Summer is a great time to slow down and do something for yourself. CSM offers all kinds of ways to do that. The farmer’s market is overflowing with fresh local produce. Speaking of overflowing, the pool is a great place to put the kids in swim lessons or in the Bulldog swim team. For more intellectual pursuits, take some art classes, see a planetarium show, or maybe finish off some summer credits before returning to college in the fall. Here are a few ways you can enjoy CSM this summer.

1. Shop the CSM Farmers’ Market
2. See the Stars
3. Take an Art Class
4. Take a Swim
5. Spruce Yourself Up
6. For students: Get some college courses out of the way

Summer is salad season! CSM plays host to a farmer’s market that has earned a reputation as one of the best on the Peninsula. Every Saturday, rain or shine, the farmer’s market is up and running from 9:00 a.m. until 1:00 p.m. You can find the market at Galileo Lot 6.

Inside this Issue

Why meet with a Financial Coach?

Benefits Enrollment

Food Pantry

Eligibility screenings for public benefits

Referrals and program information for emergency housing, child care, transportation, tax preparation and other support programs.

Healthy food for students and families in need

Individuals and families are eligible to visit the Food Pantry on a weekly basis.

Services are available to CSM students and the greater San Mateo community, call (650) 378-7275 to schedule your free appointment today!

(650) 378-7275 | Building 17, Room 154 | collegeofsanmateo.edu/sparkpoint

SparkPoint brings together the most effective nonprofit and government partners to help clients build assets, grow income and manage debt.

SparkPoint clients work with a coach who helps create a step-by-step plan to set and achieve personal financial goals. Because change does not happen overnight, SparkPoint commits to working with clients for up to three years.

SparkPoint Centers help families move towards financial prosperity.

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 Department.

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) 374-6478.

1. Shop the CSM Farmers’ Market
2. See the Stars
3. Take an Art Class
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6. For students: Get some college courses out of the way

1. Shop the CSM Farmers’ Market

1. Shop the CSM Farmers’ Market
Six Ways to Take Advantage of CSM This Summer (continued)

4. Take a Swim at the San Mateo Athletic Club
   With a membership at the San Mateo Athletic Club, you can enjoy the outdoor pools all summer long! Members have two pristine lap pools to choose from. CSM’s Olympic Pool is 50 meters and is kept between 78–80 degrees with a 20-lane short course on weekdays and an 8-lane long course on weekends. The Instructional Pool is 25 yards and is kept between 86–88 degrees, with six lanes, and is available every day for lap swimming, water walking, water aerobics, children’s swim lessons and CSM’s Pre-Swim Team program.

5. Spruce Yourself Up
   CSM’s Cosmetology Department offers haircuts for only $30! They also provide facials ($20), scalp treatment (scientific brushing & scalp massage with essential oils for $20), conditioning treatments, hair color & bleaching ($25 and up), bleach & toner highlights ($30 and up), facial waxing ($17.50 full face), makeup ($10), and many other treatments! Clients can walk in, but appointments are preferable. Call Rafael Delgado at (650) 574-6561 to schedule an appointment (available Wednesdays and Thursdays with limited summer hours).

6. Students: Earn Some College Credits
   Do you have a college student who will be home for the summer? CSM offers plenty of courses that satisfy general education requirements at the University of California and California State University. Think about the advantages (and peace of mind) that come with doing an English, math, art, history, or business class in the summer. And at $46 per credit, CSM courses are a bargain compared to anywhere else! Check out hundreds of courses listed in this guide.

   Have a healthy, happy, and fulfilling summer!

In March 1922, San Mateo and Burlingame voters passed a measure to start a junior college in their fast-growing community. Nearby Stanford University and the University of California Berkeley were drawing many local students, but not everyone could get in or afford to go. The solution was to create a college in town that was accessible to all.

Five students enrolled in the new college as soon as it was established. The new San Mateo Junior College opened its doors on August 28, 1922, using classrooms in San Mateo High School. Enrollment grew quickly, and the school kept changing locations to keep up. After several moves around San Mateo, the College opened its spectacular College Heights campus in 1946.

