

Schedule of Classes

Session starts June 20

collegeofsanmateo.edu



*Summer
2011*

College of San Mateo

Message from the President



Welcome to College of San Mateo! CSM serves over 10,000 students each semester. This summer, CSM will offer multiple sections in over 40 distinct fields of study. I believe that a major advantage of attending CSM is that we have a vibrant, large college environment—indeed we are bigger than some California State Universities! At the same time, we have a “small college” feel. It is important that you gain access to the resources that you need, especially at a time when colleges and universities are making budget cuts. Please spend some time reviewing the section “Support

Services for Students,” on pages 20–23 and make sure that you take advantage of all the support that we offer.

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

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

Michael Claire
President

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Support CSM

Your opportunity to participate

collegeofsanmateo.edu/supportcsm

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This class schedule is designed to help you register for Summer 2011 classes at College of San Mateo. Most of the answers to your questions can be found within this booklet. Please keep this schedule for reference throughout Summer 2011. Additional important information about College programs is contained in the Catalog, available in the campus bookstore, through the mail (see page 11) or viewed online at collegeofsanmateo.edu/catalog.

Accuracy Statement

College of San Mateo and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of College of San Mateo for reasons related to student enrollment or level of financial support, or for any other reason, at the discretion of the College. The College and the District further reserve the right to add, amend or repeal any of their rules, regulations, policies and procedures, in conformance with applicable laws.

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This publication is available upon request in an alternate format by calling College of San Mateo's Disability Resource Center at (650) 574-6438.

Have questions or need assistance?
collegeofsanmateo.edu/contactcsm



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collegeofsanmateo.edu/facebook

Summer 2011 Important Dates

To submit an Application for Admission, go to collegeofsanmateo.edu/apply.

All new and former students (who have not attended CSM, Cañada or Skyline since Spring 2010) are encouraged to apply early.

When the admissions application is processed, all students receive two pieces of information:

1. Your student identification number which will begin with a "G." This number is required for the enrollment process and to maintain your student information.
2. A college email account will be assigned to you. Log into your WebSMART student account to find your email address and password. All college electronic communication will come to your my.smccd.edu email address.

Pre-registration	Matriculation activities: Placement Testing and College Orientation/Counseling—see page 7 & 8
Wednesday, April 27 – Monday, May 9	Priority Registration for Continuing Students for Summer and Fall 2011 by WebSMART – See page 3
Tuesday, May 10 – Sunday, June 19	New, former, and continuing students may register via WebSMART for Summer and Fall 2011.
Thursday, June 9	Spring 2011 final grades available on WebSMART (collegeofsanmateo.edu/websmart)
Monday, June 20	Summer Session begins for both day and evening classes
Monday, June 20 – Saturday, June 25	WebSMART Late Registration period – See page 3 for instructions
Wednesday, June 22	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 Refunds: A student must withdraw from a class within the first 10% of the class meetings to be eligible for an enrollment fee refund/credit – See page 13 for Credit/Refund Policy
Thursday, June 23	Last day to drop eight-week day and eight-week TTh evening classes with eligibility for partial enrollment fee/nonresident fee refund or credit
Wednesday, June 29	Six-week classes officially dropped on or before this date will not appear on the student's record Short courses and Distance Learning courses officially dropped within the first 30% of the class meetings will not appear on the student's record
Saturday, July 2 – Sunday, July 3	Declared Recess
Monday, July 4	Observance of Independence Day Holiday
Monday, July 4	Seven-week and eight-week MW evening classes officially dropped on or before this date will not appear on the student's record
Tuesday, July 5	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 8	Deadline to apply for August A.A./A.S. degree or certificate
Wednesday, July 20	Last day to officially withdraw from six-week classes with assurance of a "W" grade Withdrawal deadline for short courses is at 75% of class meetings
Tuesday, July 26	Last day to officially withdraw from seven-week classes with assurance of a "W" grade
Thursday, July 28	Last day to officially withdraw from eight-week TTh evening classes with assurance of a "W" grade
Saturday, July 30	End of six-week session
Monday, Aug 1	Last day to officially withdraw from eight-week day classes with assurance of a "W" grade Last day to officially withdraw from eight-week MW evening classes with assurance of a "W" grade
Saturday, August 6	End of seven-week session
Saturday, August 13	End of eight-week session
Tuesday, August 16	Summer 2011 final grades available on WebSMART (collegeofsanmateo.edu/websmart)
Wednesday, August 17	Fall 2011 Semester begins

Registration Dates and Times

YOU MUST HAVE AN ASSIGNED APPOINTMENT DATE TO REGISTER

Register Online at: collegeofsanmateo.edu/webSMART

Continuing Students Priority Registration

Students who attended the Summer 2010, Fall 2010, or Spring 2011 semesters are considered continuing students. In early-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.

Priority Registration Dates:

April 27 – May 9*

**see Important Dates on previous page*

All Students

All NEW and FORMER (have not attended any of the last three semesters) students must submit an Application for Admission for the Summer 2011 session. 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.

Registration Dates for All Students:

May 10 – June 19

Late Registration

1. If a new student, submit an Application for Admission at collegeofsanmateo.edu/apply
2. Complete matriculation requirements; if applicable
3. To add classes, obtain an authorization code from each course instructor
4. Register on WebSMART using the authorization code

Admissions and Records Office Hours

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

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

Friday: 7:30 am to 12:00 pm

For extended hours during late registration period or more information, visit collegeofsanmateo.edu/admissions or call (650) 574-6165.

WebSMART Hours: Now available 24 hours per day.

SIGN IN AND USE YOUR ASSIGNED MY.SMCCD.EDU EMAIL!

All college electronic communications will go to your my.smccd.edu email address. Log into your WebSMART student account to find your email address and password.

Registration Dates and Times *(continued)*

Priority Registration for Continuing Students (April 27 – May 9)

You are a continuing student if you were enrolled at CSM, Cañada or Skyline College during the Summer 2010, Fall 2010 or Spring 2011 semesters.

WebSMART online registration begins April 27.

In early-April, students will be sent a WebSMART registration appointment email which will contain their individual appointment date. Students may register on or after their appointment date.

WebSMART Registration Hours: Available 24 hours.

Admission and Registration for New and Former Students (May 10 – June 19)

Steps to Successful Enrollment, see pages 7-8.

Apply online at collegeofsanmateo.edu/apply.

After your application is processed, you will receive an email with specific instructions for completing the registration process. Based on the educational goal you select on the application you may be required to complete placement testing, attend an orientation/counseling workshop as part of the registration process. See pages 7-8 for further information.

Applicants for the Cosmetology and Nursing programs must submit an additional application. Students must complete specific prerequisites before applying for admission to the Nursing program. Please call for details and special timelines:

Cosmetology:	574-6364
Nursing:	574-6218

Late Registration for All Students (June 20 – June 25)

If you are unable to submit your application and register before the term begins, you may register after classes begin on June 20.

1. Submit your Application for Admission by logging on to collegeofsanmateo.edu/apply.
2. Complete matriculation requirements, if applicable.
3. You will be given information and a PIN code enabling you to register using the WebSMART registration system after you have obtained the instructor's approval to enroll in the class.
4. Attend the first class meeting. If space is available, the instructor will give you a 4-digit authorization code.

5. Use WebSMART no later than Saturday, June 25 to complete the registration process using the authorization code given to you by the instructor.

Program Changes – Adding/Dropping Classes (Through June 19)

Students who have completed registration for the Summer 2011 session may add and/or drop classes by using WebSMART through June 19.

Adding Classes (June 20 – June 25)

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

If space is available, the instructor will give you a four-digit authorization code to enter when you register. You must complete the registration process through WebSMART no later than 3 pm Saturday, June 25.

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

Wait List Option (WL)

If a class has reached its maximum enrollment limit, you may be able to choose to add your name to the waitlist. You may add your name to multiple waitlists for the same course; however, if space becomes available for you to add a class, your name will be removed from remaining waitlists. With your name on the waitlist, you will be notified by email through your my.smccd.edu email account, if space opens up in the class. Upon notification, you have 72 hours to respond. If you fail to respond, the space will be offered to the next student and your name will be removed from the waitlist. If a space does not open up to allow your enrollment, you can go to the first class meeting where an instructor may choose to add students. If you have not accessed your my.smccd.edu email account, information to your "Student Email" (including your login and password) can be found by following the links in WebSMART.

Classes that begin after June 25

Students may register on WebSMART in classes that begin after June 25. If a class becomes filled to capacity, students will be required to attend the first class meeting, obtain the instructor's approval signature, and return to the Office of Admissions and Records to complete the registration process. For hours and more information, go to collegeofsanmateo.edu/admissions.

Dropping Classes

Classes may be dropped without the instructor's approval. Withdrawal from a class or classes must be initiated by the student by the appropriate deadline date.

After June 25

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

See Summer 2011 Important Dates on page 2. See also page 13 for important information regarding deadlines for eligibility for credit or refund of fees.

A student who stops attending a class is **not** automatically dropped from the class roster and may receive a penalty grade of F or NP. Instructors may drop students for non-attendance but are not obligated to do so. **It is the student's responsibility to withdraw officially, following prescribed timelines and procedures.**

Under certain circumstances students may be permitted to withdraw from a class after the last date to officially withdraw, but before the end of the term. Further information can be obtained from the Office of Admissions and Records (Bldg. 10, Third Floor).

WebSMART Hours:

Available 24 hours per day.

Office of Admissions and Records:

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

Tuesday & Wednesday: 7:30 am to 7 pm

Friday: 7:30 am to 12 pm

For evening hours, visit:

collegeofsanmateo.edu/admissions.

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

Getting Started at CSM

Who May Attend CSM

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

High school students may be admitted for concurrent enrollment with the permission of the dean of enrollment services. See College Connection Concurrent Enrollment Program on page 6 for details.

WebSMART

our online service enables you to:

- Apply for admission
- Register for classes
- Sign in and use your assigned My.SMCCD.edu email
- View the Catalog
- View the Schedule of Classes, and search for classes by category/time
- Schedule an appointment to take placement tests
- Check your registration status
- Add/Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Purchase a parking permit
- Apply for financial aid information/ review application status
- Obtain your grades
- Obtain your placement test scores
- Request an official transcript
- Print an unofficial transcript
- Update personal information
- Update educational goal

collegeofsanmateo.edu/webSMART

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 or term are eligible to enroll as residents for that semester or term. 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 or term. They are required to pay a tuition fee of \$199 per unit at the time of registration, in addition to other required fees paid by California residents. Students may be required to present documentary evidence of eligibility for classification as residents.

Students need not be U.S. citizens to be classified as residents. Permanent resident aliens and many other citizens of other countries are eligible to establish California residency.

International Students

Residents of other countries may apply for admission as F-1 Visa students through the International Student Program. Special international student applications, related forms and additional information may be obtained from the International Student Office (Bldg. 10, Third Floor). 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 Office by these dates:

Fall 2011 (August–December)
April 15, 2011
Spring 2012 (January–May)
October 1, 2011

AB 540 Students

Under Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. If you are qualified, please complete the AB540 form and submit it by fax (650) 574-6506, by mail, or in person to the CSM Admissions and Records Office located in the College Center (Bldg. 10, Third Floor, 574-6165). You may obtain the form from the CSM website at collegeofsanmateo.edu/forms, or from the Admissions and Records Office.

- This law does not apply to non-immigrant students such as F, H, or J visa holders
- This law does not change or grant residency status; it exempts students from non-resident tuition.
- There is no time limit as to when the student attended and graduated from a California high school.
- The students who meet the exemption requirements are not eligible for any state-funded programs such as Extended Opportunity Programs and Services (EOP&S), or Board of Governor Fee Waiver (BOGW). U.S. citizens or legal residents may qualify for federal aid.
- The information submitted on the AB540 form will remain confidential.

Enrollment Management

- A Student Responsibility -

As a student at College of San Mateo, it is your responsibility to manage your enrollment. This includes updating your personal information record via WebSMART, checking your student email, registering for classes in a timely manner, adhering to all deadlines listed on the Important Dates page in the beginning of this schedule (in particular late registration, withdrawal from classes, payment of fees), and monitoring your academic standing.

Getting Started at CSM *(continued)*

College Connection Concurrent Enrollment Program

The High School College Connection Concurrent Enrollment Program is a special program designed to provide current 9th–12th graders the opportunity to get an “early start” on their college experience and earn college credit. Enrollment fees are free to California residents who enroll in less than 11 units.

- Step 1: Apply for admission online at smccd.edu/collegeconnection.
- Step 2: Meet with your high school counselor to select your college courses.
- Step 3: Take placement tests at CSM if you are planning to register for English or math courses. Call (650) 574-6175 for information.
- Step 4: Submit completed Course Request Form to the Admissions and Records Office at College of San Mateo, Building 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 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 for graduating high school students and others who plan to enter the College in the Fall 2011 semester. This program, Priority Enrollment Program (PEP) is offered on dates in the months of April and May 2011. More information about PEP can be found on the PEP website collegeofsanmateo.edu/pep.

Transfer Students

If you attended a college or university other than College of San Mateo, Cañada College or Skyline College, you are a transfer student at College of San Mateo and must apply for admission. You may be eligible for exemptions from some of the matriculation requirements listed on page 8.

Students who have completed lower division coursework at other colleges and universities and wish to apply that credit to the completion of a College of San Mateo certificate, associate degree, or to a California State University General Education Certification, or to an IGETC Certification should have their transcripts officially evaluated. For more information, review the Transcript Evaluation Request Form available on the College of San Mateo web site (collegeofsanmateo.edu/forms).

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. 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, Canada, or Skyline College since Summer 2010 must complete an application for admission prior to attending the Reinstatement Workshop.

College Catalog

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

Bookstore

Books and supplies may be purchased at the College of San Mateo Bookstore (Bldg. 10, Second Floor). Hours are Monday through Thursday from 7:45 am to 7:00 pm and Friday from 7:45 am to 3 pm (574-6366). To purchase and find information regarding course textbooks, go to collegeofsanmateo.edu/bookstore.

CSM is on Facebook!



College of San Mateo has logged on to Facebook. If you are interested in hearing the latest news from the college, finding out about upcoming events, and reliving some of our past events, visit the CSM Page and become a “fan” of the college. You can also sign up for the Friends of CSM group and share your own comments, photos, and even videos of CSM activities and events. Visit collegeofsanmateo.edu/facebook.

College Connection
Get an early start on college while still in high school

collegeofsanmateo.edu/ce • (650) 574-6131

STAY INFORMED IN AN EMERGENCY!

Sign up for emergency text message notifications today. Login to WebSMART at collegeofsanmateo.edu/websmart. Click *Emergency Text Message Contact Information* then enter your cell phone number to receive important messages from the college(s) of your choice. It's that easy!

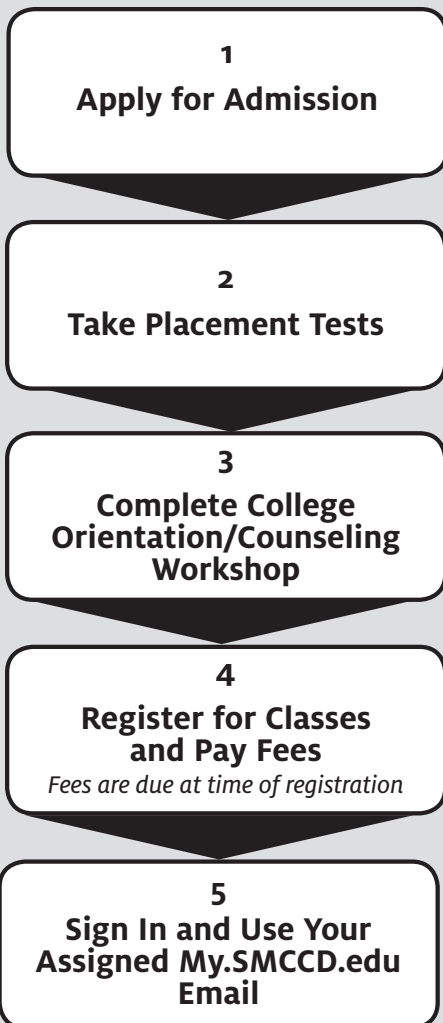
Steps to Successful Enrollment

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

Option A If Your Educational Goal is to:

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

FOLLOW THESE STEPS TO SECURE A REGISTRATION APPOINTMENT

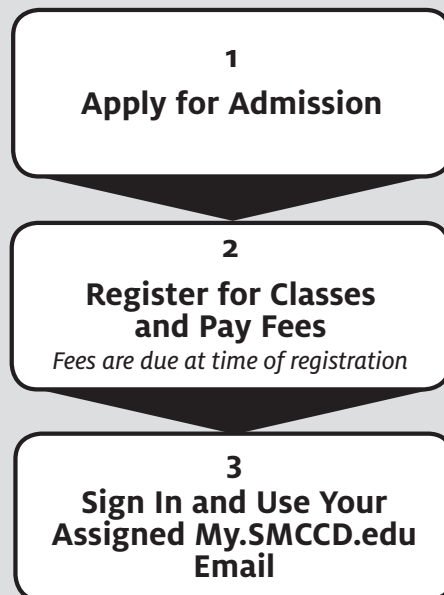


See page 8 for more detailed information.

Option B If Your Educational Goal is to:

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

FOLLOW THESE STEPS TO SECURE A REGISTRATION APPOINTMENT



See page 8 for more detailed information.

Registration Reminder!

- Print a final copy of all **WebSMART** transactions for your records.
- Print your **Summary Class Schedule** after completing your registration. Important deadline dates appear on this schedule.

Steps to Successful Enrollment (continued)

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

Option A

Matriculating Students

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

Step 1: Apply

All students are required to complete the Application for Admission.

Fill out the Application online at collegeofsanmateo.edu/apply.

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

Step 2: Take Placement Tests

Placement tests are designed to assess your skills in English or ESL, reading, and mathematics. Test results assist you to select courses, build an appropriate schedule of classes and determine if you meet prerequisites for certain courses. View sample test questions online at collegeofsanmateo.edu/testing.

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

- You must complete the application for admission and have a student G number to schedule a testing appointment.
- You must present a photo ID and your student G number on the day of testing (no exceptions).
- There is no fee for testing and it takes approximately 2.5 hours to complete.
- The Assessment Center is located in Bldg 10, Third floor.

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

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

Step 3: Orientation/Counseling Workshop

Attend the College Orientation and Course Selection Workshop to receive an appointment to register for classes.

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

Bring your placement test results to the workshop. The two-hour workshop will cover the college registration process, identifying educational goals, how to use placement test results, how to select and register for courses, and more. At the conclusion of the workshop, you will receive a registration appointment. You will also be eligible to meet with a counselor if you wish to do so.

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

Step 4: Register for Classes

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

Step 5: 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.

Follow up!

Most students need assistance as they identify educational and career interests, establish goals, and work to understand what must be done to accomplish specific goals. Plan to use the range of activities and services in your first semester to research and establish a student educational plan. To this end, use college services – Transfer Services, Career Services, Counseling Services, Financial Aid, EOPS, and Disabled Student Services. For more information go to the Counseling office in Building 10, Third Floor.

Option B

Non-matriculating Students

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

Step 1: Apply

All students are required to complete the Application for Admission. Fill out the application online at collegeofsanmateo.edu/apply.

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

Step 2: Register for Classes

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

If you plan to enroll in an English or mathematics course, be advised that these courses have electronic prerequisite checking and you need to complete a placement test to determine course eligibility. If you have successfully completed an English or mathematics class in the United States, use the Prerequisite Equivalency Form (available at collegeofsanmateo.edu/forms).

If you would like to meet with a counselor you are required to first complete the Orientation/Counseling Workshop.

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

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

Associate Degrees, Certificate Programs and Transfer Programs

Beginning Fall 2011

New Associate Degrees For Transfer To California State University Campuses Available At College Of San Mateo

As a result of Senate Bill 1440, beginning fall 2011, California community colleges will offer associate degrees designed to support transfer to the California State University system. College of San Mateo will identify these as "Associate Degree for Transfer/SB 1440" and they will be offered in several major areas. A list of these degrees will be available in the 2011-2012 catalog and on the College of San Mateo Transfer Services website under Transfer Associate Degrees/SB 1440.

CSM students who complete requirements for an Associate Degree for Transfer/SB 1440 will be eligible for an Associate in Arts or an Associate in Science degree AND meet minimum admission requirements for junior standing at a California State University campus. Although earning an Associate Degree for Transfer/SB 1440 does not guarantee a student admission to all California State University campuses or impacted majors, it does secure priority admission consideration for non-impacted majors to his/her local California State University campus.

To enhance a student's competitiveness and success as a CSU transfer applicant, in addition to completing the prescribed listing of general education course requirements (e.g., CSU GE or IGETC) and the major course requirements for the Associate Degree for Transfer/SB 1440, it is strongly recommended that he/she use www.assist.org to see if there are additional courses suggested or required for a particular transfer major.

Associate of Arts (A.A.) or Associate of Science (A.S.) degrees are based upon completion of a minimum of 60 units of coursework that includes both major and general education requirements.

Certificate programs usually entail one year of full-time study or less. Coursework requirements vary by program. Certificates of Achievement are 18 or more units; Certificates of Specialization are less than 18 units.

Transfer programs provide the opportunity for students to complete lower-division preparation (i.e. the first two years of the baccalaureate degree) in specific subject areas and majors offered at both public and private universities including all campuses of the University of California (UC) and the California State University (CSU).

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

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

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



Admissions and Records

Located in the College Center (Bldg. 10, Third Floor, 574-6165), this office is open 7:30 am to 4:30 pm on Monday & Thursday; 7:30 am to 7:00 pm on Tuesday & Wednesday; 7:30 am to 12:00 pm on Fridays.

Attendance

You are strongly advised to attend the first class meeting of each class in which you register. If you cannot attend, notify your instructor in advance. Without prior notification, you may be dropped by the instructor and a waiting student may be admitted in your place.

Students are responsible for attending classes regularly. An instructor may drop a student from a class for excessive absences. Attendance regulations are available in the *CSM Catalog*.

Excessive absence may result in instructor initiated withdrawal from class and/or a grade of F or NP.

Withdrawal from College

Students who find it necessary to withdraw from their entire program of classes at any time after registration must follow the official procedure for dropping classes as outlined on page 4.

Failure to comply with the prescribed withdrawal procedure and timelines may result in penalty F or NP grades.

Pass/No Pass Grading Option

Most CSM courses are graded on the basis of the standard letter grades (A, B, C, D, F). Some courses are graded on a Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass grading; students electing the Pass/No Pass option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the course. Changes are not permitted thereafter. See Important Dates on page 4 for the established deadline for semester or term-long courses.

