior standing into the CSU system
- Offered in 21 different majors

  More coming soon!
Available Majors as AAT/AST

Administration of Justice
Art
Biology
Communication Studies
Economics
Geology
Kinesiology
Music
Physics
Political Science
Psychology

Anthropology
Art History
Business Administration
English
Film, Television and Electronic Media
History
Mathematics
Nutrition and Dietetics
Philosophy
Sociology

Discuss with a counselor the possibility of transferring with an AA-T/AS-T

More AA/AS-T degrees coming!
Transfer Services – Building 10-340H

- Meet university representatives
  - Discuss your major
  - Find out about transferring

- Join the Transfer Club
  - Have fun meeting new people
  - A great leadership opportunity

- Learn about Transfer Admission Guarantee (TAG)

http://collegeofsanmateo.edu/transfer/
Transfer Services – Building 10-340H

http://collegeofsanmateo.edu/transfer/
Sign up for Transfer e-news
What to take my first semester?

Talk to your counselor!

Consider courses in some of the following areas:

- MATH and/or ENGLISH classes
- MAJOR classes (exploring different disciplines)
- GENERAL EDUCATION classes
- Career (CRER/COUN) class
Enroll in a Career CRER/COUN Class

➢ COUN 111 College Planning
➢ COUN 112 Introduction to choosing a college major
➢ COUN 120 College and Career Success
➢ COUN 121 Planning for Student Success
➢ COUN 122 Study Skills
➢ CRER 126 Career Choices I -- Assessment
➢ CRER 127 Career Choices II – Job Search
Build your foundation for a strong first year!

College 1 is a class designed to help you make a successful transition to college life and is part of CSM’s Year One first-year-experience program.
Managing Your Time

College takes a lot of your time!

1 unit = 1 hour in the classroom + at least 2 hours of homework/study

A 3-unit course requires approximately 9 hours per week
Manage Your Time

Sample of potential course load

Taking 13 units of coursework is the equivalent of 13 hours of class time per week:

- MATH 120 5 units.............meets 5 hours a week
- ENGL 105 5 units.............meets 4 hours a week
- IDST 110 3 units.............meets 3 hours a week

Total: 13 units

How many hours per week will you need to ensure success in college?

- In-class time: 13 hours
- Time for study/homework/reading (14 x 2): 26 hours
- Time commitment to college: 39 hours a week
Timelines & Deadlines

Dropping and withdrawing from courses

- You are responsible for dropping or withdrawing through WebSMART
- Be mindful of deadlines

Check Class Schedule and collegeofsanmateo.edu each semester for exact dates
Maintain Good Academic Standing

Good academic standing = 2.0 GPA and 51 percent completion rate

Otherwise:

You can fall out of Good Academic Standing

- Resulting in probation or dismissal
- We don’t want to go there!
Registration through WebSMART
• Update student information

• Apply for financial aid

• Order parking permits

• Register for classes and drop classes if needed

• Access DegreeWorks

*Take time to explore your WebSMART account*
Waiting Lists

• If a class is full, try to add yourself to the Waitlist

• If a space becomes available, you will receive an email at your my.smccd.edu account

• You then have **24 hours** to register for the class via WebSMART or you will be dropped from the waitlist!

• Pay fees once registered in the course
Late registration

• You must meet course prerequisites and/or co-requisites

• Just go to the class!! Ask the instructor for an authorization code to enroll in course

• Add the class via WebSMART using the authorization code as soon as you get it

• Pay fees after you add the class
Use your Student Services and Resources!

Attend some of our Student Success Workshops!
Counseling Services – Building 10-340
We are here to help you achieve your goals
Getting Started with your Counselor

- Your **Educational Goals**
- **Degree**
  - Associate
  - Bachelor’s
- **Educational planning**
Student Educational Plan (SEP)

- Stay on track
- Keep your priority enrollment

### Degree Works

**Keep your plan up to date**

#### Student Educational Planner
- **Student:** Twix A. Tween
- **Student ID:** 000 40 0775
- **Current Term:** Fall 2014
- **Description:** STUDENT ED PLAN - ASSOCIATE & TRANSFER
- **Academic Year:** Academic Year 2014 - 2015
- **Active/Inactive:** Active Plan
- **Last Modified:** 5/5/14

#### Comments

Student Goal – Associate Degree for Transfer in Psychology and transfer to San Diego State or San Jose State. Placement tests: ENGL 848 & MATH 110. Refer to use transfer services to learn how to transfer successfully. Meet with a counselor at least once a semester to monitor progress. SEP valid through summer 2016 enrollment. RETURN to counselor for SEP updates in February 2015 to prepare for fall 2015 and spring 2016 enrollment.