Since then, CSM has produced thousands of Bay Area teachers, engineers, firefighters, police officers, nurses, coaches, artists, and scientists. There have been governors, rock stars, Super Bowl-winners, and TV and publishing celebrities. The College continues to provide an outstanding education at low cost.

The College will celebrate its centennial in 2022–23 with a major community outreach initiative as well as commemorative videos, website, and special events. This will be a major community outreach initiative as well as community “birthday party.” San Mateo County leaders from business, education, government, and nonprofits have already established a planning committee to help ensure the entire community gets to participate.

Interested in CSM’s history? There is a vast digital archive of historic photos from College of San Mateo, Cañada College, Skyline College, and the San Mateo County Community College District. See smccd.edu/photoarchives. And stay tuned for a new Centennial website in 2022.

Man and Umoja students working and socializing in their new Village space at the heart of Building 17.

San Mateo Junior College’s entire student body sat for a photograph on the steps of the Kohl mansion in 1944.

Center for Equity, Leadership & Community Provides New Hub for Student Programs

CSM students have a bright and stylish new hub designed to help them succeed in college. The Center for Equity, Leadership & Community Building 17 opened in March as the new home of the Promise Scholars Program, Student Life & Leadership, SparkPoint, The Honors Project, and many of CSM’s signature Learning Communities.

Part social club, part class cohort, the Learning Communities connect students with other like-minded students to hang out with and support each other. Many are the first in their family to go to college, so this can be a big part of success. Mana is made up of Tongan and Pacific Islander students, Umoja is the CSM chapter of an African American student program, and Puente supports LatinX students. The Honors Project provides support for students interested in high academic achievement and transferring to universities, while Project Change helps students who were formerly incarcerated.

The SparkPoint Center offers financial coaching, helps access public benefit programs, and provides free groceries to students or community members who are having trouble making ends meet. It’s an important program designed to help the community and keep students in school by relieving some of the stress from financial or other hardships.

The new Center has lots of social space for students who want to gather for meetings, study groups, or fun. There are study rooms, conference spaces, a big central lounge, and even a beautiful outdoor courtyard. Come check it out!
Summer 2020 Important Dates

Pre-registration
Matriculation activities: English and math assessment, college orientation, counseling—see page 4

Friday, April 24 – Saturday, April 25
WebSMART priority registration for Summer 2020 by appointment—continuing day and evening students. Additional information about specific group priority registration can be found by visiting CollegeofSanMateo.edu/importantdates

Saturday, April 25
WebSMART registration for Summer 2020 by appointment—new, former, and continuing students

Saturday, April 25
Continuing and new concurrent enrollment students

Monday, June 1
Spring 2020 final grades available on WebSMART
CollegeofSanMateo.edu/websmart

Monday, June 15
Spring 2020 final grades available on WebSMART

Monday, June 15
Summer Session begins for both day and evening classes

Monday, June 15 – Friday, June 19
Last registration period for summer courses. Authorization code from instructor needed.

Monday, June 22
Packing permit requirement begins. Citations will be issued for students parking without a valid permit.

Monday, June 29
Deadline to apply for August associate degree or certificate

Friday, July 3
No Classes—Independence Day Holiday

Saturday, July 25
End of six-week session

Saturday, August 1
End of seven-week session

Saturday, August 8
End of eight-week session

Friday, August 14
Summer 2020 official grades available on WebSMART (Tentative)

Wednesday, August 19
Fall 2020 Semester begins

College Catalog & Policies
The College of San Mateo Catalog contains detailed course descriptions, suggested programs of study, a list of transferable courses, degree and certificate requirements, and general college information. 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/Reinstatement
- Drug-Free Campus
- Enrollment Management
- Gainful Employment
- Guidelines for Addressing Cheating and Plagiarism
- Nondiscrimination
- Privacy Rights
- Probation
- Revision of Regulations
- Sexual Assault (Title IX)
- Sexual Harassment (Title IX)
- Smoking
- Student Conduct and Disciplinary Actions
- Student Grievances and Appeals
- Student Rights and Responsibilities
- Student Success and Support Programs
- Time, Place and Manner of Speech
- Video Surveillance

For more information about all the items listed above, please view the College Catalog online at CollegeofSanMateo.edu/catalog.