Students should be aware that many colleges and universities, including College of San Mateo, place specific restrictions on the number, if any, of units graded on a Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass grading is irrevocable after 30% of the duration of the course, students should be cautious in making such a request.

Course Repetition

For full information on course repetition policy refer to the College Catalog.

Certain courses are approved for repetition by the College Committee on Instruction. These are courses that have increasing levels of performance and are identified as repeatable in the Schedule of Classes.

A student who has received a grade of D, F or NP/NC in a course taken in the San Mateo County Community College District may repeat the course up to two times for the purpose of grade alleviation. This allows a maximum of three attempts at a course. Courses which have been completed with a grade of A, B, C or P are not repeatable for the purpose of improving the grade. However, a course may be repeated one time for proficiency purposes if, 1) a significant length of time has passed (a minimum of three years), or 2) the official course outline has been updated and the class content has changed substantially, or 3) the course is part of mandated training requirements as a condition of employment.

Open Entry/Open Exit Courses

A number of courses in this schedule are designated as open entry courses. You may enroll in these courses at any point in the term provided that enough instructional hours remain to allow you to earn the minimum number of units for the course.

When registering for an open entry/open exit/variable units course, you must designate the number of units for which you want to enroll. The available range of units is indicated in the course listing. No enrollment fee credit/refund is available if you earn fewer units than the number for which you enrolled. You may stop attending class when the instructor informs you that you have earned the number of units for which you enrolled. However, it is possible to increase the number of units during the term by application through the Office of Admissions and Records and payment of the additional enrollment fee.

Auditing

Students can audit any course except those courses in programs that require special preparation and/or where admission is on a limited basis. Registration for courses to be audited take place the week immediately following the close of the Drop/Add period. Instructions for auditing can be found on the Enroll as an Auditor form available at collegeofsanmateo.edu/forms.

Incomplete Grades

A final grading symbol of I (Incomplete) may be assigned in case of incomplete academic work due to unforeseeable, emergency and justifiable reasons. Conditions for removal are set forth by the instructor in a written record which also indicates the grade to be

assigned if the student fails to meet the stated conditions. The student receives a copy of this record, and a copy is filed in the Office of Admissions and Records. A final grade is assigned by the instructor when the stipulated work has been completed and evaluated. If the work is not completed within the prescribed time period, the grade previously determined by the instructor is entered in the permanent record.

An I (Incomplete) must be made up no later than one year following the end of the semester or term in which it was assigned. The student does not re-enroll in the course in order to do the make-up work.

August Graduates

Applications for A.A./A.S. Degrees or Career Program Certificates to be conferred in August 2011 must be filed in the Office of Admissions and Records by Friday, July 8, 2011.

In order to evaluate your record for graduation, transcripts from all other colleges and universities which you have attended must be on file in the Office of Admissions and Records by Friday, July 8, 2011. It is the student's responsibility to request these transcripts in a timely manner.

Final Grades

Final grades are not mailed to students; they are available at all times on WebSMART during published service hours. Summer 2011 final grades will be available beginning August 16, 2011; access WebSMART at collegeofsanmateo.edu/webSMART.

Transcripts

Official transcripts of a student's academic record can be sent to colleges and universities, employers, and other institutions. Transcripts may be requested using the student WebSMART account. On WebSMART under "Student Records," find "Request Official Transcript" link for this purpose. Only courses taken at College of San Mateo, Cañada College and Skyline College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded. The first two official transcripts requested by a student are free; a fee of \$5 per transcript is charged if the student has previously requested two or more transcripts. A rush transcript may be obtained for an additional \$10.

If "in progress" transcripts are sent to colleges and universities, the student must also submit a request for required final transcripts to be sent to those institutions after grades have been posted at the end of a term.

Students may obtain an unofficial copy of their transcript on WebSMART. Courses taken prior to Summer 1981 will not appear on this copy.

Prerequisites, Corequisites, and Recommended Preparation

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in accordance with Title 5 regulations in the California Administrative Code. They are designated in course descriptions in the college catalog and appear in the class schedules.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. As an example, students must successfully complete, or test out of, elementary algebra (Math 110 or Math 111 & 112), prior to enrolling in intermediate algebra (Math 120 or 122). Thus, Math 110 or Math 112 is a prerequisite for Math 120 or 122. A prerequisite course must be completed successfully before enrolling in a course which follows. Successful completion is defined as earning a grade of "C" or better.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course.

Recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before enrollment. Recommended preparation is designated in course descriptions in the catalog. A number of courses list English 848 and Reading 400 as recommended preparation which alerts students to the writing and reading skills that are important to student success.

Computerized Prerequisite Checking

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. All mathematics and English classes have computerized prerequisite checking in place. When attempting to register for an English or math course that has a prerequisite, the computer registration system searches the San Mateo County Community College District student data base for one of two things, 1) the successfully completed prerequisite course(s) or, 2) placement test results which meet the skill level prerequisite requirements. If neither prerequisite identifier is in place, registration for the class is blocked. If a student is currently enrolled in the prerequisite course(s) (e.g. Math 110), the system allows registration into the next level course (e.g. Math 120). However, if the "in progress" prerequisite course is not successfully completed, the student will be administratively withdrawn from the course. Beginning on the Fall 2011 semester additional courses will have computerized prerequisite

checking. A complete listing of these courses will be published in the fall schedule.

How Can Students Meet Prerequisite Requirements?

There are several ways students can meet prerequisite requirements.

1. complete the prerequisite course(s) within the San Mateo County Community College system, with a grade of "P or C" or higher; or
2. complete placement tests in the San Mateo County Community College District (the process includes multiple measures evaluation) with results that meet the prerequisite skill level; or
3. *complete the prerequisite course at another accredited college/university in the United States; or
4. *meet prerequisites through the College Board Advanced Placement Exam results (AP Tests).

*For 3 and 4, students must use the Prerequisite Equivalency Petition to secure approval. Prerequisite Equivalency Forms are available on the college website at collegeofsanmateo.edu/forms.

How Can Prerequisites and Corequisites Be Challenged?

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

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

Students who wish to challenge prerequisites or corequisites must, within the established time frame, complete the Prerequisite Challenge Petition and attach required documentation. For semester or term-length courses, petitions with documentation must be submitted to the Assessment Center, (Bldg. 10, Third Floor) at least five working days prior to the last day of the published late registration period. For courses that are not semester or term-length, the petition with documentation must be submitted prior to the first day of the class. It is the responsibility of students to provide compelling evidence to support the challenge. Prerequisite Challenge Petitions are available on the college website, collegeofsanmateo.edu/forms. On the Forms page find the Prerequisite Challenge Petition.

CSM Catalog

The catalog may be obtained in person at the CSM Bookstore located in building 10, second floor. You can also request the catalog online via the bookstore by visiting collegeofsanmateo.edu/bookstore, selecting 'online shopping' then 'catalog.'

If you would like the catalog sent to you by mail, please complete this form and send it with \$5 for postage/handling to:

CSM Bookstore
1700 W. Hillsdale Blvd.
San Mateo, CA 94402-3784

Please make your check payable to "CSM Bookstore." Allow 1-2 weeks for delivery.

Name: _____

Street Address: _____

City: _____

State: _____ ZIP: _____

Fees

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.

FEE TYPE	AMOUNT	REQUIRED OF
Enrollment Fee	+\$26 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*	\$14 Summer \$17 Fall \$17 Spring	All students except those enrolled ONLY in off-campus classes, Saturday classes, distance learning 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	\$199 per unit (plus \$26 per unit Enrollment Fee)	Nonresidents of California who are residents of other states
International Student Tuition Fee	\$199 per unit (plus \$26 per unit Enrollment Fee)	International students
International Student Capital Outlay Fee	\$9 per unit	
International Student (F-1 Visa) Health Insurance www.studentinsuranceusa.com	\$159 Summer \$397.50 Fall or Spring \$953 Full Year	All F-1 Visa international students who do not present proof that they have the required level of private health insurance
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, contact the Student Life and Leadership Development Office for reimbursement - See Credit and Refund Policy)
Parking Fee***	\$20 Summer \$40 Fall \$40 Spring \$2 per day \$70 Two-Term (Fall/Spring)	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
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
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. Contact the Health Center for details.

** A student has the right to refuse to pay the \$1 student representation fee for religious, political, moral or financial reasons. This refusal must be submitted in writing to the Student Life and Leadership Development Office.

*** This fee is optional. Please refer to "Required Of" column for further information. A two-term parking permit is available for \$70.

Parking permits for low income students are \$20 per semester; low income students are those who demonstrate financial need under federal or state standards. For lost or stolen permits, please see Parking Regulations on page 56.

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

Fees (continued)

Students who are classified as California residents as defined in the California Education Code will be charged an enrollment fee, a health services fee and a student representation fee. An optional student body fee also will be assessed. In accordance with California law, the enrollment fees may be waived for California residents who demonstrate financial need and qualify for a Board of Governors Enrollment Fee Waiver (BOGW). Contact the College Financial Aid Office for additional information.

Students who are classified as nonresidents will be charged a tuition fee in addition to the enrollment fee, health services fee and student representation fee. International Students (F-1 Visa) are subject to a health insurance requirement and are charged tuition and capital outlay fees in addition to enrollment fees. Contact the International Student Office for details.

The student representation fee was established by student election to support student advocacy before local, state and federal offices and agencies.

In addition, students will be required to purchase textbooks and miscellaneous supplies, as well as tools and technical supplies for certain programs. In some courses students will also be required to pay a non-refundable instructional materials charge.

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the District Board of Trustees.

Fees are due and payable at the time of registration. Students who need assistance in paying fees are encouraged to contact the Financial Aid Office (Bldg. 10, Third Floor, 574-6146).

All student records are withheld and class registration will be restricted until all outstanding debts to the District colleges have been cleared.

AB 540 Students

Under Assembly Bill 540 (AB540), you may be exempt from paying non-resident tuition. Students who have attended a California high school for three years AND received a California high school diploma or its equivalent, such as a GED or passing the high school proficiency exam, are exempt from paying non-resident tuition. See page 5 for more information.

Credit and Refund Policy

Enrollment Fee Nonresident Tuition Fee Health Services Fee Parking Fee

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

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

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

For semester or term-length classes dropped after the deadline, (or short courses dropped after the first 10% of the class meetings), these fees are not refundable unless an action of the College (e.g., class cancellation) prevents a student from attending class.

Student Body Fee and Student Representation Fee

Students enrolling during the normal registration period in semester or term-length 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 term-length classes with eligibility for fee credit or partial refund (see Important Dates). Students enrolling after the end of this deadline may request a waiver or a refund of these fees within one (1) week of completing registration. Students enrolled only in short courses have until the first class session to request a waiver or refund of fees. Students requesting a waiver or a refund of the Student Body Fee and/or the Student Representation Fee must do so in-person at the Student Life and Leadership Development Office.

Variable Unit Courses

No enrollment fee or nonresident tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

Important:

1. If a parking permit has been issued, it must be returned to the Cashiers Office or the Security Office by Monday, June 27 before a credit or refund of the parking fee will be processed.

2. Credit balances remain on student accounts for a maximum of five (5) years.
3. A student may either choose to maintain a credit balance on account or contact the Cashiers Office (Bldg. 10, Third Floor, 574-6412) to arrange for a refund.
4. Refunds are NOT issued automatically and are subject to a \$10 processing fee if the student withdraws from all classes. Refunds of nonresident tuition are subject to an additional \$50 processing fee.
5. Fees paid by personal check require 30 days for bank clearance before refunds can be processed.
6. To be eligible for a credit or refund, a student must officially withdraw from a course within the stated deadline. A withdrawal initiated by an instructor may NOT result in a credit or refund.
7. Fees will be credited or refunded if an action of the College (e.g., class cancellation) prevents a student from attending.
8. Student records, including transcripts, are withheld until all debts to the District colleges have been cleared.

Board of Governors Enrollment Fee Waiver (BOGW)

The Board of Governors of the California Community Colleges has established a program that waives the enrollment fees for all qualified applicants.

To apply for the Board of Governors Enrollment Fee waiver, complete the application (see pages 15-18) and submit it to the Financial Aid Office (Bldg. 10, Third Floor) or apply online. Log in to WebSMART and select Board of Governors Fee Waiver Application.

For most students, the application process is simple and can be completed within ten minutes. Students who qualify for a Board of Governors Enrollment Fee Waiver will have their enrollment fees waived for the entire academic year. Students who had a waiver for the academic year will need to reapply.

When submitting the Board of Governors Enrollment Fee Waiver application, please inquire about the many federal and state financial aid programs that are available to College of San Mateo students.

A Spanish version of the BOGW application is available in CSM's Financial Aid Office and in the Office of Admissions & Records.

What Kinds of Financial Aid Can I Receive?

Complete a Free Application for Federal Student Aid (FAFSA) to automatically be considered for all of the following programs.

Board of Governor's Fee Waiver (BOGFW)

The State of California offers a BOGFW for students who are residents of the State of California, attend a Community College, and who are eligible for need-based financial aid. The BOGFW pays the enrollment fee for the student for the academic year when eligibility has been determined. Other fees, such as parking (at a reduced rate of \$20 for BOGFW students), health, student body and student representation, must be paid by the student.

Federal Pell Grant

You are automatically considered for a Federal Pell Grant when you file the FAFSA. If you receive an Expected Family Contribution (EFC) of 3800 or less on the Student Aid Report (SAR), you are eligible for a Federal Pell award. Less than half-time students have a much lower EFC cut-off to be eligible for a grant. Awards for students are pro-rated based on enrollment status: Full-time 12 or more units; Half-time 6-8.5 units; Three-quarter time 9-11.5 units; Less than half .5-5.5 units. Awards range from: \$400 to \$4,750

Cal Grant A, B and C Deadline to Apply is March 2 or September 4

Cal Grants are for California residents only. They are awarded by the California Student Aid Commission for attendance in schools in California only. Maximum awards are: Cal Grant B \$1,551; Cal Grant C \$576.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant awarded to students with exceptional need (EFC of 0 through 1,000). Awards range from: \$100 to \$800. Priority application date: March 2. Visit www.icanaffordcollege.com

California Chafee Grant (CHAFEE)

The California Chafee Grant Program awards funds to eligible current or former foster youth for career and technical training or college courses. Eligible Chafee applicants are required to be, or to have been, in foster care between their 16th and 18th birthdays, and to not have reached the age of 22 by July 1 of the award year. Maximum annual award: \$5,000.

Academic Competitive Grant (ACG)

The Academic Competitiveness Grant (ACG) encourages high school students to complete a rigorous secondary school curriculum which would lead to college admission. Eligible ACG applicants are required to be US citizens, Federal Pell Grant recipients at the time the ACG is awarded, first or second academic year students enrolled in a two- or four-year degree program, and enrolled full time. Students must also submit a high school curriculum validation form to the Financial Aid Department. First year ACG award: \$750. Second year ACG award: \$1,300.

Extended Opportunity Programs and Services (EOPS)

EOPS is a State-funded program that provides book vouchers, grants, support services, and limited transportation services to high-need, educationally disadvantaged students who are California residents. Students must complete the FAFSA and/or a BOGFW application to apply. Students must be enrolled full-time at the time of application. Final eligibility for EOPS and CARE is determined and coordinated through the EOPS Office.

Student Employment Federal Work Study (FWS)

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

Loans

Loans are financial aid funds that the student borrows now and repays after s/he completes a program of study or stops going to school. Loan amounts vary from \$500-\$6,500.

Scholarships

Scholarships are awarded for a variety of criteria. Awards range from \$100-2,500. Scholarships are available from College and Foundation resources and many external organizations. Contact the Financial Aid Office at 574-6514 for more information.



California Community Colleges 2011-2012 Board of Governors Fee Waiver Application

*This is an application to have your **ENROLLMENT FEES WAIVED**. This **FEE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. **The FAFSA is available at www.fafsa.ed.gov or at the Financial Aid Office.***

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

Name: _____ Student ID # _____
 Last First Middle Initial

Email (if available): _____ Telephone Number: (____) _____

Home Address: _____ Date of Birth: ____/____/____
 Street City Zip Code

Has the Admissions or Registrar's Office determined that you are a California resident? Yes No

IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If **you** are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

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

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

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

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

DEPENDENCY STATUS

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

1. Were you born before January 1, 1988? (If "Yes," skip to question 13) Yes No
2. As of today, are you married **or** in a Registered Domestic Partnership (RDP)?
(Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership. If you answer "Yes," skip to question 13.) Yes No
3. Are you a veteran of the U.S. Armed Forces **or** currently serving on active duty for purposes other than training? (If "Yes," skip to question 13) Yes No
4. Do you have children who will receive more than half of their support from you between July 1, 2011-June 30, 2012, **or** other dependents who live with you (other than your children or spouse/RDP) who receive more than half of their support from you, now and through June 30, 2012? (If "Yes," skip to question 13) Yes No
5. At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court? (If "Yes," skip to question 13) Yes No
6. Are you or were you an emancipated minor as determined by a court in your state of legal residence?
(If "Yes," skip to question 13) Yes No

DEPENDENCY STATUS (Continued)

7. Are you or were you in legal guardianship as determined by a court in your state of legal residence?
(If "Yes," skip to question 13) Yes No
8. At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? (If "Yes," skip to question 13) Yes No
9. At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
(If "Yes," skip to question 13) Yes No
10. At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
(If "Yes," skip to question 13) Yes No

• If you answered "Yes" to any of the questions 1 - 10, you are considered an **INDEPENDENT** student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #13.

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

11. If your parent(s) or his/her RDP filed or will file a 2010 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? Will Not File Yes No
12. Do you live with one or both of your parent(s) and/or his/her RDP? Yes No

• If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s)' information.

METHOD A ENROLLMENT FEE WAIVER

13. Are you (the student **ONLY**) currently receiving monthly cash assistance for yourself or any dependents from:
- TANF/CalWORKs? Yes No
- SSI/SSP (Supplemental Security Income/State Supplemental Program)? Yes No
- General Assistance? Yes No
14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income? Yes No

• If you answered "Yes" to question 13 or 14 you are eligible for an **ENROLLMENT FEE WAIVER**. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

METHOD B ENROLLMENT FEE WAIVER

15. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2012.) _____
16. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2012.) _____
17. **2010 Income Information**

(Dependent students should not include their income information for Q 17 a and b below.)	DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY	INDEPENDENT STUDENT: STUDENT (& SPOUSE'S/ RDP) INCOME
a. Adjusted Gross Income (If 2010 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include ALL money received in 2010 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
TOTAL Income for 2010 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an ENROLLMENT FEE WAIVER under Method B. If you do not qualify using this simple method, you should file a FAFSA.

SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?
Submit certification. Yes No
20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?
Submit documentation from the Department of Veterans Affairs. Yes No
21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?
Submit documentation from the CA Victim Compensation and Government Claims Board. Yes No
22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?
Submit documentation from the public agency employer of record. Yes No

• If you answered "Yes" to any of the questions from 18-22, you are eligible for an ENROLLMENT FEE WAIVER and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all information on this form is true and complete to the best of my knowledge. **If asked by an authorized official, I agree to provide proof of this information, which may include a copy of my and my spouse/registered domestic partner and/or my parent's/registered domestic partner's 2010 U.S. Income Tax Return(s).** I also realize that any false statement or failure to give proof when asked may be cause for the denial, reduction, withdrawal, and/or repayment of my waiver. I authorize release of information regarding this application between the college, the college district, and the Chancellor's Office of the California Community Colleges.

I understand the following information (please check each box):

- Federal and state financial aid programs are available to help with college costs (including enrollment fees, books & supplies, transportation and room and board expenses). By completing the FAFSA, additional financial assistance may be available in the form of Pell and other grants, work study and other aid.
- I may apply for and receive financial assistance if I am enrolled, either full time or part time, in an eligible program of study (certificate, associate degree or transfer).
- Financial aid program information and application assistance is available in the college financial aid office.

Applicant's Signature

Date

Parent Signature (Dependent Students Only)

Date

CALIFORNIA INFORMATION PRIVACY ACT

State and federal laws protect an individual's right to privacy regarding information pertaining to oneself. The California Information Practices Act of 1977 requires the following information be provided to financial aid applicants who are asked to supply information about themselves. The principal purpose for requesting information on this form is to determine your eligibility for financial aid. The Chancellor's Office policy and the policy of the community college to which you are applying for aid authorize maintenance of this information. Failure to provide such information will delay and may even prevent your receipt of financial assistance. This form's information may be transmitted to other state agencies and the federal government if required by law. Individuals have the right of access to records established from information furnished on this form as it pertains to them.

The officials responsible for maintaining the information contained on this form are the financial aid administrators at the institutions to which you are applying for financial aid. The SSN may be used to verify your identity under record keeping systems established prior to January 1, 1975. If your college requires you to provide an SSN and you have questions, you should ask the financial aid officer at your college for further information. The Chancellor's Office and the California community colleges, in compliance with federal and state laws, do not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, domestic partnership or any other legally protected basis. Inquiries regarding these policies may be directed to the financial aid office of the college to which you are applying.

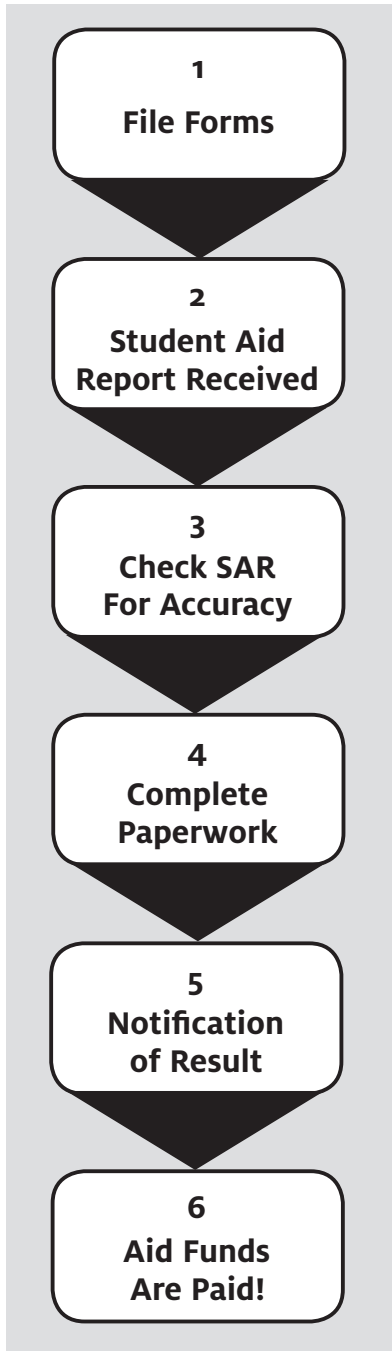
FOR OFFICE USE ONLY

<input type="checkbox"/> BOGFW-A <input type="checkbox"/> TANF/CalWORKs <input type="checkbox"/> GA <input type="checkbox"/> SSI/SSP	<input type="checkbox"/> BOGFW-B <hr/> <input type="checkbox"/> BOGFW-C	<input type="checkbox"/> Special Classification <input type="checkbox"/> Veteran <input type="checkbox"/> Medal of Honor <input type="checkbox"/> Dep. of deceased law enforcement/fire personnel	<input type="checkbox"/> National Guard Dependent <input type="checkbox"/> 9/11 Dependent	RDP <input type="checkbox"/> Student <input type="checkbox"/> Parent	<input type="checkbox"/> Student is not eligible
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Comments: _____

Certified by: _____ **Date:** _____

Six Steps to Financial Aid at CSM



Step 1: File Forms

For 2011-12 file an 11-12 FAFSA at www.fafsa.edu.gov. College of San Mateo's college code is 001181. FILE EARLY for the upcoming year (anytime after January 1)!