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Spring 2015</th>
<th>Summer 2015</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
<td>Units</td>
<td>Course</td>
</tr>
<tr>
<td>ENGL 848</td>
<td>4</td>
<td>ENGL 100</td>
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<tr>
<td>MATH 110</td>
<td>5</td>
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</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
<td>ASTR 160</td>
</tr>
<tr>
<td>CRER 120</td>
<td>3</td>
<td>PSTC 200</td>
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<tr>
<td>Total</td>
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<table>
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<tr>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
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<tbody>
<tr>
<td>Course</td>
<td>Units</td>
<td>Course</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>3</td>
<td>ETHN 288</td>
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<tr>
<td>PSYC 121</td>
<td>3</td>
<td>PHIL 100</td>
</tr>
<tr>
<td>BIOL 110</td>
<td>4</td>
<td>PSYC 120</td>
</tr>
<tr>
<td>DGME 215</td>
<td>3</td>
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<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td>Total</td>
</tr>
</tbody>
</table>
Transcript Evaluation Services

If you have taken courses at colleges or universities outside our District:

1. Submit your **official transcripts** to Admissions and Records

2. Request your transcript evaluation through **WebSMART** – *after* the third week of the semester

   • Wait time – approximately 3 – 6 weeks

   • You will see the results of evaluation in **Degree Works**

   • Please see the website for more information

   [smccd.edu/transeval](smccd.edu/transeval)
Disability Resource Center (DRC)
Building 10 – Room 120

• Counseling and Priority registration
• Learning disabilities assessment
  • or do you have a 504 plan or IEP?
• Test-taking accommodations
• Note-taking assistance
• Services for the hearing impaired
• Assistive computer technology training
Extended Opportunity Programs & Services (EOPS)  
Building 10 – Room 110

- Counseling/Priority Registration, Workshops and Special Events
- Assistance Purchasing Textbooks
- University Fee Waivers and Transfer Services

Multicultural Center/Dream Center  
Building 10 – Room 118

- Academic/Personal Counseling with bilingual Staff
- Support in overcoming social/economic challenges
- Support for student success
- Everyone is welcome!
Financial Aid & Scholarships
Building 10 – Third floor

- **BOG Fee Waiver Name Change to California College Promise Grant**
  - Apply through your WebSMART account

- Free Application for Federal Student Aid (FAFSA) – [fafsa.gov](http://fafsa.gov)
  - Apply from CSM website
    - Grants (Pell, BOGW & SEOG Grants)
    - Loans (Subsidized Stafford Loan)
    - Work-study Grants

- Scholarships -- Range from $100 to approximately $2,500
  [http://collegeofsanmateo.edu/scholarships/](http://collegeofsanmateo.edu/scholarships/)

Workbook pages 20-21
Veterans Resource and Opportunity Center (VROC)
Building 16, Room 150

• Priority registration
• Assistance with GI Bill & other educational benefits
  • Tuition & fees
  • Basic Housing Allowance
  • Books & supplies
• Military Service Credit
• Emergency Loan program
• Scholarships
Learning Center
Building 10 – Second floor

- Student Success workshops
- Learning resources
- Tutoring & Mentoring
- Computers/Printers
- Group study rooms
College Center Building 10
Second Floor
Books and School Supplies
Buy, Sell and Rent Textbooks

Academic pricing on Apple and HP Computers
Food on Campus

College Center
Building 10
Second Floor

Terrace Grill
(hot food, salad, sandwiches)
Paws for Coffee
The Market (snacks)

Health and Wellness -- Building 5
Second Floor Lobby
Le Bulldog (food and drinks)
Men's Sports
- Baseball
- Cross Country
- Football
- Swimming
- Track & Field

Women's Sports
- Basketball
- Cross Country
- Softball
- Swimming
- Track & Field
- Volleyball
- Water Polo
Learning Communities and Clubs

http://collegeofsanmateo.edu/learningcommunities/
Student Life – Get involved!
Office of Student Life – Building 12-211

• Many clubs and organizations to choose from
• You can also start your own club
• Meet other students!
• Have fun!
• Gain leadership skills!
Habits for Success

- Use WebSMART to register for classes
- Use WebSMART to drop or withdraw from a class
- Check your my.smccd.edu email
- Be aware of deadlines
- **Get to know your professors**
- Get to know other students
- **Have fun!!**
Next steps!

- I will mark your attendance

- Make an appointment to meet with a counselor to plan your spring schedule  Building 10, third floor

After you get your registration date:

- Register for the class through WebSMART

- Pay your fees by the deadline to avoid being dropped