Support Services & Special Programs
COSM offers a variety of student services to assist you in reaching your educational goals. These programs include:

- Admissions & Records
- CalWORKs
- Career Services
- Child Development Center
- Counseling Services
- Disability Resource Center
- ESL Center
- Extended Opportunity Programs & Services (EOPS)
- Financial Aid
- Health Services
- High School Enrollment Programs
- Honors Project
- International Education Programs
- Learning Center
- Mana
- Math Resource Center
- Middle College
- Multicultural & Dream Center
- OnTRAC Scholars
- Priority Enrollment Program (PEP)
- Personal Counseling & Wellness Services
- Project Change
- Promise Scholars Program
- Puente Project
- Scholarships
- SparkPoint/Food Pantry
- Student Life
- Transfer Services
- Umoja Program
- Veterans Services
- Welcome Center
- Writing Center

For specific information about each of these programs, their locations and hours of operation, please visit CollegeofSanMateo.edu/studentservices. The COSM 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, 574-6567). To purchase and find information regarding course textbooks and business hours, go to CollegeofSanMateo.edu/bookstore.

College of San Mateo is accredited by the Accrediting Commission for Community and Junior Colleges, the Western Association of Schools and Colleges, and the American Council on Education, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

College of San Mateo is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin or other similar factors, for admission to the College, enrollment in classes, student services, financial aid and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (42CFR 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act of 1990.
Getting Started at CSM

Application Process for NEW and FORMER Students

All students who have not attended any of the last three semesters, including summer ses-

sion, must submit an Application for Admission for the proceeding term. Submit an applica-
tion for Admission at collegeofsanmateo.edu/app. After being admitted, and completing
matriculation requirements, if applicable, new and former students may register and pay
fees using WebSMART. See Summer 2020 Important Dates on page 2.

International Students

Residents of other countries may apply for admission as F-1 Visa students through the
International Education Program (IEP). Special international student applications, related forms
and additional information may be obtained from the Center for Global Engagement Office

(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 IEP Office by these dates:

Fall Semester - Classes begin in August
New Student Applications: July 15
Spring Semester - Classes begin in January
New Student Applications: November 15

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
at College Center Building 10, Third Floor, Room 350. You may obtain the AB540 form from the
CSM website at collegeofsanmateo.edu/forms or from the Admissions and Records Office.

Location & Enrollment Information

International Education Program

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 global perspectives to the
classroom and the CSM community. The International Education Program supports our inter-
national students and provides opportunities beyond the classroom for all students to engage in
events and experiences that involve the global community in which we live.

College of San Mateo’s International Education Program 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-sized classes, 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, visit collegeofsanmateo.edu/
international or contact (650) 574-6424.

Distance Education

College of San Mateo is committed to meeting the evolving needs and expectations of its
students and community by tailoring the expansion of alternative means of delivering instruc-
tional and student support services including financial aid.

Distance education courses consist of online and hybrid courses. Online courses are con-
ducted through a class website, and some courses may require an on-campus orientation
meeting and proctored exams. Hybrid courses are conducted mostly online but do have
face-to-face instructional hours with online work. Most CSM distance education courses are
applicable toward associate degree credit, and many satisfy transfer course requirements.

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 students fit into a class depends on 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.

The Instructional Technologist and Distance Education Coordinator are available to assist
students and answer questions in order to ensure College of San Mateo students have a suc-
cessful distance learning experience. For more information, please visit the Distance Education
website at collegeofsanmateo.edu/distanceeducation or call (650) 574-6271.

Summer 2020 Registration Dates & Times

Continuing Students: April 24
New & Former Students: April 25

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 five-digit authorization code to enter
when you register. You must complete the registration process through WebSMART no
later than Friday, June 19.

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

Step 1: Apply for Admission & Identify an Educational Goal

Apply for Admission:
Complete your College of San Mateo application (forms available online at www.csmonitor.com/sanmateo) and submit the required documents:

- Completed application form (Step 5)
- Completed application fee (Step 5)
- High school transcript
- Other required documents

Complete College Orientation

After completing your application, you will receive an email invitation to complete the College Orientation. This orientation includes an overview of the college, how to register for classes, and how to access your online account.