Step 2: Student Aid Report Received

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

Step 3: Check SAR for Accuracy

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

Step 4: Complete Paperwork

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

Step 5: Notification of Result

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

Step 6: Aid Funds are Paid!

Financial Aid funds are paid!

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

For more information, see pages 14 and 22

Financial Aid Office information: (650) 574-6147 or collegeofsanmateo.edu/finaid

Support Services for Students

CalWORKs Program

There are additional services available to students who are currently receiving TANF (Temporary Aid to Needy Families). CalWORKs (California Work Opportunity and Responsibility to Kids) is a state funded Welfare to Work program designed to assist individuals to get the job they need in order to become self-reliant. Support services include: child care, books, transportation, work-study, academic counseling, career planning, and assistance meeting county requirements. For more information, contact the CalWORKs office (Bldg. 10, First floor, 574-6154) or visit collegeofsanmateo.edu/calworks.

Campus Tours

Beginning April 13 through July 20, campus tours are available every first and third Wednesdays of the month from 11 am to noon. Individual tours require one week advance notice and group tours of eleven people or more require two weeks advance notification. For more information, visit collegeofsanmateo.edu/tours, email csmtours@smccd.edu, or call 574-6483.

CARE Program

The CARE program (Cooperative Agencies Resources for Education) provides services to single parents receiving CalWORKs (formerly known as AFDC) to increase their educational skills, become more confident and self-sufficient, and move from welfare to independence. Support and services include: child care, transportation, tutoring, peer advising, parenting workshops, books and supplies.

To be considered for the CARE program, a student must: 1) be 18 years of age or older; 2) be a single parent and head of household; 3) be receiving CalWORKs; 4) have one child under 14 years of age; and, 5) qualify for the EOPS program. For more information, contact Ruth Turner in the EOPS Office (Bldg. 10, First floor, 574-6154).

Career Services and Student Employment

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

Located in Building 10, Third floor, in the Counseling Center, Career Services assists students to conduct career research, explore interests and college majors, determine educational and career goals and objectives, find employment, learn job search strategies, and actively participate in academic and career planning. For more information, visit collegeofsanmateo.edu/career.

Career and Life Planning Classes

The Department of Counseling, Advising, and Matriculation offers a number of classes that help students learn about educational goals, college planning, university transfer, how to choose a college major, career assessment, job search strategies, and more. Look under Career and Life Planning in this schedule for a complete list of this term's offerings.

Child Development Center

The Mary Meta Lazarus Child Development Center provides a child care program for children two and one-half through five years old who have a parent attending CSM or another District college. Children are selected on a non-discriminatory basis.

Families may be eligible for financial assistance. Fees for subsidized child care services are based on family size, gross monthly income and need for child care in accordance with criteria set by California Department of Education.

Fees for non-subsidized child care at the Mary Meta Lazarus Child Development Center are as follows:

Registration Fee \$50
(charged once each semester)

Part-time (under 5 hours per day)

Monday through Friday: \$765/mo (ages 3-5)

Monday through Friday: \$885/mo

(ages 2 1/2 - 3)

Monday through Thursday: \$585/mo

(ages 3-5)

Monday through Thursday: \$675/mo

(ages 2 1/2 - 3)

Full-time (5 hours or more per day)

Monday through Friday: \$850/mo (ages 3-5)

Monday through Friday: \$1055/mo

(ages 2 1/2 - 3)

Monday through Thursday: \$650/mo

(ages 3-5)

Monday through Thursday: \$805/mo

(ages 2 1/2 - 3)

The Child Development Center, located in Building 33, is open from 7:30 am to 5 pm, Monday through Friday. For more information, call Louise Piper at 574-6279 or visit collegeofsanmateo.edu/childcenter.



Counseling Services

Counseling Services offer assistance in the areas of academic, transfer, and career counseling to CSM students. Academic counseling services are designed to: 1) help students make decisions and set educational goals; 2) provide academic planning assistance to complete certificate, associate degree, and/or university transfer goals; 3) help students evaluate academic readiness and plan coursework to build skills; 4) teach students important skills to enhance classroom and academic success; and 5) work with students to resolve personal concerns that may interfere with the ability to succeed.

Due to limited availability of counseling faculty, students must attend a college orientation and course selection workshop prior to having access to a counseling appointment.

Counselors work with students to develop personalized Student Educational Plans (SEPs) that map out semester by semester or term by term, the courses necessary to complete specific educational goals. Once an SEP is developed, students are expected to meet with a counselor at least once a semester or term to review the SEP, evaluate ongoing educational progress, and make modifications as needed to stay on the path and successfully complete educational goals. Students can schedule appointments to meet with Counselors and Faculty Advisors. To make an appointment with a counselor or advisor you may go to the:

- Counseling Office, Bldg. 10, Third floor
- Call 574-6400 to schedule by phone

Disabled Students Programs and Services

Disabled Students Programs & Services (DSP&S) provides assistance to students with verified physical, psychological and specific learning disabilities. Support services and accommodations are provided to help students develop independence and to successfully participate in college classes. Contact the Disability Resource Center to get started (Bldg. 10, First floor, 574-6438). Additional programs for students with disabilities include:

- Disability Resource Center (Bldg. 10, First floor, 574-6438)
- Learning Disabilities Assessment Center (Bldg. 10, First floor, 574-6433)
- Assistive Technology Center (Bldg. 10, First floor, 574-6432)
- Adapted Physical Education (Bldg. 5, 378-7219)
- Transition to College (Bldg. 10, First floor)

Extended Opportunity Programs and Services (EOPS)

EOPS is a support service available for full-time students who need additional services to successfully pursue their educational and vocational goals. Support services include: priority registration, counseling, book service, transportation, tutoring, application fee waivers and peer advising.

To be considered for the EOPS program, a student must meet the following criteria: 1) be enrolled full-time (12 units); 2) qualify to receive the Board of Governors Enrollment Fee Waiver (BOGW); 3) meet the EOPS guidelines definition of an educationally underprepared student; and 4) have completed less than 70 degree applicable units. For more information visit the EOPS Office (Bldg. 10, First floor, 574-6154) or go to collegeofsanmateo.edu/eops.



EOPS
Support services for academic success

collegeofsanmateo.edu/eops • (650) 574-6154

Financial Aid

Students who would be unable to attend college without financial aid can receive help in paying for educational expenses—enrollment fees, books, transportation, room and board, and other related costs.

In order to qualify for financial aid, students and/or their families must demonstrate financial need. Interested students must complete the application process through the Financial Aid Office, and should begin this process at the earliest possible date. For step-by-step process, see page 19. Determination of eligibility takes approximately eight to 12 weeks.

Office hours are Monday and Thursday, 8 am to 4:30 pm; Tuesday and Wednesday, 8 am to 7 pm; Friday, 8 am to 12 pm. For information, visit the Financial Aid Office (Bldg. 10, Third floor, 574-6147) or go to collegeofsanmateo.edu/financialaid.

Health Services

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

For office hours and more information, visit the Health Services Center (Bldg. 1, First floor, 574-6396) or go to collegeofsanmateo.edu/healthcenter.

Labs and Centers

There are a variety of labs and centers on campus that offer use of computers and tutoring/academic support services. For more information, please visit collegeofsanmateo.edu/labs.

Library Services

For information regarding services and business hours, call 574-6100 or visit collegeofsanmateo.edu/library.

Multicultural Center

The Multicultural Center is designed to meet the needs of multicultural students through academic/personal counseling as well as general financial aid information in a supportive, culturally-enriching environment. The staff is made up of full-time, bicultural and bilingual certificated counselors and support personnel. The Multicultural Center is located in Building 10, first floor. For more information, call 574-6154 or visit collegeofsanmateo.edu/multicultural.

Psychological Services

Psychological Services offers confidential individual consultation/counseling regarding stress, crisis and personal concerns. Referrals to other on- and off-campus resources are also available. Appointments may be made through the Health Center, Building 1, Room 226, or by calling 574-6396. For more information, visit collegeofsanmateo.edu/psychservices.

Scholarships

College of San Mateo offers many scholarships with awards ranging from \$100 to approximately \$2,000. CSM students who have completed at least 12 graded CSM units and who have a GPA of 2.75 or above may apply. Both students returning to and transferring from CSM the following fall are eligible. Scholarships are awarded on the basis of academic achievement and are for the most part not need-based.

CSM Scholarship applications are available online at collegeofsanmateo.edu/scholarships or in the Financial Aid Office. Completed packets will be accepted beginning November 1, 2010 with a deadline of 12 noon on February 1, 2011.

For hours and additional information, contact the Financial Aid office (Bldg. 10, Third floor, 574-6514) or go to collegeofsanmateo.edu/financialaid.

Student Life and Leadership Development Office

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

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

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

More information is available on the Student Life and Leadership Development Office website at collegeofsanmateo.edu/studentlife or by calling 574-6141.

Student Body Card

All students who have completed registration and paid the \$8 student body fee are entitled to a photo I.D. student body card. After classes have begun, you may obtain your Student Body Card at the Student Life and Leadership Development Office. This photo identification card will provide rapid access to student labs and centers. It also entitles you to special discounts from 10% to 40% off at local businesses, movie theaters, shops and restaurants. On-campus discounts are

available at the cosmetology salon, CSM Bookstore (non-book items), and all athletic events. The funds collected from the student body fee help support numerous programs and services on campus including: scholarships, emergency student loans, child care, athletics, guest speakers and concerts. If you would like more information about the student body card benefits, or would like the student body fee reimbursed, please contact the Student Life and Leadership Development Office through the last day to drop term-length classes with eligibility for fee credit or partial refund. See Important Dates on page 2.

Transfer Services

Located in Bldg. 10, Third floor, in the Counseling Center, Transfer Services provides information and workshops on such topics as transfer planning, writing the application essay, choosing a college and completing transfer admission applications. Transfer Services also schedule representatives from other universities and colleges, including UC, CSU and private universities, to meet with students on a regular basis. CSM has Transfer Admission Agreements with a number of four-year UC and private institutions which can guarantee transfer admission. For more information, call 358-6839, or visit our website at collegeofsanmateo.edu/transfer.

Veterans Benefits

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

To initiate benefit payments, an eligible student must request that certification of enrollment be sent to the Department of Veterans Affairs. Contact the Veterans Assistants in the Office of Admissions and Records for more information at 358-6856, 358-6858 or visit collegeofsanmateo.edu/veterans.



Special Programs

Community Education Classes

Explore your opportunities and expand your knowledge without stress or grades. Consider the many fun, not-for-credit short classes, seminars and workshops offered by the Office of Community Education.

The program features over 400 classes in topics such as creative arts, science, business, computers, languages, real estate, dance and fitness, home and garden, music, photography, and financial planning. Classes are conveniently located at CSM, Skyline and Cañada. Additionally, highly interactive online classes are available 24/7.

Broaden your world and discover a wide range of classes, workshops and fun activities offered locally, at convenient times and affordably priced. For more information, call Community Education at 574-6149 or visit communityed.smccd.edu.

Emeritus Institute

Emeritus Institute offers short courses designed to meet the needs and interests of mature adults. With its variety of courses, this program appeals to those who appreciate the arts, music or are interested in historical events. For further information, call Community Education at 574-6149, or visit communityed.smccd.edu.

CSM Coastside

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

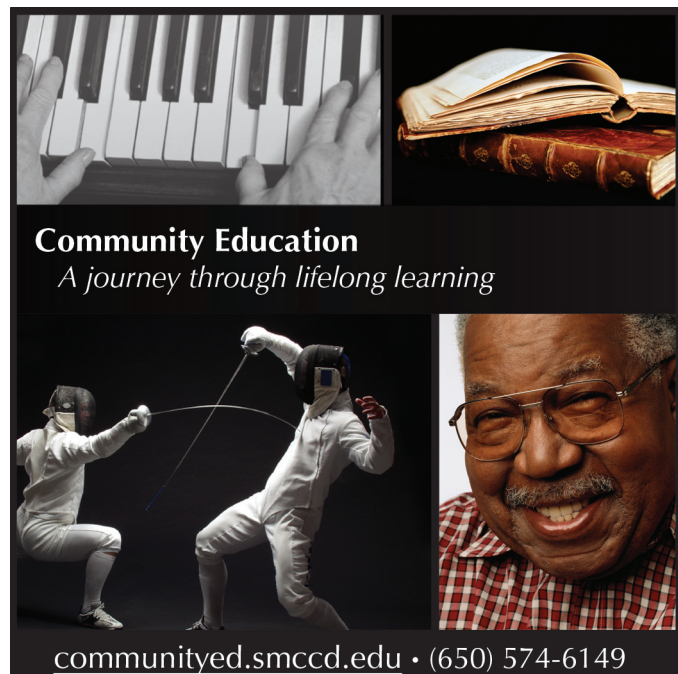
CSM Coastside also offers courses at coastal locations and provides support for those students taking online courses.

For more information, visit collegeofsanmateo.edu/coastside, or call (650) 726-6444.

Middle College High School

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

As part of the Middle College program, these high school juniors and seniors take three SMUHSD-approved classes taught by SMUHSD instructors on the CSM campus; they round out their schedules with CSM courses. In many cases, students can earn both high school credits and college units. Located in building 17, room 154, the Middle College program also includes comprehensive academic and career advising and access to all of CSM's support services. Students in the Cabrillo Unified School District may also be eligible to attend the program. For more information, call 574-6101, visit collegeofsanmateo.edu/middlecollege, or contact middlecollege@smuhsd.org.



Community Education
A journey through lifelong learning

communityed.smccd.edu • (650) 574-6149

College Policies

Crime Awareness/ Student Right to Know Policy

In order to make College of San Mateo a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Crime Awareness and Campus Security Act of 1990). CSM is an extremely safe campus; a fact confirmed by the most recent FBI-reported data. (For more information about Student Right to Know data, including completion or graduation rates, please contact CSM's Office of Institutional Research at 574-6196 or csmresearch@smccd.edu.) Persons seeking information concerning CSM campus law enforcement procedures, crime prevention efforts and crime statistics should contact the Chief of Public Safety at 574-6415.

Drug-Free Campus Policy

College of San Mateo prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances on College property or at any function sponsored by the College.

For further information on the Drug-Free Campus Policy, contact the Health Services Center (Bldg. I, Room 226, 574-6396).

Guidelines Addressing Cheating and Plagiarism

As the College Policies on page 30 in the *College of San Mateo Catalog* states, "The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that College of San Mateo students are mature and self-respecting, and can be relied upon to act as responsible and ethical members of society."

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt, that a student cheated or plagiarized. The College of San Mateo Academic Senate has developed guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities and sanctions. The entire document can be found in the College of San Mateo Catalog.

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

Students seeking further information concerning these guidelines should contact the Office of the Vice President, Student Services (Bldg. 10, Fourth floor, 574-6118).

Off-Campus Transportation Guide- lines Field Trips/Excursions

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the district, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

Although the district may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the district assumes no liability or responsibility for the transportation and any person driving a personal vehicle is **not** an agent of the district.

Off-Campus Classes

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

Sexual Assault Policy

It is the policy of the San Mateo County Community College District to educate all students, faculty, and staff on the prevention of sexual assault. The District and Colleges will provide information to all faculty, staff, and registered students on the definition of sexual assault, how to prevent it, and how to report it if assaulted. "Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

For further information concerning this policy please see the *College Catalog*.

Any faculty, staff member, or student who has been sexually assaulted should immediately contact the Health Services Center, 574-6396, or the Security Office, 574-6415.

Sexual Harassment Policy

It is the policy of San Mateo County Community College District and College of San Mateo to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students or other staff is considered intolerable behavior that will be investigated and acted upon immediately.

For further information concerning this policy please see the *College Catalog*.

Students or staff claiming grievance because of alleged violations of this policy should contact the Vice-Chancellor of Human Resources and Employee Relations, 358-6767.

Smoking Policy

In order to provide a safe learning and working environment for students and employees, smoking is limited to parking lots only. For a map of parking lots in campus, please see the inside back cover or visit collegeofsanmateo.edu/smokingpolicy. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, see the *College Catalog*.

Statement on Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints.

More information on this statement is available by contacting the office of the Vice President, Instruction at 574-6404 or the office of the Academic Senate President at 574-6235.

Student Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. A list of actions which are prohibited and may lead to appropriate disciplinary action is contained in the College Catalog, which is available for review in College offices and for free in the College of San Mateo Bookstore. For further information concerning any aspect of student conduct, students should contact the Office of the Vice President, Student Services (Bldg. 10, Fourth floor, 574-6118).

Disciplinary Actions

Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Rules and Regulations, Section 7.73. General disciplinary actions include warning, temporary exclusion, censure, cancellation of registration, disciplinary probation and restitution. Disciplinary action shall not of itself jeopardize a student's grades, nor will the record of such actions be maintained in the student's academic files. A student subject to disciplinary action has a right to appeal

the decision in accordance with Rules and Regulations, Section 7.73.

Other specific disciplinary actions which may be taken are suspension and expulsion. Suspension is the termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College-granted privileges. The chief executive officer of the College or his/her designee may suspend a student, as deemed appropriate, for specified time periods. Expulsion of a student is the indefinite termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester or term without the approval of the College President. Detailed information is provided in the *College Catalog*, which is available for review in College offices and for free in the CSM Bookstore. For further information concerning any aspect of student disciplinary actions, students should contact the Office of the Vice President, Student Services at 574-6118.

Student Grievances and Appeals

Students are encouraged to pursue their academic studies and become involved in other sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, the student should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he/she has been subject to unjust actions, or denied his/her rights, redress can be sought through the filing of an appeal or grievance. Detailed information is provided in the *College Catalog*, which is available for review in College offices and for free in the CSM Bookstore. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services (Bldg. 10, Fourth floor, 574-6118).

Student Rights and Nondiscrimination Policy

College of San Mateo is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin or other similar factors, for admission to the College, enrollment in classes, student services, financial aid and employment in accordance with the provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504, Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act of 1990.

It is important that students, staff and all others associated with the College understand the importance of reporting concerns about possible violations of this policy. The College's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the 1964 Civil Rights Act and Sec. 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 should contact the Vice Chancellor, Human Resources/Employee Relations, 358-6767.

All grievances will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated. The office will maintain a record of all Title VI and Title IX grievances and will report to the Affirmative Action Committee the general nature of such grievances and progress toward their resolution.

Política Antidiscriminatoria

El Colegio de San Mateo se compromete a proporcionarles a todos la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, sin que se tenga en cuenta la edad, el sexo, el estado civil, la incapacidad física o mental, la raza, el color, la orientación sexual, la religión, el nacionalidad u otro factor similar. El texto completo de nuestra política antidiscriminatoria se encuentra en la página 7 de la edición actual del Catálogo del Colegio de San Mateo.

Walang Diskriminasyong Patakaran

Ang Kolehiyo ng San Mateo ay nagbibigay ng pantay na pagkakataon sa lahat anuman ang edad, kasarian, katayuang marital, kapansanan, lahi, kulay, orientasyong seksuwal, relihiyon, bansang pinagmulan, o iba pang batayan, para sa pagtanggap sa Kolehiyo, pagpapatala sa klase, serbisyo sa estudyante, tulong na pinansiyal, at trabaho.

Ang kumpletong patakaran ay matatagpuan sa pahina 7 ng katalogo para sa 2009-2010 ng College of San Mateo.

無種族歧視政策

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

Privacy Rights of Students Policy

The Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380, as amended) requires educational institutions to provide access to students' official educational records; provide opportunity for a hearing to challenge such records on certain grounds; obtain written consent of the student before releasing certain information; and extend these rights to all students of the College.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Office of Admissions and Records that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Office of Admissions and Records in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

"Directory Information" at this College includes: (1) student's name and city of residence; (2) email address; (3) participation in recognized activities and sports; (4) dates of enrollment; (5) degrees and awards received; (6) the most recent previous educational agency or institution attended; and (7) height and weight of members of athletic teams.

See the *College Catalog* for further information.

A copy of the Family Educational Rights and Privacy Act is available in the Office of Admissions and Records.

Schedule of Classes

How to Read Class Information

Department, Course Number, & Class Title → **ENGL 165 ADVANCED COMPOSITION**

Class Description, Prerequisites, and Recommended Prep. → Advanced techniques of essay and report writing, with particular emphasis on critical thinking, persuasive and other rhetorical strategies, and research methods. Includes formal instruction in principles of logical thinking, including inductive and deductive reasoning, logical fallacies, and methods of analysis and evaluation. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. **Recommended Preparation:** Reading courses at 400 level are designed for students enrolled in ENGL 100 or higher level courses. (AA: Area E2b/Area E2c, CSU Area A3, CUS Area 1B)

Transferability to California State Universities and/or University of California

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

Units

Class ID → *31596 ENGL 165 AX

Note: An X indicates a class that meets concurrently with another class (e.g., ART 201 JX/ART 202 JX).

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

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

Days Class Meets → MWF

Time Class Meets → 12:10 1:00

Building & Room → 16-171

Instructor → Mach, J.

Units → 3.0

EVENING CLASSES

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

SATURDAY CLASSES

31598 ENGL 165 S1H S 8:30 5:00 12-188 Staff 1.5

ONLINE CLASSES

31599 ENGL 165 OLH See pages 92-95 Online-CRS Murphy, M. 3.0

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

Schedule Planning Table

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

ACCOUNTING

ACTG 100 ACCOUNTING PROCEDURES

Study of the fundamentals of accounting and the skills required to perform the bookkeeping for a small business. Topics include the accounting cycle, preparation of journals, ledgers, adjusting journal entries, and financial statements; the sales cycle, purchasing cycle, payroll, and bank reconciliations. ACTG 100 provides an important foundation for ACTG 121. (AA, CSU)

51346	ACTG 100 A6	MTWTh	8:10 10:15	14-201	Dorsett, S.	3.0
	Start and end dates for section 51346: 6/20 7/28					

Evening Course

51477	ACTG 100 J6	MW	6:00 9:50	14-201	Dorsett, S.	3.0
	Start and end dates for section 51477: 6/20 7/27					

ACTG 103 TEN-KEY SKILLS

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

52028	ACTG 103 AO	By Arr	4.0 Hrs/Wk	17-105	Maule, B.	0.5
	Start and end dates for section 52028: 6/20 7/28					

ACTG 121 FINANCIAL ACCOUNTING

Preparation and interpretation of financial accounting information. Topics include application of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) to value assets, liabilities, and equity; accounting systems and internal controls; use of software applications to prepare and analyze accounting information; use of accounting information by decision makers. Students taking their first course in accounting are encouraged to complete ACTG 100 before enrolling in ACTG 121. **Recommended Preparation:** ACTG 100. (AA, CSU, UC)

50476	ACTG 121 A7	MWTh	8:30 11:00	14-205	Li, C.	4.0
	Start and end dates for section 50476: 6/20 8/4					

ACTG 131 MANAGERIAL ACCOUNTING

Use of accounting information by management for analysis, planning, decision-making and control. Topics include product cost accumulation, cost-volume-profit analysis, responsibility accounting, budgeting, capital budgeting, and use of software applications to prepare and analyze accounting information. [CPE Hours: CPA, 60 hours]. **Prerequisite:** ACTG 100 or 121 with a C or better. (AA, CSU, UC)

54534	ACTG 131 A7	MWTh	12:30 3:35	14-205	Li, C.	4.0
	Start and end dates for section 54534: 6/20 8/14					

ACTG 144 QUICKBOOKS: SET-UP AND SERVICE BUSINESS

Introduction to QuickBooks accounting software. Topics include set-up and service business transactions; the sales cycle, purchasing cycle and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. Pass/No Pass or letter grade option. [CPE Hours: CPA, EA 22 hours] (AA, CSU).

52259	ACTG 144 A6	TTh	10:40 12:20	14-105	Dorsett, S.	1.5
	Start and end dates for section 52259: 6/21 7/28					

Evening Course

52260	ACTG 144 J6	Tue	6:00 9:50	14-105	Dorsett, S.	1.5
	Start and end dates for section 52260: 6/21 7/28					

Online Course

53790	ACTG 144 OLH	See pages 53-54	Online-CRS		Dorsett, S.	1.5
	Start and end dates for section 53790: 6/20 7/28					

ACTG 145 QUICKBOOKS: PAYROLL AND MERCHANDISING BUSINESS

Introduction to QuickBooks accounting software. Topics include payroll and merchandising business transactions; the sales cycle, purchasing cycle, and end-of-period procedures. ACTG 144 and ACTG 145 are independent courses and may be taken in either order or concurrently. Pass/No Pass or letter grade option. [CPE Hours: CPA, EA 22 hours] (AA, CSU)

Evening Course

52697	ACTG 145 J6	Thu	6:00 9:50	14-105	Dorsett, S.	1.5
	Start and end dates for section 52697: 6/23 7/28					

Online Course

53792	ACTG 145 OLH	See pages 53-54	Online-CRS		Dorsett, S.	1.5
	Start and end dates for section 53792: 6/20 7/28					

ACTG 171 INDIVIDUAL INCOME TAXES

Preparation of Federal and California income tax returns for individuals. Topics include income tax law, theory, and practice, and preparation of Form 1040 (Individual), Schedules A (Itemized Deductions), B (Interest and Dividends), C (Profit or Loss from a Business), D (Capital Gains and Losses), and tax credits. Students who successfully complete this course may apply to CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA 60] Pass/No Pass or letter grade option. (AA, CSU)

54537	ACTG 171 A8	MTWTh	8:30 10:25	14-201	Marcus, D.	3.0
	Start and end dates for section 54537: 6/20 8/11					

ACTG 172 BUSINESS INCOME TAXES

Preparation of Federal and California income tax returns for businesses, including sole proprietorships, corporations (C corps, S corps), and partnerships (General and Limited Partnerships, Limited Liability Companies, and Limited Liability Partnerships). Topics include income tax law, theory, and practice, and preparation of Forms 1120 (Corporate), 1120S (S Corporate), 1065 (Partnership), 4562 (Depreciation), and the related California tax forms. This course is part of the Enrolled Agent Exam Preparation Series and the CPA Exam Preparation Series. [CPE Hours: CPA, EA 45; CTEC 37 Fed, 11 CA] **Prerequisite:** ACTG 100 or 121. Pass/No Pass or letter grade option. (AA, CSU)

Evening Course

54124	ACTG 172 J6	TTh	6:10 9:50	14-201	Reitz, D.	3.0
	Start and end dates for section 54124: 6/21 7/28					

ACTG 173 TRUST, ESTATE AND GIFT TAXES

Preparation of Federal and California income tax returns for trusts, estates, and gifts. Topics include income tax law, theory, and practice, and preparation of Forms 1041 (Fiduciary), 706 (Estate) and 709 (Gift) and the related California tax forms. [CPE Hours: CPA, EA 22; CTEC 16 Fed, 5 CA] Pass/No Pass or letter grade option. (AA, CSU)

Evening Course

53241	ACTG 173 J4	MW	6:30 9:40	14-205	Stevens, S.	1.5
	Start and end dates for section 53241: 6/20 7/18					

ACTG 665MD LACERTE TAX SOFTWARE BASICS

Introduction to the use of Lacerte tax software to prepare basic tax returns. Primary emphasis will be on the Individual package; Partnership, Corporation, and Fiduciary packages will also be discussed. [CPE Hours: CPA, EA 8; CTEC 8 Fed, 0 CA] May be repeated three times per topic. Pass/No Pass Grading. (AA, CSU)

Saturday Course

54150	ACTG 665MD S1H	Sat	8:30 4:30	14-105	Lunn, J.	0.5
	Start and end dates for section 54150: 6/25 6/25					

ACTG 665MF DEPRECIATION BASICS

Introduction to the methods used to depreciate business assets, including Class Life, MACRS, Section 179, AMT adjustments, and California conformity/nonconformity. [CPE Hours: CPA, EA 8; CTEC 6 Fed, 2 CA] May be repeated three times per topic. Pass/No Pass Grading. (AA, CSU)

Saturday Course

54168 ACTG 665MF S1H Sat 9:00 1:00 14-201 Reitz, D. 0.5
Start and end dates for section 54168: 7/23 7/30

ACTG 665MM IRS REPORTING FOR NONPROFITS

Introduction to 501(c)(3) charities and nonprofits. Topics include required annual IRS filings, major compliance issues, and how to avoid jeopardizing tax-exempt status. [CPE Hours: CPA, EA 8; CTEC 8 Fed, 0 CA]. May be repeated three times per topic. Pass/No Pass grading. (AA, CSU)

Saturday Course

54540 ACTG 665MM S2H Sat 9:00 1:00 14-201 Stevens, S. 0.5
Start and end dates for section 54540: 7/9 7/16

ANTHROPOLOGY**ANTH 110 CULTURAL ANTHROPOLOGY**

Study of culture as the man-made environment of particular societies. A cross-cultural comparison of cultural practices. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

50485 ANTH 110 A6 MTWTh 10:30 12:35 18-306 Titus, M. 3.0
Start and end dates for section 50485: 6/20 7/28

ANTH 180 MAGIC, SCIENCE & RELIGION

Cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU Area C2/ Area D, UC: Area 4)

52474 ANTH 180 B6 MTWTh 8:10 10:15 18-204 Titus, M. 3.0
Start and end dates for section 52474: 6/20 7/28

ART**ART 101 ART & ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES, (c. 1400)**

Ancient, Classical, Early Christian, Byzantine, and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture, and their relationship to their cultural and historical context. **Recommended Preparation:** ENGL 838/848. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C1, UC: Area 3A) Also offered as Art 801.

Evening Course

50936 ART 101 JX MW 6:00 10:10 4-135 Hiramoto, J. 3.0
Start and end dates for section 50936: 6/20 7/28

ART 201 DRAWING AND COMPOSITION I

Study of two- and three-dimensional forms and space relationships and pictorial composition. Drawing in various dry media. Drawing proficiency is not required. Extra supplies may be required. Plus minimum 48 lab hours by arrangement per term. (AA, CSU, UC)

53509 ART 201 A8 MW 9:00 12:05 4-137 Ren, M. 3.0
MW 1:00 4:05 4-137
Start and end dates for section 53509: 6/20 8/10

ART 223 OIL PAINTING I

Introduction to basic oil painting techniques, including the use of value, color and light to model 3D form. Students are encouraged to develop personal style in the latter part of the course. Plus minimum 48 lab hours by arrangement per term. **Recommended Preparation:** ART 201 and 214. Pass/No Pass or letter grade option. (AA, CSU, UC)

53282 ART 223 A8 TTh 9:10 11:50 4-111 Buchanan, N. 3.0
TTh 1:10 3:50 4-111
Start and end dates for section 53282: 6/21 8/11

ART 224 OIL PAINTING II

Continuation of ART 223 with increased emphasis on a variety of painting techniques and development of personal style. Plus minimum 48 lab hours by arrangement per term. **Recommended Preparation:** ART 223. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)

53286 ART 224 A8 TTh 9:10 11:50 4-111 Buchanan, N. 3.0
TTh 1:10 3:50 4-111
Start and end dates for section 53286: 6/21 8/11

ART 301 DESIGN

Two-dimensional design elements and principles: line, shape, color, texture, balance, rhythm, pattern and more. Collage, painting, and digital. Also applies to three-dimensional design. Plus minimum 48 lab hours by arrangement per term. (AA, CSU, UC)

54269 ART 301 A8 MW 9:00 12:05 4-139 Matthews, S. 3.0
MW 1:00 4:05 4-139
Start and end dates for section 54269: 6/20 8/10

ART 350 VISUAL PERCEPTION

Basic composition and design principles using 35mm or digital cameras, light meters and color slide film. Extra supplies may be required. (AA: Area E5c, CSU: Area C1)

54270 ART 350 A6 TTh 12:10 4:00 4-135 Lohmann, R. 3.0
Start and end dates for section 54270: 6/21 7/28

ART 406 SCULPTURE II

Continuation of ART 405, with an emphasis on self expression. Choice of media is open. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration.** Plus 16 hours by arrangement per term. **Prerequisite:** ART 405 or equivalent. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)

54449 ART 406 A6 MTWTh 12:55 2:05 4-10 Nakata, R. 3.0
MTWTh 2:15 4:20 4-10
Start and end dates for section 54449: 6/20 7/28

ART 411 CERAMICS I

Elementary clay construction; methods of ornamentation, glazing, firing; introduction to potter's wheel. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration.** Plus minimum of 16 hours by arrangement per term. Pass/No Pass or letter grade option. (AA, CSU, UC)

54409	ART 411 A6	MTWTh	12:55	2:05	4-10	Nakata, R.	3.0
		MTWTh	2:15	4:20	4-10		
		Start and end dates for section 54409: 6/20 7/28					

ART 412 CERAMICS II

Continuation and advanced study of topics introduced in ART 411. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration.** Plus minimum 16 hours by arrangement per week. **Prerequisite:** ART 411. Pass/No Pass or letter grade option. May be taken three times for a maximum of 9 units. (AA, CSU, UC)

54410	ART 412 A6	MTWTh	12:55	2:05	4-10	Nakata, R.	3.0
		MTWTh	2:15	4:20	4-10		
		Start and end dates for section 54410: 6/20 7/28					

ART 665MD ADVANCED CERAMICS WORKSHOP

Continuation and advanced techniques of the potter's wheel and glaze formulation experimentation. Extra supplies may be required. **A \$30.00 materials fee is payable upon registration for each section.** **Prerequisite:** ART 412 or equivalent. **Recommended Preparation:** successful completion of a beginning art studio course. Advanced or specialized study in studio arts. May be taken twice for a maximum of 2 units. Pass/No Pass or letter grade option. (AA, CSU)

54457	ART 665MD A6	MTWTh	12:55	4:20	4-10	Nakata, R.	1.0
		Start and end dates for section 54457: 6/20 7/28					

ART 801 ART & ARCHITECTURE FROM THE ANCIENT WORLD TO MEDIEVAL TIMES, (c. 1400)

Ancient, Classical, Early Christian and Medieval art and architecture. A survey of artistic expression from Prehistoric to late Medieval times with emphasis on sculpture and architecture, and their relationship to their cultural and historical context. No recommended prerequisite. Pass/No Pass grading. (Not transferable. Units apply toward AA/AS degree.) (AA)

Evening Course

53164	ART 801 JX	MW	6:00	10:10	4-135	Hiramoto, J.	3.0
		Start and end dates for section 53164: 6/20 7/28					

ASTRONOMY**ASTR 100 INTRODUCTION TO ASTRONOMY**

Descriptive study of the solar system, stars, galaxies, and life in the universe. Plus minimum 16 hours by arrangement per term. (AA: Area E5a, CSU: Area B1, UC: Area 5A)

52660	ASTR 100 A6	MTWTh	8:10	10:15	36-100	Vanajakshi, C.	3.0
		Start and end dates for section 52660: 6/20 7/28					
53793	ASTR 100 B6	MTWTh	10:30	12:35	36-100	Stanford, D.	3.0
		Start and end dates for section 53793: 6/20 7/28					

Online/Evening Course

54591	ASTR 100 OLH	Intro Mtg	7:00-9:00 pm		36-100	Vanajakshi, C.	3.0
		Introductory meeting for section 54591: 6/27					
		See pages 53-54					
		Start and end dates for section 54591: 6/20 7/28					

ASTR 101 ASTRONOMY LABORATORY

Constellation identification, coordinate systems and basic astronomical measurements of planets, stars and spectra. Extra supplies may be required. **Prerequisite:** MATH 110 or equivalent with a grade of C or higher and completion of (with a grade of C or higher) or concurrent enrollment in ASTR 100. (AA: Area E5a, CSU: Area B3, UC: Area 5A)

52661	ASTR 101 A6	MTWTh	1:00	3:05	36-100	Stanford, D.	1.0
		Start and end dates for section 52661: 6/20 7/28					

BIOLOGY**BIOL 100 INTRODUCTION TO THE LIFE SCIENCES**

For non-science majors. Fundamental principles of life. Covers plant and animal inter-dependencies. Examines the human role in the world of living things in relation to contemporary problems. Plus minimum 16 hours by arrangement hours per term. Possible field trip(s). **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests or other measures. (AA: Area E5a, CSU: Area B2, UC: Area 5B)

50505	BIOL 100 A6	MTWTh	8:10	10:15	36-207	Zahedi, S.	3.0
		Start and end dates for section 50505: 6/20 7/28					
53500	BIOL 100 B6	MTWTh	10:30	12:35	36-207	Zahedi, S.	3.0
		Start and end dates for section 53500: 6/20 7/28					

Evening Course

50506	BIOL 100 J8	TTh	6:30	9:20	36-207	Fark, R.	3.0
		Start and end dates for section 50506: 6/21 8/11					

Online Course

53310	BIOL 100 OLH	See pages 53-54	Online-CRS			Beliz, T.	3.0
		Start and end dates for section 53310: 6/20 8/11					

BIOL 110 GENERAL PRINCIPLES OF BIOLOGY

Lecture/lab study of major principles of biology; one or more field trips may be required. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

50507	BIOL 110 A6	MTWTh	10:30	12:35	36-204	Bowie, L.	4.0
		MTWTh	8:10	10:15	36-204		
		Start and end dates for section 50507: 6/20 7/28					
50508	BIOL 110 B6	MTWTh	10:30	12:35	36-223	Whyte, W.	4.0
		MTWTh	8:10	10:15	36-223		
		Start and end dates for section 50508: 6/20 7/28					
51747	BIOL 110 C6	MTWTh	10:30	12:35	36-200	Diamond, K.	4.0
		MTWTh	8:10	10:15	36-200		
		MTWTh	10:30	12:35		Tran, H.	
		MTWTh	8:10	10:15			
		Start and end dates for section 51747: 6/20 7/28					

BIOL 130 HUMAN BIOLOGY

Introduction to human anatomy and physiology, including the functional relationship of cells to each body system. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 848. Recommended especially for students in the Medical Assisting program. (AA: Area E5a, CSU: Area B2, UC)

Online Course

53796	BIOL 130 OLH	See pages 53-54	Online-CRS			Martin, T.	3.0
		Start and end dates for section 53796: 6/20 8/11					

BIOL 220 GENERAL BOTANY

Biology principles illustrated by plants, emphasizing structure, physiology, and reproduction in green plants. Extra supplies may be required. **A \$4.00 materials fee is payable upon registration.** Plus minimum 16 hours by arrangement per term. **Prerequisite:** MATH 120 or 123 or higher with a grade of C or higher. **Recommended Preparation:** READ 830 with a grade of C or higher and concurrent enrollment in READ 400 or 405 OR appropriate skill level as indicated by the reading placement tests or other measures; successful completion of a college biology course with lab and a college course with a lab. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

Hybrid Course

54572	BIOL 220 HYA	MTWTh	1:10	2:30	36-200	Staff	5.0
		MTWTh	2:40	4:00	36-200		
	Start and end dates for section 54572:		6/20	8/11			

NOTE: BIOL 220 HYA is offered in hybrid format. This means approximately 49% of class time is scheduled in-class meetings and 51% of class time is online

BIOL 240 GENERAL MICROBIOLOGY

Introduction to morphology and physiology or microorganisms, with emphasis on control by chemical and physical means; their role in the human body and the environment. One or more field trips may be required. Extra supplies may be required. **Prerequisite:** one semester of college chemistry and college-level biology with lab course with grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

53253	BIOL 240 AX	MTWTh	2:40	4:00	36-207	Smith, C.	4.0
		MTWTh	1:10	2:30	36-204		
	Start and end dates for section 53253:		6/20	8/11			
54187	BIOL 240 BX	MTWTh	2:40	4:00	36-207	Smith, D.	4.0
		MTWTh	4:10	5:30	36-204		
	Start and end dates for section 54187:		6/20	8/11			

BIOL 250 ANATOMY

Human body structure. Lab study and dissection of human male and female. Extra supplies may be required. Plus minimum 16 hours by arrangement per term. **Prerequisite:** successful completion of college level biology course with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5a, CSU: Area B2/Area B3, UC: Area 5B)

51093	BIOL 250 AX	MTWTh	12:50	2:20	36-215	Granieri, K.	4.0
		MTWTh	11:10	12:40	36-217		
	Start and end dates for section 51093:		6/20	8/4			
54190	BIOL 250 BX	MTWTh	12:50	2:20	36-215	Granieri, K.	4.0
		MTWTh	2:30	4:00	36-217		
	Start and end dates for section 54190:		6/20	8/4			

BIOL 310 NUTRITION

Comprehensive introduction to the scientific principles of nutrition and the interrelationships of metabolism. Examines nutrient functions, food sources, and functions in the body, as well as health consequences of nutrient excesses, deficiencies and diet related chronic conditions. Emphasizes physiological processes including digestion and metabolism of nutrients. **Recommended Preparation:** eligibility for ENGL 838/848 or ASL 400 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placements test of other measures. (AA: Area E5a or E5d, CSU: Area E, UC)

Online Courses

54525	BIOL 310 OLH	See pages 53-54	Online-CRS	Martin, T.	3.0
	Start and end dates for section 54525:	6/20	8/11		
54573	BIOL 310 OMH	See pages 53-54	Online-CRS	Martin, T.	3.0
	Start and end dates for section 54573:	6/20	8/11		

BUSINESS

Also see Management

BUS. 100 CONTEMPORARY AMERICAN BUSINESS

Explores various aspects of the business world: management, marketing, accounting, finances, production, management information systems, small business, business law and world trade. Helps students identify career opportunities. **Recommended Preparation:** eligibility for ENGL 848. (AA: E5b, CSU, UC)

Evening Course

52946	BUS. 100 J7	MT	6:10	9:50	36-215	Erickson, C.	3.0
	Start and end dates for section 52946:		6/21	8/2			

BUSINESS WINDOWS APPLICATIONS - WINDOWS PLATFORM

TRAIN FOR A NEW JOB IN JUST EIGHT WEEKS!

In our Accelerated Program you can train to be an Office Assistant in just eight weeks. The Accelerated Program includes Windows (BUSW 114), Word (BUSW 214), Excel (BUSW 415), Internet (BUSW 530), Micro-Skillbuilding (BUS. 317), and Career Choices (CRER 127). For more information visit collegeofsanmateo.edu/business/degrees.