Complete Assessment

After completing the College Orientation, you will need to complete the assessment process. This includes taking the English and Math Placement Tests, which help determine your academic level and placement.

Meet with a College Counselor & Get an Educational Plan

You will meet with a College Counselor to discuss your educational goals and plan your course of study. This will help you choose the right courses for your goals.

Step 2: Complete College Orientation

Students can complete the college orientation by attending an in-person Welcome Orientation and Assessment Workshop (which covers both enrollment steps 2 and 3). Students can sign up for the workshop by contacting the Welcome Center or through their WebSMART account.

Step 3: Complete Assessment

For ESL Assessment:
- Computerized testing for English as a Second Language (ESL) is available online through WebSMART.
- Log into your student account to find your email address and the password is your 6-digit birth date.
- Click on "Student Records and Student Appointments."
- You must present a photo ID
- There is no fee for testing
- Assessment services are located in College Center Building 10, Third Floor, Room 370

For students who have completed an English or math course:
- 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, 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 complete a program of study or stop going to school. Scholarships are awarded for a variety of criteria. Visit collegeofsanmateo.edu/finaid or call the Financial Aid and Scholarship Office at 574-6146 for more information.

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

Meet with a college counselor to review your educational interests and goals. The counselor will create a plan to help you complete the prerequisites and course requirements.

Step 5: Register for Classes & Pay Fees

- Register for classes
- Pay for all enrollment fees
- Print a schedule of classes

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.

Step 1: Apply

Apply for Admission:
Complete your College of San Mateo application (forms available online at www.csmonitor.com/sanmateo) and submit the required documents:

- Completed application form (Step 5)
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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 CCPG 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.
Eduational Goals: Associate Degrees, Certificates, Transfer

Degrees and Certificates Offered at CSM

The A.A., A.S., and J.S. Degree Requirements worksheet can be obtained from the CSM Online Catalog at collegeofsanmateo.edu/catalog, the Counseling Center, or at collegeofsanmateo.edu/degree/requirements.aspx.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Associate in Arts (A.A.)</td>
<td>Transferable degree that prepares students for transfer to a four-year institution</td>
</tr>
<tr>
<td>Associate in Science (A.S.)</td>
<td>Transferable degree that prepares students for transfer to a four-year institution</td>
</tr>
<tr>
<td>Certificate of Specialization (C.S.)</td>
<td>Non-transferable degree offering specialization in a specific field</td>
</tr>
<tr>
<td>Certificate of Achievement (C.A.)</td>
<td>Non-transferable degree offering basic skills in a specific field</td>
</tr>
</tbody>
</table>

Facility Management | CS
Human Resources Management | AA/AT
Vocational Education | AA/AT

MATHEMATICS

- Mathematics: AA/AT
- Statistics: AA/AT

PHYSICS

- General Physics: AA/AT
- Advanced Physics: AA/AT

SOCIAL SCIENCE

- Sociology: AA/AT
- Psychology: AA/AT

 associate degree programs. Certificates are awarded upon successful completion of requirements in the Certificate Catalog at collegeofsanmateo.edu/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 degree at College of San Mateo may be exempt from College of San Mateo local associate degree requirements if the lower division general education coursework completed for the bachelor’s degree includes current Title 5 minimum associate degree requirements. (Title 5, §13166). This pathway does not apply to Associate Degrees for Transfer (AA/AS-T). 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 course catalog at collegeofsanmateo.edu/catalog or use the Counseling Services.

Monitor Your Progress toward University Transfer, AA-T/AS-T, Associate Degrees, and Certificates

If you are a student with a transfer plan (SEP) that maps out, semester by semester, courses needed to transfer to a university to complete a baccalaureate degree, you are free to pursue your educational inter-ests 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 one educational goal.

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

Updating job skills, taking classes, and programs that appeal to you at any job skills or advancement in your career.