BUSW 214 WORD PROCESSING I USING WORD FOR WINDOWS

Introduction to WORD for Windows software. Topics include overview of document formats; preparation (creating, formatting, editing, saving and printing) of both single and multi-page documents; outlines, tables of content, tables, multiple windows and file management. Instructor will discuss portable storage media at first class meeting. Instructor will discuss portable storage media at first class meeting. **Recommended Preparation:** BUS 315 or equivalent, eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA, CSU)

Online Course

51814	BUSW 214 OLH	See pages 53-54	Online-CRS	Willis, J.	1.5
	Start and end dates for section 51814:	6/20	7/11		

Business Windows Applications courses continued on next page

View current open classes at collegeofsanmateo.edu/webschedule

BUSW 215 WORD PROCESSING II USING WORD FOR WINDOWS

Includes graphics, charts, columns, templates, macros, mail-merge, labels, sorting, forms, and software linking. Instructor will discuss portable storage media at first class meeting. **Prerequisite:** BUSW 214 or equivalent. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA, CSU)

Online Course

53152 BUSW 215 OLH See pages 53-54 Online-CRS Willis, J. 1.5
Start and end dates for section 53152: 7/11 7/28

BUSW 415 SPREADSHEET I USING EXCEL FOR WINDOWS

Create and use spreadsheets. Topics include spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing and graphing. Instructor will discuss portable storage media at first meeting. **Recommended Preparation:** BUSW 105 or equivalent, eligibility for ENGL 838/848. May be taken twice for a maximum of 3 units. Pass/No Pass or letter grade option. (AA, CSU)

Online Course

51570 BUSW 415 OLH See pages 53-54 Online-CRS Willis, J. 1.5
Start and end dates for section 51570: 6/20 7/7

BUSW 416 SPREADSHEET II USING EXCEL FOR WINDOWS

Advanced spreadsheet functions. Topics include design and optimization of large and complex spreadsheets, advanced formulas and functions, database features, macros and linking of spreadsheets with other software programs. Instructor will discuss portable storage media at first meeting. **Prerequisite:** BUSW 415 or equivalent. Pass/No Pass or letter grade option. (May be taken twice for a maximum of 3 units.) (AA, CSU)

Online Course

53157 BUSW 416 OLH See pages 53-54 Online-CRS Willis, J. 1.5
Start and end dates for section 53157: 7/11 7/28

CAREER AND LIFE PLANNING

CRER 104 TRANSFER ESSENTIALS & PLANNING

Learn how to successfully transfer to destinations within the California State University system, the University of California system, an independent or out-of state colleges or universities. This course covers academic requirements of different systems and institutions, transfer considerations and decisions, transfer planning, general education and lower division major requirements, application timelines, services that support transfer, and other issues related to this educational goal. **A \$5.00 materials fee is payable upon registration.** Pass/No Pass grading. May be taken twice for a total of 1 unit. (AA: Area E5d, CSU)

Evening Course

53490 CRER 104 J2 TTh 6:30 8:20 14-215 Mitchell, M. 0.5
Start and end dates for section 53490: 6/21 6/30

CRER 107 INTRODUCTION TO CHOOSING A COLLEGE MAJOR

This short course assists students to research and identify a college major and to understand major requirements and course planning. It is highly recommended for students who are undecided about a major for an Associate degree or for university transfer. University transfer students need to complete lower division major courses to assure successful transfer. This course offers discussion and exercises to support decision making and facilitates guided research. Pass/No Pass grading. **A \$5.00 materials fee is payable upon registration.** May be taken twice for a total of 1 unit. (AA: Area E5d, CSU)

Evening Course

53784 CRER 107 J2 TTh 6:30 8:20 14-215 Romero, K. 0.5
Start and end dates for section 53784: 7/12 7/21

CRER 120 COLLEGE AND CAREER SUCCESS

A comprehensive approach to life and career planning. Emphasizes self-assessment, decision-making, educational planning, college success strategies and techniques for addressing changes associated with college and career. Explores college life, responsibilities, and career options. **A \$6.00 materials fee is payable upon registration, plus additional testing fees.** Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area E, UC)

54539 CRER 120 A6 MTWTh 8:10 10:15 14-215 Bednarek, M. 3.0
Start and end dates for section 54539: 6/20 7/28
54459 CRER 120 G3 MTWTh 9:00 1:00 14-213 Del Mundo, L. 3.0
Start and end dates for section 54459: 6/13 6/30

NOTE: This section is primarily for the Basic Skills Summer Bridge students.

CRER 121 PLANNING FOR STUDENT SUCCESS

Provides students with the tools necessary to maximize academic success by enhancing familiarity with college expectations, resources, facilities, and requirements. A preliminary educational plan is researched and developed. **A \$5.00 materials fee is payable upon registration.** Pass/No Pass or letter grade option. (AA: Area E5d, CSU: Area E)

52328 CRER 121 G2 MTWTh 10:35 12:35 14-215 Caviel, A. 1.0
Start and end dates for section 52328: 6/20 6/30

CRER 126 CAREER CHOICES I: ASSESSMENT

A career exploration course covering the process of career assessment, self awareness, decision making, setting goals and creating action plans. Includes seminars and student research on careers and college majors. Surveys to appraise personality, interests, values and skills may be used. **A \$5.00 materials fee is payable upon registration. In addition to a materials fee, students must pay for assessment instruments used in the class which amount to \$30.00.** Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (AA: Area E5d, CSU)

Evening Course

53786 CRER 126 J2 MW 6:30 8:20 14-215 Negrete, R. 0.5
Start and end dates for section 53786: 6/20 6/29

CRER 127 CAREER CHOICES II: JOB SEARCH

A practical skill building course focused on the latest methods to prepare you to identify employers, gather job information, build a current resume, anticipate interview questions, make a favorable impression and complete follow-up activities. Students will practice all phases of the job search and receive coaching and feedback. **A \$5.00 materials fee is payable upon registration.** Pass/No Pass grading. May be taken twice for a maximum of 1 unit. (AA: Area E5d, CSU)

Evening Course

54538	CRER 127 J3	MW	6:30	8:20	14-215	Negrete, R.	0.5
Start and end dates for section 54538:					7/6	7/18	

CHEMISTRY

CHEM 192 ELEMENTARY CHEMISTRY

Basics in measurement, symbols, reactions, equations, gases, solutions and periodic table. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **A \$4.00 materials fee is payable upon registration.** **Prerequisite:** MATH 110. It is recommended that students enroll concurrently in MATH 115 or MATH 120 or 122. (AA: Area E5a, CSU, UC)

50572	CHEM 192 AX	MTWTh	9:50	11:10	36-319	Song, S.	4.0
		MTWTh	8:10	9:30	36-306		
Start and end dates for section 50572:					6/20	8/11	
50822	CHEM 192 BX	MTWTh	9:50	11:10	36-319	Song, S.	4.0
		MTWTh	11:30	12:50	36-306		
Start and end dates for section 50822:					6/20	8/11	

Evening Course

54355	CHEM 192 J8	MTWTh	4:30	5:50	36-319	Tou, K.	4.0
		MTWTh	6:10	7:30	36-306		
Start and end dates for section 54355:					6/20	8/11	

CHEM 210 GENERAL CHEMISTRY I

College chemistry: structure, bonding, reactions, gases, solutions, organic chemistry, thermodynamics, and periodic table with related calculations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **A \$4.00 materials fee is payable upon registration.** **Prerequisite:** CHEM 192 with a grade of C or higher or equivalent; MATH 120 with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 838/848 and one course in physics. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

50573	CHEM 210 AX	MTWTh	8:10	9:30	36-319	Li, J.	5.0
		MTWTh	9:45	12:50	36-321		
Start and end dates for section 50573:					6/20	8/11	
51092	CHEM 210 BX	MTWTh	8:10	9:30	36-319	Li, J.	5.0
		MTWTh	9:45	12:50	36-329	Tou, K.	
Start and end dates for section 51092:					6/20	8/11	

COMPUTER AND INFORMATION SCIENCE

Also see *Business Application, and Multimedia*

CIS 110 INTRODUCTION TO COMPUTER AND INFORMATION SCIENCE

Computer terminology, computer hardware and software, networks, common operating systems, data representation, telecommunications, Internet access and security issues, computer ethics, and beginning programming in visual Basic and/or HTML. Covers topics motivated by current issues and events. Examines such issues as privacy, intellectual property, and copyright infringements. **A \$2.00 materials fee is payable upon registration.** Plus minimum 16 lab hours by arrangement by term. **Recommended Preparation:** eligibility for ENGL 848. Pass/No Pass or letter grade option. (AA: Area E2b/Area E5b, CSU, UC)

Online/Evening Courses

52432	CIS 110 OLH	Intro Mtg	6:00-7:50 pm	19-124	Tilmann, M.	3.0
Introductory meeting for section 52432:					6/20	
See pages 53-54						
Start and end dates for section 52432:					6/20	8/4
54480	CIS 110 OMH	Intro Mtg	6:00-7:50 pm	19-124	Tilmann, M.	3.0
Introductory meeting for section 54480:					6/20	
See pages 53-54						
Start and end dates for section 54480:					6/20	8/4

CIS 151 NETWORKS AND DIGITAL COMMUNICATION

Introduction to networking. Focuses on Local Area Networks. Topics include TCP/IP protocol suite and its relationship to the OSI reference model, common protocols and their operation, network services, network hardware and topologies, IP network addressing, current industry trends including IPv6, and an introduction to network administration. Includes lectures and hands-on and on-line investigations. This class prepares students for more advanced courses in networking, computer forensics, information security, internet programming, and broadcasting. Plus minimum 16 hours by arrangement per term. **Prerequisite:** completion of or concurrent enrollment in CIS 110 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

Online Course

54508	CIS 151 OLH	See pages 53-54	Online-CRS	Staff		3.0
Start and end dates for section 54508:					6/22	8/11

CIS 254 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN

Introduction to object-oriented computer programming for computer science majors and computer professionals. Includes simple data types; control structures; and an introduction to array and string data structures and algorithms; debugging techniques; history of computer science, computer systems and environments; and the social implications of computing. Emphasizes object-oriented design, good software engineering principles and developing fundamental programming skills in Java. This course conforms to the ACM CSO standards. **A \$2.00 materials fee is payable upon registration.** **Recommended Preparation:** eligibility for ENGL 836/848 and completion of MATH 110 or equivalent with a grade of C or higher. Pass/No Pass or letter grade option. (AA: Area E2b, CSU)

Online/Evening Course

53311	CIS 254 OLH	Intro Mtg	5:00-6:00pm	19-107	Green, M.	4.0
Introductory meeting for section 53311:					6/20	
See pages 53-54						
Start and end dates for section 53311:					6/20	8/8

**CIS 278 (CSI) PROGRAMMING METHODS: C++**

Continuation of CIS 254. Object-oriented programming methodology for both computer science majors and computer professionals. Systematic approach to design, construction, and management of computer programs; emphasizing program documentation, testing, debugging, maintenance and software reuse. Also includes UML, virtual machines, exception handling, sorting and searching algorithms, recursion, fundamental graphics, and computer ethics. This course conforms to the ACM CS1 standards. Plus minimum of 16 hours by arrangement.

Prerequisite: MATH 120 or equivalent; CIS 254 or equivalent; both with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 836. Pass/No Pass or letter grade option. (AA: Area C1/Area E2b, CSU: Area B4, UC)

Online/Evening Course

53494	CIS 278 OLH	Intro Mtg 6:00-7:00pm	19-121	Timlin, R.	4.0
	Introductory meeting for section 53494: 6/20				
	See pages 53-54				
	Start and end dates for section 53494: 6/20 8/11				

CIS 379 INTERNET PROGRAMMING: XML

Comprehensive course in XML (eXtensible Markup Language). Includes writing well-formed and valid XML, the use of DTDs (Document Type Definitions), XML Schema, RSS, CSS (Cascading Style Sheets), XHTML and XSLT (eXtensible Style Sheet Language Transformation) for formatting; and advanced topics such as XPath and the Document Object Model (DOM). **Prerequisite:** CIS 111 or CIS 254 or equivalent.

Recommended Preparation: eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (AA, CSU)

Online/Evening Course

52005	CIS 379 OLH	Intro Mtg 6:30-7:30pm	19-121	Bohan, J.	3.0
	Introductory meeting for section 52005: 6/21				
	See pages 53-54				
	Start and end dates for section 52005: 6/21 8/2				

CIS 680MC INTERNET PROGRAMMING: PYTHON

Comprehensive course in Python, an open-source dynamic object-oriented scripting language. Covers variables, arrays, lists, tuples, dictionaries, functions, methods, classes, objects, and writing server-side Python scripts for the Web. Also covered are exception handling, regular expressions, and modules. An introduction to SQL and MySQL database, and advanced topics such as Model-View-Controller architecture and Web application development with the Django framework. **Prerequisite:** CIS 254 or equivalent. **Recommended Preparation:** eligibility for ENGL 838/848. Pass/No Pass or letter grade option. (CSU)

Online Course

54481	CIS 680MC OLH	See pages 53-54	Online-CRS	Putnam, D.	4.0
	Start and end dates for section 54481: 6/20 8/11				

COSMETOLOGY**COSM 732 ADVANCED COSMETOLOGY I**

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

50592	COSM 732 A6	Daily	8:00 8:50	5-202	Nalls, A.	5.0
		Daily	9:00 12:05	5-260		
	Start and end dates for section 50592: 6/20 7/28					

NOTE: Lecture meets from 8:00-8:50 am, and lab meets from 9:00 am-12:05 pm.

COSM 742 ADVANCED COSMETOLOGY II

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

50596	COSM 742 A6	Daily	12:40 1:30	5-202	Boosalis, M.	5.0
		MTWTh	1:40 4:50	5-260		
	Start and end dates for section 50596: 6/20 7/28					

NOTE: Lecture meets from 12:40-1:30 pm, and lab meets from 1:40-4:50 pm.

DENTAL ASSISTING**DENT 763 DENTAL RADIOLOGY**

This course is designed to meet the standards established by the Board of Dental Examiners for the operation of dental radiographic equipment in California in a one semester format. Includes both didactic and clinical application, utilizing both DXTR mannikin and 3 patients. This course includes study of radiation, legislation, effects and protection, exposing techniques for the adult, pedodontic, mixed dentition, and edentulous patients. This course utilizes and details the various types of dental films, identification and correction of faulty films, developing and processing procedures, record maintenance, and the mounting and evaluation of films. This course emphasizes the student's individual development. A California State Dental X-ray License will be issued by the Dental Assisting Department thru COMDA to students who successfully complete this course with a 75% or higher. **The purchase of a Dental Radiology Student Supply Kit is required. A \$16.00 materials fee is payable upon registration. Corequisite:** concurrent enrollment in or successful completion of DENT 731 or DENT 732 or currently employed clinically in a dental office. (Fall and Spring.) (AA)

54247	DENT 763 A8	MW	12:35 1:40	5-352	Herold, R.	2.0
		MW	9:00 12:05	5-352		
	Start and end dates for section 54247: 6/20 8/10					

DIGITAL MEDIA

DGME 102 MEDIA LAW & ETHICS

Why do you think they're called "illegal" downloads? In this course, students will examine U.S. law and regulation governing mass media, from print to the Internet. Students will also examine the ethical conflicts faced by media professionals. Topics include: freedom of speech, citizen journalism, defamation, privacy, copyright, obscenity, truth, ethics, and advertising. This course will help prepare future media producers to work in industries that have significant influence over society. **Recommended Preparation:** eligibility for ENGL 838/848 or equivalent. (AA: Area C3/Area E2c, CSU: Area D, UC: Area 4)

Online Course

54447	DGME 102 OLH	See pages 53-54	Online-CRS	Bennett, D.	3.0
		Start and end dates for section 54447:	6/20	8/11	

DGME 161 MEDIA DESIGN IV: FIREWORKS

This course will cover the use and creation of media graphic techniques as we explore important concepts: effective screen design, pixel aspect ratio, chroma key, color models, overlays, DVD menus, interactive buttons, hotspots, animation and integration with other programs. Students will produce functional interface designs for web, video, and broadcast. Software: Adobe Fireworks® **Recommended Preparation:** DGME 212 or equivalent and eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA, CSU)

Online Course

54594	DGME 161 OLH	See pages 53-54	Online-CRS	Bennett, D.	3.0
		Start and end dates for section 54594:	6/20	8/11	

DGME 680MA DIGITAL MEDIA CAREER PATHWAYS

This course will focus on digital media career avenues within creative industries. The course details the various skills needed in the areas of Graphic Design, Gaming and Animation, Interactive media, Broadcast, Digital Photography and Digital Music. Those who complete the course will have an idea as to what digital media area(s) they may want to pursue as well as how to go about actively pursuing them. **Recommended Preparation:** eligibility for ENGL 838/848 or equivalent. Pass/No Pass or letter grade option. (AA: Area E5d, CSU)

Online Course

54592	DGME 680MA OLH	See pages 53-54	Online-CRS	Bennett, D.	3.0
		Start and end dates for section 54592:	6/20	8/11	

ECONOMICS

ECON 100 PRINCIPLES OF MACROECONOMICS

The American economy: the price system; the role of business, labor, and government; the money and banking system; trends of national income and factors in its determination; problems and policies for stabilization and growth. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

51308	ECON 100 A6	MTWTh	8:10	10:15	14-102	Roghani, M.	3.0
			Start and end dates for section 51308:	6/20	7/28		

52965	ECON 100 B6	MTWTh	1:10	3:15	14-117	Shokouhbaksh, A.	3.0
			Start and end dates for section 52965:	6/20	7/28		

Evening Course

50608	ECON 100 J8	MW	6:30	9:35	14-117	Shokouhbaksh, A.	3.0
			Start and end dates for section 50608:	6/20	8/10		

ECON 102 PRINCIPLES OF MICROECONOMICS

Supply, demand and price determination in a market economy; business firm's costs, revenues; and price policies under conditions of competition through monopoly; role of government in cases of market failure; determination of wages, rent, interest, and profits; international trade and finance; comparative economic systems of other nations. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D, UC: Area 4)

51309	ECON 102 A6	MTWTh	10:30	12:35	14-102	Roghani, M.	3.0
			Start and end dates for section 51309:	6/20	7/28		

Evening Course

52955	ECON 102 J8	TTh	6:30	9:20	14-117	Staff	3.0
			Start and end dates for section 52955:	6/21	8/11		

ELECTRONICS TECHNOLOGY

ELEC 144 SOLAR ENERGY FUNDAMENTALS

Covers the fundamentals of solar energy production, including both thermal and photovoltaic technologies. Included will be an overview of applicable electrical principles, load analysis, evaluation of the solar resource, system sizing principles and coverage of the components included in off-grid and grid interactive systems. The lab section provides hands-on experience in building and testing solar based systems. Information will also be provided on the California rebate process and installer certification requirements for residential-based solar energy systems. **Prerequisites:** eligibility for MATH 110 or 111 or equivalent and completion of ELEC 110 or equivalent, or equivalent experience.

Evening Course

54523	ELEC 144 J8	WTh	6:10	9:00	19-36	Abboud, S.	4.0
		WTh	3:00	6:00	19-36		
			Start and end dates for section 54523:	6/22	8/11		

ELEC 231 BASIC APPLIED ELECTRONIC MATHEMATICS

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

Evening Course

54421	ELEC 231 J6	MTW	6:10	7:50	19-107	Staff	2.0
			Start and end dates for section 54421:	6/20	7/27		

ELEC 232 ADVANCED ELECTRONICS MATH

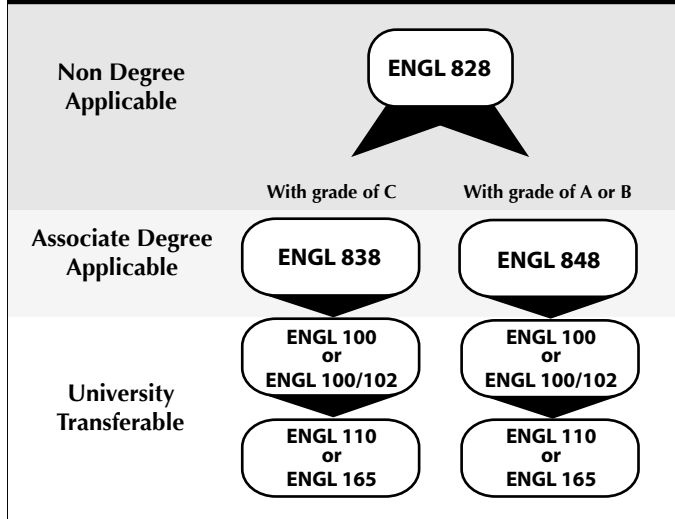
In-depth applications of algebra, trigonometry, logarithms, graphing, as applied to amplifier, oscillator, and microwave circuits. **Prerequisite:** ELEC 231 with a grade of C or higher. (AA, CSU)

Evening Course

54422	ELEC 232 J6	M	6:10	9:20	19-105	Staff	1.0
			Start and end dates for section 54422:	6/20	7/26		

ENGLISH AND LITERATURE

ENGLISH COURSE SEQUENCE



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

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

ENGL 100 COMPOSITION AND READING

Intensive reading and writing based on the study of primarily nonfiction materials. Students write a minimum of 8,000 words; writing emphasizes expository forms. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 838/848 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher OR appropriate skill level indicated by the English placement tests and other measures; OR ENGL 836 with a grade of C or higher and READ 836 with Pass or a grade of C or higher or eligibility for 400-level Reading courses (indicated by the Reading placement tests and other measures). **Recommended Preparation:** Reading courses at the 400 level are designed for students enrolled in ENGL 100 or higher level courses. (AA: Area C2/ Area E2a, CSU: Area A2, UC: Area 1A)

50618	ENGL 100 A6	MTWTh	8:10 10:15	16-201	Fitzgerald, V.	3.0
Start and end dates for section 50618: 6/20 7/28						
52931	ENGL 100 B6	MTWTh	8:10 10:15	16-202	Jones, B.	3.0
Start and end dates for section 52931: 6/20 7/28						
50619	ENGL 100 C6	MTWTh	10:30 12:35	16-202	Jones, B.	3.0
Start and end dates for section 50619: 6/20 7/28						
51504	ENGL 100 D6	MTWTh	10:30 12:35	16-201	Fitzgerald, V.	3.0
Start and end dates for section 51504: 6/20 7/28						

54356	ENGL 100 E6	MTWTh	10:30 12:35	16-205	Webb, R.	3.0
Start and end dates for section 54356: 6/20 7/28						

Evening Courses

52982	ENGL 100 J8	MW	6:30 9:35	16-104	Smith, M.	3.0
Start and end dates for section 52982: 6/20 8/10						
50621	ENGL 100 K8	TTh	6:30 9:20	16-104	Smith, M.	3.0
Start and end dates for section 50621: 6/21 8/11						

Online Course

54207	ENGL 100 OLH	See pages 53-54	Online-CRS	Heyman, J.	3.0
Start and end dates for section 54207: 6/20 8/11					

ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write eight to ten thousand words in expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. (AA: Area E2a/Area E5c, CSU: Area A3, UC: Area 1B)

50624	ENGL 110 A6	MTWTh	8:10 10:15	16-101	Cutler, M.	3.0
Start and end dates for section 50624: 6/20 7/28						
52389	ENGL 110 B6	MTWTh	10:30 12:35	16-104	Brennan, M.	3.0
Start and end dates for section 52389: 6/20 7/28						
54414	ENGL 110 C6	MTWTh	10:30 12:35	16-101	Cutler, M.	3.0
Start and end dates for section 54414: 6/20 7/28						
54495	ENGL 110 D6	MTWTh	1:00 3:05	16-204	Carranza, J.	3.0
Start and end dates for section 54495: 6/20 7/28						

Evening Course

50627	ENGL 110 K8	TTh	6:30 9:20	16-101	Bliss, K.	3.0
Start and end dates for section 50627: 6/21 8/11						

ENGL 161 CREATIVE WRITING I

Craft of writing short fiction and poetry. Students write a minimum of two short stories and a complete poetry project. **A \$5.00 materials fee is payable upon registration.** **Prerequisite:** eligibility for ENGL 100 or equivalent. Pass/No Pass or letter grade option. (AA: Area E2a, CSU: Area C2, UC)