Program Planning and Enrollment Management

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### ACCOUNTING

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<td>ACTG 131</td>
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<td>8/6/20</td>
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### BIOLOGY

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<tr>
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### CHEMISTRY

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### CIVIL ENGINEERING

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### COMMERCE AND INDUSTRY

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### COMPUTER SCIENCE

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<tbody>
<tr>
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<td>3.0</td>
<td>6/15/20</td>
<td>8/6/20</td>
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<tr>
<td>CS 102</td>
<td>INTRODUCTION TO COMPUTER SCIENCE</td>
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### EDUCATION

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### GEOGRAPHY

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### GEOLOGY

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### HISTORY

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### HUMANITIES

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### PHILOSOPHY

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### POLITICAL SCIENCE

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### SOCIOLOGY

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### THEATER

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ENGLISH

ENGLISH COURSE SEQUENCE

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ENGLISH AS A SECOND LANGUAGE

ESL COURSE SEQUENCE (English as a Second Language)

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<tr>
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<td>ESL 820</td>
<td>ESL 840</td>
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<td>Listening &amp; Speaking</td>
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ESL 849 LISTENING AND SPEAKING WORKSHOP

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<td>Reading &amp; Vocabulary</td>
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ESL 895 READING IMPROVEMENT FOR MULTILINGUAL STUDENTS

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ESL 907 INDEPENDENT READING STUDY-INTERMEDIATE ESL

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ESL 908 INDEPENDENT READING STUDY-ADVANCED ESL

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ETHNIC STUDIES

ETHN 101 LATIN AMERICAN AND INDIGENOUS PEOPLES HISTORY AND CULTURE (AA, CSU, UC)

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<td>ENGL 120</td>
<td>ENGL 125</td>
<td>ENGL 130</td>
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ETHN 103 ASIAN PACIFIC AMERICAN HISTORY AND CULTURAL EXPERIENCE (AA, CSU, UC)

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<td>ENGL 125</td>
<td>ENGL 130</td>
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ETHN 265 EVOLUTION OF HIP HOP CULTURE: A SOCIO-ECONOMIC AND POLITICAL PERSPECTIVE (AA, CSU, UC)

<table>
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<th>Level 4</th>
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<tbody>
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<td>ENGL 120</td>
<td>ENGL 125</td>
<td>ENGL 130</td>
<td>ENGL 135</td>
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</table>
## Fees

Class registration will not be allowed if there is any outstanding balance due and students will be dropped from classes for non-payment of fees. Upon registering for classes, all payment deadline information will be sent immediately to the student’s my.smccd.edu email account. For more information, visit collegeofsanmateo.edu/fees.

Student enrollment fees are set by California’s legislature and govern and are subject to change at any time. It is possible that your fees may be adjusted at a future date. 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 California Community College Promise Grant (CCCG). 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 Education Program 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 California College Promise Grant (CCCG) 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 csmvpss@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 refunded 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 Cashier’s 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.