Evening Course

51395	ENGL 161 JX	MW	6:00 9:25	18-204	Reynolds, R.	3.0
Start and end dates for section 51395: 6/20 8/3						

ENGL 162 CREATIVE WRITING II

Further instruction in the writing of fiction and/or poetry. Students plan and complete an extensive creative writing project through agreement with the instructor. **A \$5.00 materials fee is payable upon registration.** Pass/No Pass or letter grade option (AA: Area E2b, CSU: Area C2, UC)

Evening Course

51396	ENGL 162 JX	MW	6:00 9:25	18-204	Reynolds, R.	3.0
Start and end dates for section 51396: 6/20 8/3						

ENGL 163 CREATIVE WRITING III

Instruction in the writing of fiction or poetry for advanced students, with an emphasis on longer works. **A \$5.00 materials fee is payable upon registration.** Pass/No Pass or letter grade option. May be taken twice for a maximum of 6 units. (AA: Area E2b, CSU: Area C2, UC)

Evening Course

51397	ENGL 163 JX	MW	6:00 9:25	18-204	Reynolds, R.	3.0
Start and end dates for section 51397: 6/20 8/3						

ENGL 165 ADVANCED COMPOSITION

Advanced techniques of essay and report writing, with particular emphasis on critical thinking, persuasive and other rhetorical strategies, and research methods. Includes formal instruction in principles of logical thinking, including inductive and deductive reasoning, logical fallacies, and methods of analysis and evaluation. Plus minimum 16 hours by arrangement per term. **Prerequisite:** ENGL 100 with a grade of C or higher. (AA: Area E2b/Area E2c, CSU: Area A3, UC: Area 1B)

Evening Course

50943	ENGL 165 J8	TTh	6:30 9:20	16-102	Herman, A.	3.0
Start and end dates for section 50943:				6/21	8/11	

ENGL 848 INTRODUCTION TO COMPOSITION AND READING

Practice in reading, writing, listening, speaking, and thinking to develop and refine composition proficiency. Plus minimum 16 hours by arrangement per term. English 848 is a prerequisite for entrance into English 100. All students who received a grade of C in ENGL 828 are strongly advised to enroll in ENGL 838. **Prerequisite:** appropriate skill level indicated by the English placement tests and other measures; OR ENGL 828 or 400 with a grade of C or higher; OR ESL 400 with a grade of C or higher; OR ENGL 826 with a grade of C or higher and READ 826 with Pass or a grade of C or higher (or eligibility for READ 836 or 400-level Reading course). (AA: Area E2a)

54398	ENGL 848 A6	MTWTh	9:40 12:00	16-206	Kitamura, J.	4.0
Start and end dates for section 54398:				6/20	7/28	
50631	ENGL 848 B6	MTWTh	9:40 12:00	16-204	Carranza, J.	4.0
Start and end dates for section 50631:				6/20	7/28	
51970	ENGL 848 C6	MTWTh	10:30 12:50	16-102	Reynolds, R.	4.0
Start and end dates for section 51970:				6/20	7/28	

Evening Courses

50633	ENGL 848 J8	MW	6:00 10:05	16-105	Mahler, K.	4.0
Start and end dates for section 50633:				6/20	8/10	
53749	ENGL 848 K8	TTh	6:00 9:50	16-105	Mahler, K.	4.0
Start and end dates for section 53749:				6/21	8/11	

ENGL 850 WRITING WORKSHOP

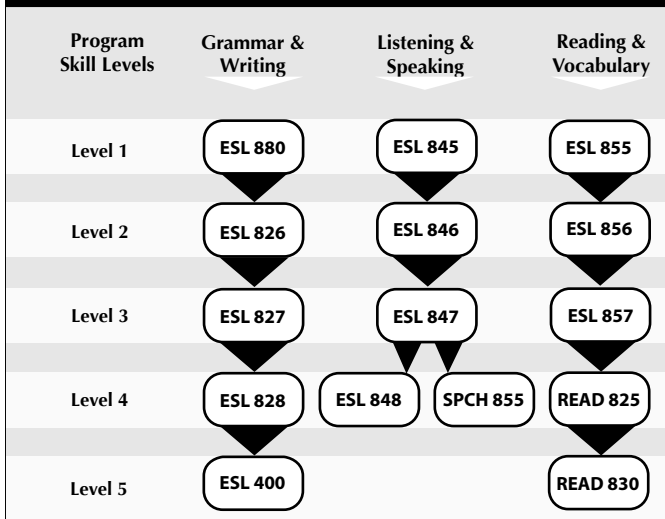
For students having difficulty with their writing. Assistance in writing projects is given to students with work in progress. Individual appointments with faculty. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. (Units do not apply toward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

50638	ENGL 850 AO	Hrs By Arrangement	18-104	Steele, K.	0.5-3.0
Start and end dates for section 50638:				6/20	7/28

ENGLISH AS A SECOND LANGUAGE

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

ESL COURSE SEQUENCE (English as a Second Language)



ESL 850 WRITING WORKSHOP

Assistance in writing tasks is given to native speakers of languages other than English. Individual appointments with faculty. Pass/No Pass or letter grade option. Open entry/open exit. May be taken four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

52392	ESL 850 AO	Hrs By Arrangement	18-104	Hertig, C.	0.5-3.0
Start and end dates for section 52392:		6/20	7/28		

ESL 895 INDIVIDUALIZED READING IMPROVEMENT FOR NON-NATIVE SPEAKERS

Improve reading skills. Practice methods of increasing comprehension and vocabulary to meet specific student needs. May include computer-assisted and audio-visual instruction. Open to all non-native speakers of English. Students may enroll in this self-paced course any time through the 4th week of the session. **Recommended Preparation:** SLEP Reading Placement Score of 15 or higher. Pass/No Pass grading. May be taken up to four times for a maximum of 12 units. (Units do not apply toward AA/AS degree.)

53020	ESL 895 AO	Hrs By Arrangement	18-101	Ridgway, K.	0.5-3.0
Start and end dates for section 53020:		6/20	7/28		

ESL 896 ESSENTIAL VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH

A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.)

52464	ESL 896 AO	Hrs By Arrangement	18-101	Ridgway, K.	0.5-1.5
Start and end dates for section 52464:		6/20	7/28		

English as a Second Language courses continued on next page

View current open classes at collegeofsanmateo.edu/webschedule

ESL 897 VOCABULARY FOR NON-NATIVE SPEAKERS OF ENGLISH

A self-paced, individualized course designed to help non-native speakers of English build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. (Unit does not apply toward AA/AS degree.)

52465	ESL 897 AO	Hrs By Arrangement	18-101	Ridgway, K.	0.5-1.5
	Start and end dates for section 52465:		6/20	7/28	

ESL 898 COMPREHENSIVE GRAMMAR REVIEW FOR NON-NATIVE SPEAKERS

A maintenance course designed specifically for new and continuing ESL students. Review and practice of grammatical structures which are generally problematic for ESL students, including verb tenses, passive voice, articles, prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing. **Recommended Preparation:** completion of ESL 827 with a grade of C or higher, or appropriate skill level as indicated by placement tests and other measures. Pass/No Pass or letter grade option. (Units do not apply towards AA/AS degree.)

53119	ESL 898 A6	MTWTh	8:10 10:15	16-242	Ridgway, K.	3.0
	Start and end dates for section 53119:		6/20	7/28		

ETHNIC STUDIES

ETHN 101 INTRODUCTION TO ETHNIC STUDIES I

Study of the historical and cultural presence of Native Americans and La Raza in U.S.; emphasis on contributions to California's institutions. **Recommended Preparation:** eligibility for ENGL 848/838 and completion of READ 400 or 405 or 415 with a grade of C or higher OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1b/Area E5b, CSU: Area D/Area F3, UC: Area 4/Area 7C)

53158	ETHN 101 B6	MTWTh	1:10 3:15	14-102	Ramirez, R.	3.0
	Start and end dates for section 53158:		6/20	7/28		

Evening Course

52316	ETHN 101 J8	TTh	6:30 9:20	14-102	Ramirez, R.	3.0
	Start and end dates for section 52316:		6/21	8/11		

ETHN 102 INTRODUCTION TO ETHNIC STUDIES II

Study of the historical and cultural presence of African-Americans and Asians in the U.S. Emphasis on their contributions to California's institutions. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1b/Area E5b, CSU: Area D/Area F3, UC: Area 4/Area 7C)

53280	ETHN 102 A6	MTWTh	8:10 10:15	14-104	Gaines, F.	3.0
	Start and end dates for section 53280:		6/20	7/28		

52365	ETHN 102 B6	MTWTh	10:30 12:35	14-104	Gaines, F.	3.0
	Start and end dates for section 52365:		6/20	7/28		

Evening Course

54412	ETHN 102 J8	MW	6:30 9:35	14-102	Fong, J.	3.0
	Start and end dates for section 54412:		6/20	8/10		

FIRE TECHNOLOGY

FIRE 787 EMERGENCY MEDICAL TECHNICIAN I BASIC: RECENT ADVANCES

Refresher course in preparation for EMT-I recertification. Presents updated and new technology in the areas of emergency pre-hospital care. **Prerequisite:** possession of a valid EMT-I Certificate. Pass/No Pass grading. Open entry/open exit. May be taken four times to maintain skills and certification.

Saturday Course

52872	FIRE 787 S1H	Sat	9:00 4:00	12-108	Roderick, K.	1.5
	Start and end dates for section 52872:		6/25	7/30		

HEALTH SCIENCE

HSCI 100 GENERAL HEALTH SCIENCE

Survey of most prevalent health issues; emphasis is on prevention and early treatment of health related issues, and lifelong maintenance of good health. **Recommended Preparation:** eligibility for ENGL 838/848 or ESL 400 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill levels as indicated by the reading placement tests or other measures. (AA: Area e5d, CSU: Area E, UC)

54526	HSCI 100 A6	MTWTh	8:10 10:15	36-215	Smith, C.	3.0
	Start and end dates for section 54526:		6/20	7/28		

Online Course

54527	HSCI 100 OLH	See pages 53-54	Online-CRS		Beliz, T.	3.0
	Start and end dates for section 54527:		6/20	8/11		

HISTORY

HIST 100 HISTORY OF WESTERN CIVILIZATION I

The ancient world; medieval society; Renaissance and Reformation; early modern times. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill as indicated by reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D, UC: Area 3B)

51585	HIST 100 A6	MTWTh	10:30 12:35	16-209	Kornblau, J.	3.0
	Start and end dates for section 51585:		6/20	7/28		

Evening Course

52078	HIST 100 J8	TTh	6:30 9:20	14-116	Robertson, J.	3.0
	Start and end dates for section 52078:		6/21	8/11		

HIST 201 UNITED STATES HISTORY I

History of the U.S. through the Civil War. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D/Area F1, UC: Area 4/Area 7A)

51749	HIST 201 A6	MTWTh	10:30 12:35	14-116	Robertson, J.	3.0
	Start and end dates for section 51749:		6/20	7/28		

Evening Course

50659	HIST 201 J8	TTh	6:30 9:20	16-106	Constantin Jr, C.	3.0
	Start and end dates for section 50659:		6/21	8/11		

HIST 202 UNITED STATES HISTORY II

History of the U.S. from 1865 to the present. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D/Area F1, UC: Area 4/Area 7A)

51390	HIST 202 A6	MTWTh	8:10	10:15	14-117	Cox, S.	3.0
	Start and end dates for section 51390:		6/20	7/28			
51750	HIST 202 B6	MTWTh	10:30	12:35	14-117	Cox, S.	3.0
	Start and end dates for section 51750:		6/20	7/28			

LIBRARY STUDIES

LIBR 100 INTRODUCTION TO LIBRARY RESEARCH

An introduction to library resources and research. Provides a practical, hands-on introduction to library research. Topics covered include formulating and refining a research question, library organization, using reference materials, searching the online catalog and databases, avoiding plagiarism, and citing sources. Pass/No Pass or letter grade option. (AA: Area C3/Area E5d, CSU, UC)

54554	LIBR 100 G3	MTWTh	10:30	11:45	9-200	Alaniz, M.	1.0
	Start and end dates for section 54554:		6/20	7/7			

LIBR 105 ADVANCED ONLINE RESEARCH

Development of advanced online research skills with an emphasis on effective techniques for accessing and searching online databases and other research tools to identify and evaluate quality information.

Recommended Preparation: LIBR 100 or LIBR 107. Pass/No Pass or letter grade option. (AA: Area E5d, CSU, UC)

Online Course

54555	LIBR 105 OLH	See pages 53-54	Online-CRS			Morris, T.	3.0
	Start and end dates for section 54555:	6/20	8/11				

MANAGEMENT

Also see *Business*

MGMT 215 MANAGEMENT OF HUMAN RESOURCES

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

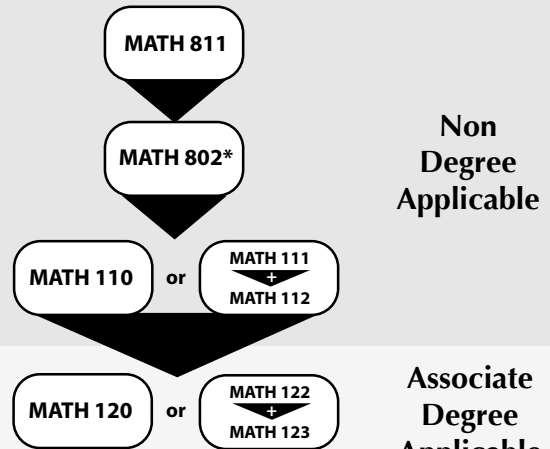
Evening Class

54387	MGMT 215 J7	WTh	6:10	9:35	36-215	Erickson, C.	3.0
	Start and end dates for section 54387:		6/22	8/4			

MATHEMATICS

MATHEMATICS COURSE SEQUENCE

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



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

See the CSM Catalog, your counselor, or assist.org for transferable math courses related to your preferred major.

University Transferable

MATH 110 ELEMENTARY ALGEBRA

A study of elementary algebra including introduction to: signed number operations, order of operations, linear equations, and inequalities in one and two variables, systems of linear equations, exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** appropriate score on the College Placement Test and other measures as appropriate; OR MATH 811 with a grade of C or higher; OR MATH 802 with a grade of C or higher. **Recommended Preparation:** concurrent enrollment in READ 830. (Units do not apply toward AA/AS degree.)

50673	MATH 110 A8	MTWTh	8:00	10:20	18-201	Siawoush Moughadam, S.	5.0
	Start and end dates for section 50673:		6/20	8/11			
50674	MATH 110 B8	MTWTh	10:30	12:50	18-201	Ionel, E.	5.0
	Start and end dates for section 50674:		6/20	8/11			

MATH 111 ELEMENTARY ALGEBRA I

Covers first half of MATH 110. First half of a study of elementary algebra including introduction to: signed number operations, order of operations, linear equations and inequalities in one and two variables, systems of linear equations, exponents. Plus 16 minimum hours by arrangement per term. Extra supplies may be required. **Prerequisite:** appropriate score on the College Placement Test and other measures as appropriate; OR MATH 811 with a grade of C or higher; OR MATH 802 with a grade of C or higher. **Recommended Preparation:** concurrent enrollment in READ 830. (Units do not apply toward AA/AS degree.)

53798	MATH 111 A6	MTWTh	10:30	12:35	16-140	Hellerstein, N.	3.0
	Start and end dates for section 53798:		6/20	7/28			

Evening Course

50676	MATH 111 J8	TTh	6:30	9:20	18-201	Urman, R.	3.0
	Start and end dates for section 50676:		6/21	8/11			

Mathematics courses continued on next page

MATH 112 ELEMENTARY ALGEBRA II

Covers second half of MATH 110. Second half of a study of elementary algebra including introduction to: exponents, polynomial operations, factoring, rational expressions and equations, roots, radicals and radical equations, and quadratic equations. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** satisfactory completion of MATH 111. **Recommended Preparation:** concurrent enrollment in READ 830. (Units do not apply toward AA/AS degree.)

53083	MATH 112 A6	MTWTh	8:10 10:15	16-141	Shao, L.	3.0
	Start and end dates for section 53083:		6/20	7/28		

Evening Course

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

MATH 115 GEOMETRY

Geometric properties of plane and solid figures, using real number system. Plus 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** Satisfactory completion of MATH 110 or 112 or an equivalent course at a post-secondary institution with a grade of C or higher or appropriate score on the College Placement Test and other measures as appropriate.

51785	MATH 115 A8	MTWTh	10:30 12:50	18-205	Feinman, Y.	5.0
	Start and end dates for section 51785:		6/20	8/11		

MATH 120 INTERMEDIATE ALGEBRA

A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. Plus 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** satisfactory completion of MATH 110 or 112 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** MATH 115 and READ 830. (AA: Area C1/Area E2c)

50679	MATH 120 A8	MTWTh	8:00 10:20	18-205	Shender, E.	5.0
	Start and end dates for section 50679:		6/20	8/11		

50680	MATH 120 B8	MTWTh	8:00 10:20	18-207	Gavryshova, N.	5.0
	Start and end dates for section 50680:		6/20	8/11		

50682	MATH 120 C8	MTWTh	10:30 12:50	18-207	Malucci, R.	5.0
	Start and end dates for section 50682:		6/20	8/11		

MATH 122 INTERMEDIATE ALGEBRA I

First half of MATH 120. A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** satisfactory completion of MATH 110 with a grade of C OR higher or MATH 112 with a grade of C or higher OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** MATH 115 and READ 830. (AA)

50684	MATH 122 A6	MTWTh	10:30 12:35	16-141	Loukianoff, V.	3.0
	Start and end dates for section 50684:		6/20	7/28		

MATH 123 INTERMEDIATE ALGEBRA II

Second half of MATH 120. A comprehensive review of elementary algebra with certain topics studied in greater depth. Extension of fundamental algebraic concepts and operations, problem solving and applications, linear, quadratic, rational, and radical equations, equations in two variables, graphs, systems of equations, complex numbers, exponential and logarithmic functions, sequences and series. MATH 122 and 123 together are equivalent to MATH 120. Plus minimum 16 hour by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 122 with a grade of C or higher. **Recommended Preparation:** MATH 115 and READ 830. (AA: Area C1/Area E2c)

50685	MATH 123 A6	MTWTh	10:30 12:35	18-303	Siawoush Moughadam, S.	3.0
	Start and end dates for section 50685:		6/20	7/28		

MATH 125 ELEMENTARY FINITE MATHEMATICS

Systems of linear equations and inequalities, matrices, set theory, logic, elementary probability, linear programming, and mathematics of finance. Plus one hour by arrangement per week. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (AA: Area E2c, CSU: Area B4, UC: Area 2A)

50686	MATH 125 A6	MTWTh	8:10 10:15	18-301	Davis, W.	3.0
	Start and end dates for section 50686:		6/20	7/28		

50687	MATH 125 B6	MTWTh	10:30 12:35	18-305	Gavryshova, N.	3.0
	Start and end dates for section 50687:		6/20	7/28		

MATH 130 ANALYTIC TRIGONOMETRY

Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations, radian measure; inverse functions; and solution of triangles. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** completion of READ 400 or 405. (AA: Area E2c, CSU: Area B4)

54243	MATH 130 A6	MTWTh	7:55 10:25	18-303	Kalantar, M.	4.0
	Start and end dates for section 54243:		6/20	7/28		

53800	MATH 130 B6	MTWTh	7:55 10:25	18-305	Malucci, R.	4.0
	Start and end dates for section 53800:		6/20	7/28		

Evening Course

54245	MATH 130 J6	MTWTh	4:25 6:55	18-303	Feinman, Y.	4.0
	Start and end dates for section 54245:		6/20	7/28		

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS

Representation of data, use and misuse of statistics, measures of central tendency and dispersion, probability sampling distributions, statistical inference, regression and correlation, contingency tables, and non-parametric methods. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405 (AA: Area C1/AreaE2c, CSU: Area B4, UC: Area 2A)

50693	MATH 200 A6	MTWTh	7:55 10:25	18-307	Gurskaya, M.	4.0
	Start and end dates for section 50693:		6/20	7/28		

50694	MATH 200 B6	MTWTh	7:55 10:25	16-107	Tarski, J.	4.0
	Start and end dates for section 50694:		6/20	7/28		

50695	MATH 200 C6	MTWTh	10:30 1:00	16-107	Tarski, J.	4.0
	Start and end dates for section 50695:		6/20	7/28		

MATH 222 PRECALCULUS

Study of more advanced algebra including the theory of equations, complex numbers, logarithmic and exponential functions, sequences and series, mathematical induction; review of trigonometry and topics of analytical geometry. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 130 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area C1/Area E2c, CSU: Area B4, UC: Area 2A)

50696	MATH 222 A8	MTWTh	8:00 10:20	16-140	Loukianoff, V.	5.0
	Start and end dates for section 50696: 6/20 8/11					
52241	MATH 222 B8	MTWTh	10:30 12:50	18-302	Zemskova, O.	5.0
	Start and end dates for section 52241: 6/20 8/11					

MATH 241 APPLIED CALCULUS I

Selected topics from analytic geometry, plus basic techniques of both differential and integral calculus. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 120 or 123 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area C1/Area E2c, CSU: Area B4, UC: Area 2A*)

50697	MATH 241 A8	MTWTh	8:00 10:20	16-243	Cembellin, Z.	5.0
	Start and end dates for section 50697: 6/20 8/11					

MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I

Study of limits, continuity, the derivative, and its applications, and the definite integral. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 222 OR appropriate score on the College Placement Test and other measures as appropriate. **Recommended Preparation:** READ 400 or 405. (AA: Area C1/Area E2c, CSU: Area B4, UC: Area 2A)

50698	MATH 251 A8	MTWTh	8:00 10:20	18-304	Feinman, Y.	5.0
	Start and end dates for section 50698: 6/20 8/11					
51271	MATH 251 B8	MTWTh	10:30 12:50	18-304	Kalantar, M.	5.0
	Start and end dates for section 51271: 6/20 8/11					

MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II

Study of the Fundamental Theorem of Calculus, techniques of integration, applications of the definite integral, exponential, logarithmic and hyperbolic functions, polar coordinates, conic sections, infinite series, Taylor series, and Taylor's formula. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 251. **Recommended Preparation:** READ 400 or 405. (AA, CSU: Area B4, UC: Area 2A)

50699	MATH 252 A8	MTWTh	10:30 12:50	18-301	Shender, E.	5.0
	Start and end dates for section 50699: 6/20 8/11					

MATH 270 LINEAR ALGEBRA

Vectors and matrices applied to linear equations and linear transformations; real and inner product spaces. Plus minimum 16 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** MATH 252 or equivalent. **Recommended Preparation:** READ 400 or 405; completion of or concurrent enrollment in MATH 231. (AA, CSU: Area B4, UC: Area 2A)

52695	MATH 270 A6	MTWTh	10:30 12:35	18-307	Davis, W.	3.0
	Start and end dates for section 52695: 6/20 7/28					

MATH 811 ARITHMETIC REVIEW

Basic arithmetic involving whole numbers, signed numbers, fractions, decimals, and percents; estimation, number sense, calculator skills, area and volume, and applications. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** concurrent enrollment in READ 825. Pass/No Pass grading. (Units do not apply toward AA/AS degree.)

53804	MATH 811 A6	MTWTh	8:10 10:15	18-302	Zemskova, O.	3.0
	Start and end dates for section 53804: 6/20 7/28					

Evening Course

54394	MATH 811 J8	TTh	6:30 9:20	18-205	lonel, E.	3.0
	Start and end dates for section 54394: 6/21 8/11					

MUSIC

MUS. 100 FUNDAMENTALS OF MUSIC

Learn how to read music and perform it at sight. Recommended for beginning students. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

52696	MUS. 100 A6	MTWTh	8:10 10:15	2-250	Ferguson, C.	3.0
	Start and end dates for section 52696: 6/20 7/28					

MUS. 202 MUSIC LISTENING AND ENJOYMENT

Survey of the music of Western Civilization. Enhances enjoyment and appreciation of the world's great music. No musical experience required. **Recommended Preparation:** eligibility for ENGL 848. (AA: Area E5c, CSU: Area C1, UC: Area 3A)

50705	MUS. 202 A6	MTWTh	1:10 3:15	2-110	Lim, B.	3.0
	Start and end dates for section 50705: 6/20 7/28					

MUS. 301 PIANO I

Elementary piano instruction. Individual attention, assignments, and performance in a class situation. Designed for those with no previous piano playing experience. Plus minimum 32 practice hours per term. (AA, CSU, UC)

53069	MUS. 301 A6	MTWTh	10:30 12:35	2-240	Ferguson, C.	1.0
	Start and end dates for section 53069: 6/20 7/28					

MUS. 371 GUITAR I

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

Evening Course

53295	MUS. 371 JX	MW	6:30 9:35	2-150	Ferguson, C.	1.0
	Start and end dates for section 53295: 6/20 8/10					

MUS. 372 GUITAR II

Continuation of MUS. 371 with emphasis on solo performance. Plus minimum 32 practice hours per term. Students must supply their own instruments. **Prerequisite:** MUS. 371. (AA, CSU, UC)

Evening Course

53281	MUS. 372 JX	MW	6:30 9:35	2-150	Ferguson, C.	1.0
	Start and end dates for section 53281: 6/20 8/10					

MUS. 373 GUITAR III

Continuation of MUS. 372 with emphasis on solo performances. Plus minimum 32 practice hours per term. Students must supply their own instruments. **Prerequisite:** MUS. 372. (AA, CSU, UC)

Evening Course

53292	MUS. 373 JX	MW	6:30 9:35	2-150	Ferguson, C.	1.0
	Start and end dates for section 53292: 6/20 8/10					

Music courses continued on next page

MUS. 374 GUITAR IV

Continuation of MUS. 373 with emphasis on solo performances. Plus minimum 32 practice hours per term. Students must supply their own instruments. **Prerequisite:** MUS. 373. May be taken four times for a maximum of 4 units. (AA, CSU, UC)

Evening Course

53294	MUS. 374 JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
Start and end dates for section 53294:			6/20	8/10			

MUS. 665MK ADVANCED GUITAR STUDIES

Students prepare a major composition from each of the historical periods: Renaissance, Baroque, Classical, Romantic, and Modern. Extended repertoire performance is required at both mid-term and final exam concert performances. Additional performances (Showcases) are also required, demonstrating traditional works from the standard repertoire. Each performance must have one work played from memory. Additional works will be assigned for further technique development, preparing these advanced students at a professional level. Pass/No Pass grading. (AA, CSU)

Evening Course

54338	MUS. 665MK JX	MW	6:30	9:35	2-150	Ferguson, C.	1.0
Start and end dates for section 54338:			6/20	8/10			

NURSING

NURS 610 BASIC MEDICATION DOSAGE CALCULATIONS FOR NURSES

Prepares nursing students to calculate oral and parenteral drug dosages with a focus on safety and accuracy. Students will learn the different systems of measurements and conversion of one system to another. Calculation accuracy will be emphasized by using critical thinking skills and applying these skills to clinical scenarios. **Prerequisite:** Pass the CSM Math Placement Test 3 with a score of 21 or above, or have completed MATH 120 (Intermediate Algebra) or equivalent with a grade C or higher. Pass/No Pass grading. Course may be repeated four times for a maximum of four units. (AA, CSU)

52575	NURS 610 S2H	WTh	8:00	4:00	5-390	Isaeff, T.	1.0
Start and end dates for section 52575:			7/6	7/7			

Weekend Course

53754	NURS 610 S3H	SaSu	8:00	4:00	5-390	Isaeff, T.	1.0
Start and end dates for section 53754:			7/30	7/31			

NURS 615 PHARMACOLOGY FOR NURSES: PRACTICAL APPLICATIONS

Provides practical application of the pharmacological principles of drug therapy to Nursing practice. Discussion will stress the utilization of key drugs prescribed to treat different disease states. Lectures are organized by body system in order to correlate with the nursing pharmacology text currently being used and the "Top 200 medications" prescribed annually. Pass/No Pass grading. (AA, CSU)

Saturday Course

54209	NURS 615 S1H	Sat	9:10	5:00	5-390	Isaeff, T.	1.0
Start and end dates:			7/9	7/9			
Start and end dates:			7/16	7/23			

NURS 630 INTRODUCTION TO MEDICAL TERMINOLOGY

This online course is designed to familiarize students with the basics of vocabulary used in the medical and health professions. Medical terminology is taught by using a systematic word-building approach. This four week self-paced course requires excellent time management skills, computer skills and commitment by the student. Required online exercises and tests will be submitted electronically every Friday. The final exam will be on campus. To increase competency, may be taken twice for a maximum of 6 units. (AA, CSU)

Online Courses

54253	NURS 630 OLH	Intro Mtg 9:00-10:00 am	19-124	Hantz, S.	3.0
Introductory meeting for section 54253: 6/21					
See pages 53-54					
Start and end dates for section 54253:			6/21	7/19	
54255	NURS 630 OMH	Intro Mtg 2:30-3:30 pm	19-124	Hantz, S.	3.0
Introductory meeting for section 54255: 7/5					
See pages 53-54					
Start and end dates for section 54255:			7/5	8/2	

NURS 666 CAREERS IN NURSING

This course provides an overview of nursing roles, educational requirements, responsibilities, job opportunities and settings for nursing practice. The course is designed for potential nursing majors and non-nursing majors. Students are required to attend both Saturday and Sunday classes. Pass/No Pass grading. (AA: Area E5d, CSU)

Weekend Course

52743	NURS 666 S1H	SaSu	9:10	5:00	5-390	Isaeff, T.	1.0
Start and end dates for section 52743:			6/25	6/26			

NURS 680MB BRIDGE COURSE FOR ADVANCED ENTRY STUDENTS

This bridge course is designed for students who have been accepted into the CSM Nursing Program at an advanced entry point. Students for whom this course is appropriate include returning students, transfer students, LVNs, and international RNs. This course will also help students adjust to CSM's RN program, develop a learning profile, meet other students, and build a support network. The course will also provide an opportunity for students to demonstrate competency in adult physical assessment, in a timed Medication Dosage Calculation Test and in Oral Medication Administration. Pass/No Pass grading. May be taken twice for a maximum of four units. (AA, CSU)

54536	NURS 680MB A1	MTWTh	8:00	4:00	5-390	Isaeff, T.	2.0
Start and end dates for section 54536:			7/25	7/28			

NURS 800 SUCCESS STRATEGIES FOR AN R.N. PROGRAM

This course allows interested students a safe "transitional time" prior to beginning an RN program to maximize personal and educational strengths, resources and experiences in preparation to successfully meet the expectations of a Nursing Program. The goal of this course is to offer additional preparation opportunities to socialize students to the student nurse role. Recommend completion of MATH 110, BIOL 250 and be eligible for ENGL 100. (AA)

52978	NURS 800 B2	Mon	10:00	3:00	5-390	Isaeff, T.	1.0
Start and end dates:			7/18	7/18			
Start and end dates:			7/19	7/19			
Start and end dates:			7/20	7/20			

NURS 815 TRANSITION FROM 1st TO 2nd YEAR: MEDICAL SURGICAL NURSING

Refining and practicing competency in knowledge and skills application as the first year nursing student transitions to the second year. Areas of focus include multi-system physical assessment skills, communication skills, nursing process, IV therapy and vascular accesses, wound care and healing, and medication dosage calculations. Knowledge and skills will be used in simulation activities and case scenarios. This course has been designed for nursing students who have successfully completed the first year of the nursing program and are entering the second year of the program. However, nursing students who have completed NURS 211 and NURS 212 successfully but have had to exit in the second semester of the nursing program may join the transition class and participate in MedSurg transition activities. **Prerequisite:** completion of NURS 212 or equivalent. Pass/No Pass grading.

54276	NURS 815 A1	MTW	8:10	4:00	5-390	Isaef, T.	0.5-1.5
	Start and end dates for section 54276: 8/8 8/10						
54278	NURS 815 B1	MTW	8:10	4:00	5-390	Isaef, T.	0.5-1.5
	Start and end dates for section 54278: 8/1 8/3						

OCEANOGRAPHY

OCEN 100 OCEANOGRAPHY

Introduction to marine geology, chemistry, and biology. Includes the hydrologic cycle and properties of sea water and marine organisms; currents, waves, tides, coastal processes, and ecology of the ocean; continental drift and seafloor spreading. One or more field trips may be required. Plus minimum 16 hours by arrangement per term. (AA: Area E5a, CSU: Area B1/Area B2, UC: Area 5A)

Evening Course

51404	OCEN 100 J8	TTh	6:30	9:20	36-109	Galloway, J.	3.0
	Start and end dates for section 51404: 6/21 8/11						

PHILOSOPHY

PHIL 100 INTRODUCTION TO PHILOSOPHY

An introductory survey of philosophical questions and points of view from classical and contemporary perspectives. **Recommended Preparation:** eligibility for ENGL 100 and for READ 400 or 405. (AA: Area E5c, CSU: Area C2, UC Area 3B)

50709	PHIL 100 A6	MTWTh	8:10	10:15	14-118	Zoughbie, A.	3.0
	Start and end dates for section 50709: 6/20 7/28						
51449	PHIL 100 B6	MTWTh	10:30	12:35	14-218	Zoughbie, A.	3.0
	Start and end dates for section 51449: 6/20 7/28						

PHIL 103 CRITICAL THINKING

Critical analysis of arguments, creating and refining written arguments. Discussion of the media, advertising, fallacies, scientific and informal reasoning. **Recommended Preparation:** eligibility for ENGL 100 and READ 400. (AA: Area E2b, CSU: Area A3, UC)

54396	PHIL 103 A6	MTWTh	10:30	12:35	14-214	Ball, J.	3.0
	Start and end dates for section 54396: 6/20 7/28						

PHYSICAL EDUCATION

Adapted P.E.

ADAP 100 ADAPTED AQUATICS

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

50478	ADAP 100 A6	MTWTh	1:20	2:30	8-POOL	Barrilleaux, A.	0.5
	Start and end dates for section 50478: 6/20 7/28						

ADAP 110 ADAPTED GENERAL CONDITIONING

Offered primarily for students with physical limitations. Therapeutic exercise to develop muscular endurance. Pass/No Pass grading. May be repeated according to results of individual testing. (AA: Area E4, CSU, UC)

50479	ADAP 110 A6	MTWTh	9:20	10:30	5-170	Young, S.	0.5
	Start and end dates for section 50479: 6/20 7/28						
51507	ADAP 110 B6	MTWTh	12:00	1:10	5-170	Young, S.	0.5
	Start and end dates for section 51507: 6/20 7/28						

ADAP 140 ADAPTED WEIGHT CONDITIONING

Designed primarily for students with physical disabilities. Instruction includes various weight lifting techniques and exercises to enhance the students' physical well being. An individualized exercise program includes: circuit weight training, whole body movement lifts, set training, single muscle isolation and stabilization lifts, and stretching techniques. Pass/No Pass grading. (AA: Area E4, CSU, UC)

50480	ADAP 140 A6	MTWTh	10:40	11:50	5-160	Young, S.	0.5
	Start and end dates for section 50480: 6/20 7/28						

Aquatics

AQUA 109 INTERMEDIATE SWIMMING AND BEGINNING WATER POLO

Instruction in the basic swimming strokes, water polo fundamentals, and intra-class competition. Introduction to basic strategies and water polo rules. **Prerequisite:** ability to swim comfortably in deep water. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC*)

52914	AQUA 109 AX	MTWTh	8:00	9:10	8-POOL	Wright, R.	0.5
	Start and end dates for section 52914: 6/20 7/28						
54046	AQUA 109 BX	MTWTh	9:20	10:30	8-POOL	Wright, R.	0.5
	Start and end dates for section 54046: 6/20 7/28						

AQUA 127 SWIM FOR CONDITIONING

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

53116	AQUA 127 AX	MTWTh	8:00	9:10	8-POOL	Wright, R.	0.5
	Start and end dates for section 53116: 6/20 7/28						
50496	AQUA 127 BX	MTWTh	9:20	10:30	8-POOL	Wright, R.	0.5
	Start and end dates for section 50496: 6/20 7/28						
50495	AQUA 127 CX	MTWTh	10:40	11:50	8-POOL	Wright, R.	0.5
	Start and end dates for section 50495: 6/20 7/28						

AQUA 133 INDIVIDUAL SWIM CONDITIONING

Individual Swim Conditioning is for students who wish to workout and learn the basic techniques of each stroke at their own pace. Class utilizes a tailored workout that is comprised of various drills and exercises to demonstrate the value of swim fundamentals and training, making swimming easier by becoming more efficient. Plus one hour by arrangement per week. **Prerequisite:** Must be able to swim one length without touching the bottom or side walls. The course is Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

54493	AQUA 133 CX	MTWTh	10:40	11:50	8-POOL	Wright, R.	0.5
	Start and end dates for section 54493: 6/20 7/28						

AQUA 135 AQUA EXERCISE

For students who wish to exercise in a water environment. Exercises are designed to improve strength, flexibility and endurance. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Course

54385	AQUA 135 J6	TTh	5:30	7:20	8-POOL	Barrilleaux, A.	0.5
	Start and end dates for section 54385: 6/21 7/28						

Dance

DANC 121 CONTEMPORARY MODERN DANCE

Teaches fundamentals of contemporary modern dance technique. Emphasis is placed on developing body awareness, body alignment, musicality, and self expression through movement. Students will develop physical strength, flexibility, coordination, and increase movement memory. Dance combinations are taught sequentially becoming more challenging and complex as the semester progresses and culminating in a group performance. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

54499	DANC 121 A6	MTWTh	9:20	10:30	8-203	Steele, A.	0.5
	Start and end dates for section 54499: 6/20 7/28						

DANC 151 BEGINNING SOCIAL DANCE

An introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances selected from the following list are taught: East Coast Swing, Slow Waltz, Cha-Cha, Night Club Two-Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

Evening Course

53809	DANC 151 J6	MW	6:00	8:05	8-202	Walton, J.	0.5
	Start and end dates for section 53809: 6/20 7/27						

DANC 161 TANGO ARGENTINO

Introduces students to the essence of Argentine Tango (the dance of love) as well as basic improvisational skills. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Course

53824	DANC 161 L8	Fri	7:00	10:00	5-257	Delmar, K.	0.5
	Start and end dates for section 53824: 6/24 8/12						

Fitness

FITN 116 BODY CONDITIONING

A course incorporating both anaerobic and aerobic components of fitness, including flexibility, aerobic training, resistance training, and agility. Emphasis will be on a full body workout focusing on strength gains and

cardiovascular endurance. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

53821	FITN 116 A6	MTWTh	8:00	9:10	8-SOFT	Borg, N.	0.5
	Start and end dates for section 53821: 6/20 7/28						
54122	FITN 116 B6	MTWTh	8:00	9:10	5-160	Owens, L.	0.5
	Start and end dates for section 54122: 6/20 7/28						
54500	FITN 116 C6	MTWTh	12:00	1:10	5-160	Owens, L.	0.5
	Start and end dates for section 54500: 6/20 7/28						

FITN 201 BEGINNING WEIGHT TRAINING

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

Evening Courses

54375	FITN 201 JX	TTh	5:30	7:20	5-160	Chu, C.	0.5
	Start and end dates for section 54375: 6/21 7/28						
54382	FITN 201 LX	MW	5:30	7:35	5-160	Mangan, J.	0.5
	Start and end dates for section 54382: 6/20 7/27						

FITN 202 INTERMEDIATE WEIGHT TRAINING

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

Evening Courses

54376	FITN 202 JX	TTh	5:30	7:20	5-160	Chu, C.	0.5
	Start and end dates for section 54376: 6/21 7/28						
54383	FITN 202 LX	MW	5:30	7:35	5-160	Mangan, J.	0.5
	Start and end dates for section 54383: 6/20 7/27						

FITN 206 CIRCUIT WEIGHT TRAINING

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

Evening Course

54384	FITN 206 J6	TTh	7:30	9:20	5-160	Barrilleaux, A.	0.5
	Start and end dates for section 54384: 6/21 7/28						

FITN 220 WEIGHT CONDITIONING FOR VARSITY FOOTBALL

Course designed for varsity sports candidates; teaching students to use overhead weight training to build bulk and strength. Recommended only for Varsity Football candidates. FITN 220 AO: Open entry/open exit and variable units only. May be taken four times for a maximum of 8 units. (AA, Area E4, CSU, UC)

Evening Course

54125	FITN 220 J6	By Arr	18.0 Hrs/Wk		8-117	Pollack, B.	0.5-2.0
	Start and end dates for section 54125: 6/20 7/28						

FITN 235 CROSS TRAINING BOOT CAMP

Designed to incorporate various exercises including: dumbbell weights, calisthenics, whole body lifts, abdominal (core) movements, bicycle ergometer intervals, jump rope, speed drills, and flexibility exercises.

Emphasizes multiple body aerobic and anaerobic exercises to produce cross training effect. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

53818	FITN 235 A6	MTWTh	6:40 7:50	8-201	Borg, N.	0.5
	Start and end dates for section 53818:		6/20	7/28		

FITN 334 YOGA

A fitness class using yoga postures to increase flexibility and strength, to improve balance and posture, and to learn breathing techniques to relax the mind and body. This class is appropriate for all ages and abilities. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

53813	FITN 334 A6	MTWTh	8:00 9:10	8-202	Steele, A.	0.5
	Start and end dates for section 53813:		6/20	7/28		
53814	FITN 334 B6	MTWTh	10:40 11:50	8-202	Steele, A.	0.5
	Start and end dates for section 53814:		6/20	7/28		
53815	FITN 334 C6	MTWTh	12:00 1:10	8-202	Dailey, D.	0.5
	Start and end dates for section 53815:		6/20	7/28		

FITN 335 PILATES

Training of the muscles of the torso through controlled exercises that increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. Plus minimum 16 lab hours by arrangement per term. Pass/No Pass or letter grade option. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

54119	FITN 335 A6	MTWTh	8:00 9:10	5-257	Bolton, S.	0.5
	Start and end dates for section 54119:		6/20	7/28		
54259	FITN 335 B6	MTWTh	9:20 10:30	5-257	Bolton, S.	0.5
	Start and end dates for section 54259:		6/20	7/28		
54498	FITN 335 C6	MTWTh	10:40 11:50	5-257	Dailey, D.	0.5
	Start and end dates for section 54498:		6/20	7/28		

FITN 680MD PLYOMETRIC CONDITIONING

Course designed for the physiological development of strength, speed and power through a series of leaping, bounding and hopping exercises to effectively improve coordination and agility. Pass/No Pass or letter grade option. **Corequisite:** Completion of or concurrent enrollment in a Varsity or Team course related to an intercollegiate athletic program. May be taken four times for a maximum of four units. (AA: Area E4, CSU).