---

### Fee Table

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Required of</th>
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</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
<td>$46 per unit</td>
<td>All students except high school students enrolling for less than 11.5 units through the Concurrent Enrollment Program or Middle College High School Program</td>
</tr>
<tr>
<td><strong>Health Services Fee</strong></td>
<td>$18 Summer / $21 Fall / $20 Spring</td>
<td>All students except those enrolled ONLY in on-campus classes, Saturday classes, Distance Education courses, or the Concurrent Enrollment Program</td>
</tr>
<tr>
<td><strong>Student Body Fee</strong>*</td>
<td>$15 Fall / $15 Spring</td>
<td>Students who purchase a photo ID student body card receive discounts throughout the year and also support many student-sponsored activities and programs. The Student Body Fee is automatically assessed as part of your total fees. If you choose not to pay this fee, please 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.</td>
</tr>
<tr>
<td><strong>Student Representation Fee</strong></td>
<td>$2</td>
<td>All students except high school students enrolled in the Concurrent Enrollment Program or Middle College High School Program</td>
</tr>
<tr>
<td><strong>Nonresident Tuition Fee</strong></td>
<td>$273 per unit (plus $46 per unit Enrollment Fee)</td>
<td>Nonresidents of California who are residents of other states Students who possess “T” or “U” visas are exempt</td>
</tr>
<tr>
<td><strong>International Application Fee</strong></td>
<td>$50</td>
<td>For fall and spring semesters only</td>
</tr>
<tr>
<td><strong>International Student Tuition Fee</strong></td>
<td>$273 per unit (plus $46 per unit Enrollment Fee)</td>
<td>International students</td>
</tr>
<tr>
<td><strong>International Student Capital Outlay Fee</strong></td>
<td>$8 per unit</td>
<td>International students</td>
</tr>
<tr>
<td><strong>International Student Parking Fee</strong></td>
<td>$30 Fall / $30 Spring / $30 Full Year</td>
<td>All F-1 Visa international students</td>
</tr>
<tr>
<td><strong>Parking Fee</strong>*</td>
<td></td>
<td>For persons who park motor vehicles on campus. Daily permits may be purchased for $5 from ticket dispensers in designated areas. The parking fee is optional and not transferable to other students. CCPG parking permits are for low income students who demonstrate financial need under federal or state standards. For additional information including lost or stolen permits, please see Parking Regulations on page 11.</td>
</tr>
<tr>
<td><strong>Audit Fee</strong></td>
<td>$5 per unit (students enrolling in a variable unit course must pay for maximum units)</td>
<td>Students enrolled in 12 or more units for credit can audit up to three additional units free of charge – See Auditing policy in the CSM Catalog</td>
</tr>
<tr>
<td><strong>Instructional Materials Fee</strong></td>
<td>Varies by course</td>
<td>Students enrolled in courses for which instructional materials are needed. Check course information in class listings or WebSCHEDULE. Non-refundable.</td>
</tr>
<tr>
<td><strong>Duplicate Diploma Fee</strong></td>
<td>$20</td>
<td>License fee to access course digital materials.</td>
</tr>
<tr>
<td><strong>Returned Check Fee</strong></td>
<td>$20</td>
<td>Students whose personal checks are returned by the bank (Only cash, credit card or cashier’s check will be honored to a returned check. Bookstore fee may differ)</td>
</tr>
<tr>
<td><strong>Transcript Fee</strong></td>
<td>$5 official / $15 rush fee</td>
<td>Students requesting a transcript of their academic record at College of San Mateo, Cañada College and/or Skyline College (The first two transcripts ever requested are free. Rush processing will incur fee.)</td>
</tr>
</tbody>
</table>

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* 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 142, (560) 574-6395.  
** A student has the right to refuse to pay the $2 Student Representation Fee. 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.
CSM Campus Map

One-Day Permits: $5 per day. Valid only during class hours from 7 am to 10 pm. Permit machines indicated by B on the map. Hillside Lot 1, Beethoven Lot 2, Galileo Lot 6, and Stadium Lot 10.

Visitor Parking: Visitors to campus may purchase a One-Day Permit and park in any Student or Visitor Lot. Visitors may park for FREE for 40 min. in all Visitor Lots, except for permits marked by a P on the map. Designated Visitor Parking areas are in Marie Curie Lot 5, Forum Lot 8, and Olympian Lot 12.

Student Parking: Hillside Lots 1A-3, Beethoven Lot 2, Galileo Lots 6, Bulldog Lots 9, 9B, 9C, 9D, or Stadium Lot 11.


Disabled Parking: Valid CA Disabled Person placed only. 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, Olympic Lot 12.

Electric Vehicle Charging Stations (10a volt): Locations indicated by EV on map, Dalvin Lot 3, Marie Curie Lot 5.

Rideshare (Lyft/Uber) Dropoff: Olympian Lot 12

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 exams, 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 1. Student parking permits are available for $19.50 each for the fall and spring semesters (Fall/Spring Permit: $39 for the summer session. Parking permits for students with California College Promise (CCP) programs are $15 per semester (fall or spring) and $30 for the summer months).

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 WebMART. 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 Cashier’s Office) and then pay for the permit and pick it up in the Cashier’s counter. Temporary 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. Parking permit fees are nonrefundable unless an action of the College (e.g. cancellation of all of the student’s classes) prevents the student from attending. Lost or stolen parking permits are nonrefundable.

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 $5 plus tax. Permits may be used on multiple vehicles.

Vehicle 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 of the loss or stolen permit. Daily parking permits are available for purchase for $5 each from permit dispensers in Hillside Lot 1, Beethoven Lots 2A and 2E, Galileo Lots 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 fall and spring semesters and the first week of the summer session in student lots only. Citations will be issued beginning on Monday, June 22, 2020 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 3, 4, 5, 6, 11, and 11 (see Campus Map). A vehicle must have and display a valid California State Disabled Person Placard (issued by DMV) to park. Disability parking spaces are regulated under California Vehicle Code Section 40190. Any vehicle parked in a Handicapped Parking Zone. No student, staff, daily, patron or visitor parking permit required when displaying a valid CA DP placard.

Visitor Parking

Visitors to campus may park free for the first 40 minutes in visitor parking areas in Marie Curie Lot 5, Forum Lot 8, and Olympian Lot 12. Visitors must purchase a daily permit ($5 per day) for time beyond 40 minutes at the permit machines located in the lots. These permits must be displayed face-up on the dashboard. No student parking is allowed in visitor lots. Visitors may also park in a student lot after purchasing and displaying a $5 cash permit. Parking permit machines are located on Hillside 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 Parking has a 2 hour limit). All other permits are not valid. For more information, call 378-7373 or visit smccd.edu/transportation.

Electric Vehicle Charging Stations

Parking in the EV charging stations is limited to electric vehicles that are actively charging with a maximum time 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. Fees are assessed for vehicles plugged-in over four (4) hours. Visit csm.edu/sustainability/electricvehiclecharging.php.

Traffic and Parking Regulations

The speed limit on the campus is 30 mph.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in crosswalks, 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 may be subject to a citation. No student parking is permitted in the designated “Employee of the Month” parking spaces. These spots are reserved for authorized staff only and unauthorized vehicles may be ticketed.

Driving or parking within the inner campus is prohibited. The campus is open daily from 7 a.m. to 10 p.m. Stopping or standing on sidewalks, roadways or restricted areas will be subject to citation.

Skateboards and Bicycles  

The riding of skateboards or in-line skates 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 260 (San Mateo downtown and Caltrain), Route 260A (San Carlos Caltrain, Redwood Shores & Belmont) and Route 264 (Half Moon Bay). All buses have wheelchair lifts and accommodate two to four bikes. Route 260 provides weekday service until 10:00 p.m. Routing information is available by calling 1-800-660-4BUS or visiting samtrans.com and ptc Caltrain.

Printed schedules and maps are also available at the Center for Student Life and Leadership Development in Building 71, Room 112.
Six Ways to Take Advantage of CSM This Summer

1. Shop the CSM Farmers’ Market
2. See the Stars
3. Take an Art Class
4. Take a Swim
5. Spruce Yourself Up
6. For students: Get some college courses out of the way

Summer is a great time to slow down and do something for yourself. CSM offers all kinds of ways to do that. The farmer’s market is overflowing with fresh local produce. Speaking of overflowing, the pool is a great place to put the kids in swim lessons or in the Bulldog swim team. For more intellectual pursuits, take some art classes, see a planetarium show, or maybe finish off some summer credits before returning to college in the fall. Here are a few ways you can enjoy CSM this summer.

1. Shop the CSM Farmers’ Market
   Summer is salad season! CSM plays host to a farmer’s market that has earned a reputation as one of the best on the Peninsula. Every Saturday, rain or shine, the farmer’s market is up and running from 9:00 a.m. until 1:00 p.m. You can find the market at Galileo Lot 6.

SparkPoint brings together the most effective nonprofit and government partners to help clients build assets, grow income and manage debt. SparkPoint clients work with a coach who helps create a step-by-step plan to set and achieve personal financial goals. Because change does not happen overnight, SparkPoint commits to working with clients for up to three years. SparkPoint Centers help families move towards financial prosperity.

Why meet with a Financial Coach?
- Budget Planning
- Credit Score Education
- Bankruptcy
- Referrals and program information for emergency housing, child care, transportation, tax preparation and other support programs.
- Healthy food for students and families in need!
- Individuals and families are eligible to visit the Food Pantry on a weekly basis.

Benefits
Enrollment
Food Pantry

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Registration begins April 24
Session begins June 15