54494	FITN 680MD A6	MTWTh	1:20 2:30	8-BASE	Williams, D.	0.5
	Start and end dates for section 54494:		6/20	7/28		

Individual Sports

INDV 120 BADMINTON

Emphasis on skill techniques, proper footwork, rules of play, strategies, doubles and singles play for various skill levels. Tournaments in singles and doubles. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Course

53302	INDV 120 J6	MW	8:00 10:05	8-201	Mangan, J.	0.5
	Start and end dates for section 53302:		6/20	7/27		

P.E. Theory

P.E. 121 PILATES MAT I & II

For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students who would like to deepen their knowledge and skill of the Pilates Mat exercises. This course includes an introduction to the history and principles of Pilates, a review of core anatomy, beginning, intermediate, and advanced level Pilates Mat exercises as well as modifications for each exercise. This course includes lectures on class order, programming in a fitness setting, and guidelines for safely teaching special populations. Training tips are taught for advancing

clients to the higher levels. Pilates for sport specific activities are also covered. **Recommended Preparation:** BIOL 130 or 250. May be taken four times for a maximum of 4 units. Pass/No Pass or letter grade option. (AA: Area E4, CSU, UC)

Friday/Saturday Course

54501	P.E. 121 J6	FS	9:00 1:15	5-257	Bolton, S.	1.0
	Start and end dates for section 54501:		6/24	7/30		

P.E. 124 PILATES LAB

For students enrolled in the (PICP) Pilates Instructor Certificate Program and for students ready to develop their own Pilates workout routines. PICP Students are provided time to practice teaching their peers to help them acquire student teaching hours. Students are required to keep a Pilates log tracking their activities for each class session. Corequisite Preparation: prior completion or concurrent enrollment in PE 121 or 122, or 123 or equivalent. **Recommended Preparation:** BIOL 130 or 250. Pass/No Pass or letter grade option. May be four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Friday/Saturday Course

54502	P.E. 124 J6	FS	2:00 4:10	5-257	Bolton, S.	0.5
	Start and end dates for section 54502:		6/24	7/30		

Team Sports

TEAM 105 ADVANCED BASEBALL

Training class for prospective varsity baseball participants. Plus 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic baseball or equivalent. Open entry/open exit. Variable units. May be taken four times for a maximum of 16 units. (AA: Area E4, CSU, UC)

50838	TEAM 105 A6	By Arr	13.2 Hrs/Wk	8-BASE	Williams, D.	1.5
	Start and end dates for section 50838:		6/20	7/28		

TEAM 110 BASKETBALL

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

54374	TEAM 110 A6	MTWTh	9:20 10:30	8-201	Owens, L.	0.5
	Start and end dates for section 54374:		6/20	7/28		

TEAM 118 ADVANCED BASKETBALL: WOMEN

Designed as a training class for women interested in participating on the women's varsity basket ball team. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic basketball or the equivalent. May be taken four times for a maximum of 6 units. Open entry/open exit. Variable units. (AA: Area E4, CSU, UC)

53309	TEAM 118 A6	MTWTh	1:00 2:10	8-201	Warner, M.	0.5
	Start and end dates for section 53309:		6/20	7/28		

TEAM 135 ADVANCED FOOTBALL AND CONDITIONING

Basic skills review. Introduction to advanced sport techniques. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** interscholastic varsity football experience or equivalent. Open entry/open exit. Variable units. May be taken four times for a maximum of 10 units. (AA: Area E4, CSU, UC)

51296	TEAM 135 A2	By Arr	48.0 Hrs/Wk	8-FOOT	Pollack, B.	1.5
	Start and end dates for section 51296:		8/7	8/16		

TEAM 148 INDOOR SOCCER

An activity course that introduces basic soccer skills, developmental drills and strategy. Intermediate and advanced players will benefit from the opportunity to improve existing skills. The course is held in the gymnasium using a modified format of the outdoor game. Skill development through individual and group drills; skills applied in competitive class tournament format. May be taken four times for a maximum of 4 units. (AA: Area E4, CSU, UC)

Evening Course

54120	TEAM 148 J6	MW	5:45	7:50	8-201	Mangiola, F.	0.5
Start and end dates for section 54120:					6/20	7/27	

TEAM 158 ADVANCED SOFTBALL: WOMEN

A training class for women interested in participating on the Women's Varsity Softball team. Emphasizes advanced skills of softball, including team play, offense, and defense. May be taken four times for a maximum of 8 units. Open entry/open exit. Variable units. (AA: Area E4, CSU, UC)

54380	TEAM 158 A6	MTWTh	2:10	3:20	8-SOFT	Borg, N.	0.5
Start and end dates for section 54380:					6/20	7/28	

PHYSICS

PHYS 250 PHYSICS WITH CALCULUS I

Mechanics, wave motion and special relativity. Plus minimum 32 hours by arrangement per term. Extra supplies may be required. **Prerequisite:** PHYS 150 or equivalent with a grade of C or higher; completion of or concurrent enrollment in MATH 252. (AA: Area E5a, CSU: Area B1/Area B3, UC: Area 5A)

50713	PHYS 250 AX	MTWTh	9:45	11:50	36-109	Janatpour, M.	4.0
Start and end dates for section 50713:					6/20	8/11	
51589	PHYS 250 BX	MTWTh	9:45	11:50	36-109	Janatpour, M.	4.0
Start and end dates for section 51589:					6/20	8/11	

POLITICAL SCIENCE

PLSC 210 AMERICAN POLITICS

The U.S. Constitution; organization and functions of the federal government; examination of the dynamics of the American political process. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E1a/Area E5b, CSU: Area D/Area F2, UC: Area 4/Area 7B*)

50714	PLSC 210 A6	MTWTh	8:10	10:15	14-214	Miller, L.	3.0
Start and end dates for section 50714:					6/20	7/28	
50715	PLSC 210 B6	MTWTh	8:10	10:15	16-106	Noori, A.	3.0
Start and end dates for section 50715:					6/20	7/28	

Evening Courses

50717	PLSC 210 J8	MW	6:30	9:35	14-116	Noori, A.	3.0
Start and end dates for section 50717:					6/20	8/10	
50718	PLSC 210 K8	TTh	6:30	9:20	14-104	Scholnick, E.	3.0
Start and end dates for section 50718:					6/21	8/11	

Online Course

52526	PLSC 210 OLH	See pages 53-54	Online-CRS			Armitage, L.	3.0
Start and end dates for section 52526:					6/20	8/11	

PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

Study of the institutions and problems of state and local government in California; California in the federal system. **Recommended Preparation:** eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E1b/Area E5b, CSU: Area D/Area F3, UC: Area 7C)

Evening Course

50720	PLSC 310 J8	TTh	6:30	8:30	14-218	Noori, A.	2.0
Start and end dates for section 50720:					6/21	8/11	

Online Course

51811	PLSC 310 OLH	See pages 53-54	Online-CRS			Armitage, L.	2.0
Start and end dates for section 51811:					6/20	7/28	

PSYCHOLOGY

PSYC 100 GENERAL PSYCHOLOGY

Introduction to psychology; perception, motivation, emotion, learning and thinking, observation of behavior and measurement. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (AA: Area E5b, CSU: Area D/Area E, UC: Area 4)

50723	PSYC 100 A6	MTWTh	8:10	10:15	16-209	Staff	3.0
Start and end dates for section 50723:					6/20	7/28	
51304	PSYC 100 B6	MTWTh	10:30	12:35	18-308	Clifford Jr, J.	3.0
Start and end dates for section 51304:					6/20	7/28	
51712	PSYC 100 C6	MTWTh	1:10	3:15	14-116	Rose, M.	3.0
Start and end dates for section 51712:					6/20	7/28	
50724	PSYC 100 A7	TTh	1:00	4:15	14-104	Toomer, D.	3.0
Start and end dates for section 50724:					6/21	8/4	

Evening Course

51713	PSYC 100 K8	TTh	6:30	9:20	18-306	Horan, M.	3.0
Start and end dates for section 51713:					6/21	8/11	

PSYC 200 DEVELOPMENTAL PSYCHOLOGY

Psychological development across the life-span. Focuses particularly on the development of thinking, social interaction, and the sense of self from birth through old age. **Prerequisite:** PSYC 100 with a grade of C or higher. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. (UC credit limited to either PSYC 200 or 201.) (AA: Area E5b, CSU: Area D, UC: Area 4*)

51910	PSYC 200 A6	MTWTh	8:10	10:15	18-308	Clifford Jr, J.	3.0
Start and end dates for section 51910:					6/20	7/28	

Evening Courses

53435	PSYC 200 J8	TTh	6:00	9:00	16-209	Toomer, D.	3.0
Start and end dates for section 53435:					6/21	8/11	
54404	PSYC 200 K8	MW	6:00	9:05	18-308	Horan, M.	3.0
Start and end dates for section 54404:					6/20	8/10	

READING

READ 412 COLLEGE-LEVEL INDIVIDUALIZED READING IMPROVEMENT

Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using college-level reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Pass/No Pass grading. Open entry/open exit. Variable units. Students may enroll at any time through the 4th week of the session. May be taken four times for a maximum of 12 units. (AA, CSU)

54002	READ 412 AO	Hrs By Arrangement	18-101	Staff	0.5-3.0
		Start and end dates for section 54002:	6/20	7/28	

READ 454 COLLEGE-LEVEL VOCABULARY IMPROVEMENT I

A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 1.5 units. (AA, CSU)

54000	READ 454 AO	Hrs By Arrangement	18-101	Staff	0.5-1.5
		Start and end dates for section 54000:	6/20	7/28	

READ 455 COLLEGE-LEVEL VOCABULARY IMPROVEMENT II

A self-paced, individualized course designed to improve college-level vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study up to 300 words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 1.5 units. (AA, CSU)

54001	READ 455 AO	Hrs By Arrangement	18-101	Staff	0.5-1.5
		Start and end dates for section 54001:	6/20	7/28	

READ 812 INDIVIDUALIZED READING IMPROVEMENT

Practice methods of increasing comprehension, vocabulary, critical reading, study-reading strategies, and/or speed using a variety of reading materials. May include internet, computer-assisted, and/or DVD assignments. Uses self-paced programs based on individual diagnostic test results to meet specific student needs. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken four times for a maximum of 12 units. By Arr 1.5-9.0 Hrs/Wk. (Units do not apply toward AA/AS degree.)

51553	READ 812 AO	Hrs By Arrangement	8-101	Staff	0.5-3.0
		Start and end dates for section 51553:	6/20	7/28	

READ 814 BASIC SPELLING MASTERY

Self-paced individualized course to facilitate basic spelling mastery. Includes basic plural rules, final e rules, ie/ei rules, silent letters, basic homonyms, and commonly misspelled words. Pass/No Pass grading. Open entry/open exit. Variable units. (Unit does not apply toward AA/AS degree.) Students may register at any time but should go to the Reading Center (18-101) during the first week of the session to meet with an instructor. May be taken twice for a maximum of 2 units.

52462	READ 814 AO	By Arr 8.0 Hrs/Wk	18-101	Staff	0.5-1.0
		Start and end dates for section 52462:	6/20	7/28	

READ 815 ADVANCED SPELLING MASTERY

A self-paced, individualized course to facilitate advanced spelling mastery. Includes advanced plural rules, rules for doubling the final consonant, rules for words ending in able/ible, ance/ence, ceed, sede, and cede, advanced homonyms, and higher-level misspelled words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken 2 times for a maximum of 2 units. By Arr 1.5-3.0 Hrs/Wk. (Unit does not apply toward AA/AS degree.) Students may register at any time but should go to the Reading Center (18-101) during the first week of the session to meet with an instructor.

52463	READ 815 AO	By Arr 8.0 Hrs/Wk	18-101	Staff	0.5-1.0
		Start and end dates for section 52463:	6/20	7/28	

READ 825 INTRODUCTION TO COLLEGE READING

Instruction in techniques for improving skills basic to college reading. Focus on comprehension, vocabulary building, and college study reading skills using a variety of nonfiction and fiction materials. Includes reading books for enjoyment, written responses to text, and use of computers. Qualifies as preparation for READ 830. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** ESL 857 (or appropriate skill level indicated by the Reading placement tests and other measures). May be taken twice for a maximum of 6 units. (Units do not apply toward AA/AS degree.)

Online Course

54496	READ 825 OLH	See pages 53-54	Online-CRS	Marron, J.	3.0
		Start and end dates for section 54496:	6/20	8/11	

READ 830 COLLEGE AND CAREER READING

Analysis of expository writing, including extended textbook passages, work documents, and fictional writing, essential to proficient reading in college courses and job-related reading. Emphasis on applying reading strategies to comprehend and retain textbook information and perform better on academic and career-related tests. Additional focus on recognition of an author's thesis, supporting details, point of view, purpose, tone, bias, and conclusions through in-depth analysis of essays, textbook excerpts, and book-length works. Intensive work with vocabulary and word origins. Qualifies as preparation for READ 400 and READ 405. **A \$5.00 materials fee is payable upon registration.** Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** READ 825 with a grade of C or higher or appropriate skill level indicated by the Reading placement tests and other measures. Pass/No pass or letter grade option. (AA)

Online Course

54497	READ 830 OLH	See pages 53-54	Online-CRS	Marron, J.	3.0
		Start and end dates for section 54497:	6/20	8/11	

READ 852 VOCABULARY IMPROVEMENT I

A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 4.5 units. Students may register at any time but should go to the Reading Center (18-101) during the first week of the session to meet with an instructor. (Units do not apply toward AA/AS degree.)

52466	READ 852 AO	By Arr 5.0 Hrs/Wk	18-101	Staff	0.5-1.5
		Start and end dates for section 52466:	6/20	7/28	

Reading courses continued on next page

View current open classes at collegeofsanmateo.edu/webschedule

READ 853 VOCABULARY IMPROVEMENT II

A self-paced, individualized course designed to help students build their vocabulary skills through a words-in-context approach. Students will use textbooks and computer programs to study 300 basic words. Pass/No Pass grading. Open entry/open exit. Variable units. May be taken three times for a maximum of 4.5 units. Students may register at any time but should go to the Reading Center (18-101) during the first week of the session to meet with an instructor. (Units do not apply toward AA/AS degree.)

52467	READ 853 AO	Hrs By Arrangement	18-101	Staff	0.5-1.5
		Start and end dates for section 52467:	6/20	7/28	

REAL ESTATE

R.E. 100 REAL ESTATE PRINCIPLES

Property, contracts, agency, financing, liens and encumbrances, taxes, escrows, land descriptions. Meets State requirements for admission to the salesperson's license exam. (AA: Area E5d, CSU)

Evening Course

50730	R.E. 100 J8	TTh	6:30 9:35	19-103	Gottlieb, M.	3.0
			Start and end dates for section 50730:	6/21	8/11	

R.E. 110 REAL ESTATE PRACTICE

Real estate brokerage skills. Emphasis on daily activities of salesmen and brokers. Meets State requirements as one of two additional courses to move from the initial or temporary salesperson's license to a regular renewable salesperson's license. Accepted for credit for the broker's license. (CSU)

54548	R.E. 110 A7	TTh	1:10 4:25	19-103	Keavney, B.	3.0
			Start and end dates for section 54548:	6/20	8/4	

SOCIOLOGY

SOCI 100 INTRODUCTION TO SOCIOLOGY

Analysis of processes of group behavior and interaction between the individual and society. **Recommended Preparation:** eligibility for ENGL 838/848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures. Pass/No Pass or letter grade option. (AA: Area E5b, CSU: Area D, UC: Area 4)

50746	SOCI 100 A6	MTWTh	8:10 10:15	14-116	Crawford, C.	3.0
			Start and end dates for section 50746:	6/20	7/28	
50747	SOCI 100 B6	MTWTh	10:30 12:35	14-118	Mathur, M.	3.0
			Start and end dates for section 50747:	6/20	7/28	

Evening Courses

50748	SOCI 100 J7	MW	6:00 9:25	14-118	Mathur, M.	3.0
			Start and end dates for section 50748:	6/20	8/3	
54415	SOCI 100 K7	TTh	6:00 9:15	14-118	Mathur, M.	3.0
			Start and end dates for section 54415:	6/21	8/4	

Off Campus Course

53613	SOCI 100 L8H	TTh	5:45 8:45	MK	Crawford, C.	3.0
			Start and end dates for section 53613:	6/21	8/11	

NOTE: This section meets at the Martin Luther King Center, 725 Monte Diablo Avenue, San Mateo.

SPANISH

SPAN 111 ELEMENTARY SPANISH I

Study of elementary Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only the structures already practiced. This course covers approximately the first half of the material covered in SPAN 110. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 838 or a higher English course. Pass/No Pass or letter grade option. (AA: Area E5c, CSU: Area C2, UC)

51554	SPAN 111 B6	MTWTh	10:30 12:35	18-203	Hidalgo De Keck, T.	3.0
			Start and end dates for section 51554:	6/20	7/28	

Evening Course

50754	SPAN 111 J8	TTh	6:30 9:20	18-203	Collis, H.	3.0
			Start and end dates for section 50754:	6/21	8/11	

SPEECH COMMUNICATION

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

SPCH 100 PUBLIC SPEAKING

Practice in delivering extemporaneous speeches; study of effective communication; organizing and outlining; critical listening; analysis and evaluation. Plus minimum 16 lab hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (AA: Area E2b/E5d, CSU: Area A1, UC: Area 1C)

50755	SPCH 100 A6	MTWTh	8:10 10:15	16-247	Li, Y.	3.0
			Start and end dates for section 50755:	6/20	7/28	
50756	SPCH 100 B6	MTWTh	10:30 12:35	16-247	Li, Y.	3.0
			Start and end dates for section 50756:	6/20	7/28	

Evening Course

50757	SPCH 100 J8	MW	6:30 9:35	16-247	Perry, L.	3.0
			Start and end dates for section 50757:	6/20	8/10	

SPCH 120 INTERPERSONAL COMMUNICATION

Theory and practice of interpersonal communication skills. Analysis of perception, verbal and nonverbal messages, listening skills, and strategies for resolving conflict. Plus minimum 16 hours by arrangement per term. **Recommended Preparation:** eligibility for ENGL 100. (AA: Area E2b/Area E5d, CSU: Area A1/Area D, UC: Area 1C)

50760	SPCH 120 A6	MTWTh	8:10 10:15	16-105	Kramm, G.	3.0
			Start and end dates for section 50760:	6/20	7/28	
53293	SPCH 120 B6	MTWTh	10:30 12:35	16-105	Kramm, G.	3.0
			Start and end dates for section 53293:	6/20	7/28	
52894	SPCH 120 C6	MTWTh	10:30 12:35	16-143	Paoli, P.	3.0
			Start and end dates for section 52894:	6/20	7/28	

Evening Courses

52449	SPCH 120 J8	MW	6:30 9:35	16-143	Paoli, P.	3.0
			Start and end dates for section 52449:	6/20	8/10	
50761	SPCH 120 K8	TTh	6:30 9:20	16-247	Perry, L.	3.0
			Start and end dates for section 50761:	6/21	8/11	

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
Fashion Design
Human Services
Interior Design
Medical Assisting
Paralegal
Radiologic Technology

Athletics

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

UNIVERSITY CENTER

Bachelor and graduate 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
International Logistics
International Studies
International Trade
Image Consulting
Medical Assistant
Medical Billing and Coding
Paralegal
Respiratory Therapy
Solar Energy Technology
Solar Installation
Surgical Technology
Telecommunications and Network
Information Technology

Athletics

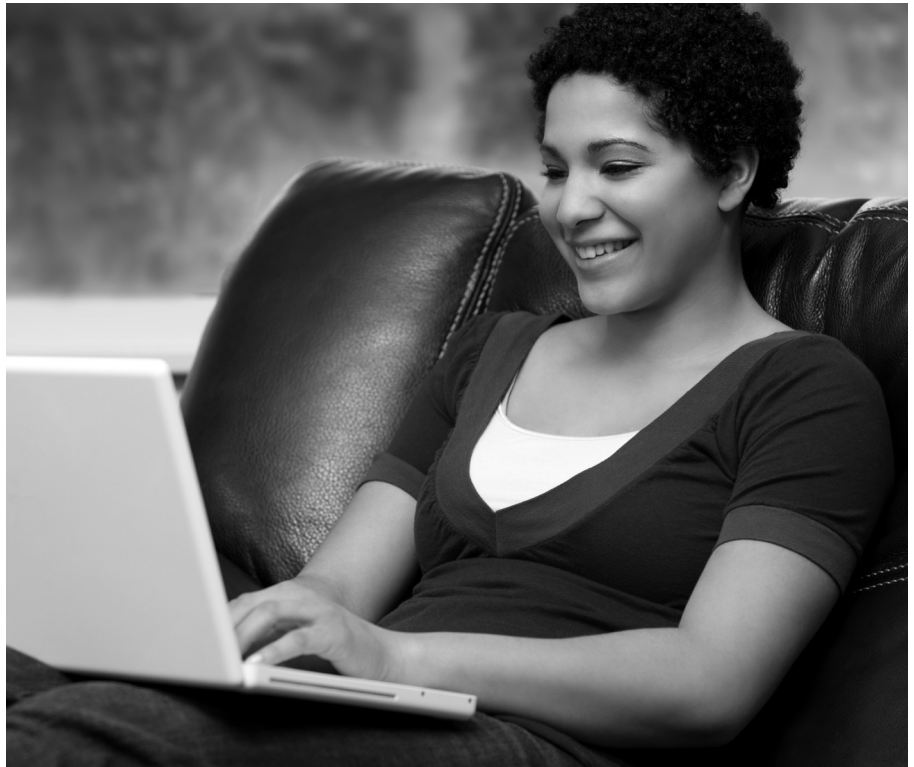
Men's Basketball
Men's Soccer
Men's Wrestling
Women's Badminton
Women's Soccer
Women's Volleyball

Distance Learning Guide

What You Should Know About CSM Distance Learning Courses

Distance Learning courses at College of San Mateo consist of online courses. The online courses require students to have access to a computer with an individual email account and/or Web access. Students complete most of their course work outside the classroom, on their own time, usually at home, or in the Library.

- Distance learning courses are recommended for students who work well independently and have solid study skills and self-discipline.
- On-campus meetings are frequently held for each course during the semester. (** indicates MANDATORY introductory meeting.)
- Distance learning courses parallel courses taught in the classroom and are transferable to most four-year colleges and universities.
- Distance Learning students have the same status as regularly enrolled students.
- Distance learning courses are as effective as regular college courses in terms of student learning.



Distance Learning Support Services

The Distance Learning Office is located in Building 10, Room 435 (524-6933). Staff is available to answer your questions about courses, the registration process, study materials and instructor access. Or you can email: andrader@smccd.edu.

Distance Learning Website:
collegeofsanmateo.edu/distancelearners

Textbooks by Telephone

The CSM Bookstore (574-6366) accepts textbook orders by phone for Distance Learning students. Allow 10 days for delivery. Credit card orders only. Information about textbooks for specific courses, and online book purchases are available at collegeofsanmateo.edu/bookstore.

In addition to regular hours, the Bookstore will be open on Saturday, June 25, 9 am to 2 pm.

Important Components of Distance Learning Courses

1. On-Campus Meetings

Some distance learning courses require students to come to the CSM campus at designated times to meet with the instructor and other students. Introductory meetings, reviews, and exams are held on-campus unless otherwise stipulated by the instructor. Most courses have from three to five scheduled on-campus meetings during the semester. Students may also telephone, use email or meet with instructors during office hours.

The introductory meeting and other scheduled on-campus meetings are required unless otherwise indicated. **If you don't attend the introductory meeting, you may be dropped from the class roster.**

2. Internet Access

Students enrolled in online courses are expected to visit the web site frequently and to participate in email and online discussions.

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

3. Reading Assignments

Students are required to read the textbook, study guide, handouts or Web information as assigned by the instructor.

4. Written Assignments

Students complete written work or special projects as assigned by the instructor.

Distance Learning Registration

- Register online or in person.
- Cost is only \$26 per unit for California residents. (See note under Fees on this page.)
- A student enrolled in distance learning courses who officially drops by the stated deadline may be eligible for a partial refund or credit of the enrollment fee/non-resident fee. Please see "Credit and Refund Policy" on page 13.

It's easy to enroll in CSM distance learning courses. Once you have selected the course(s) you want to take, enroll as follows:

Continuing Students

If you were enrolled at CSM, Cañada College, or Skyline College during Summer 2010, Fall 2010, and/or Spring 2011, follow the How to Register instructions for continuing students on page 3 to take advantage of your registration priority and register using WebSMART.

New and Former Students

Students who have never enrolled at CSM, Cañada College or Skyline College, or whose last enrollment was prior to Summer 2010, may submit their application for admission on the web at collegeofsanmateo.edu/apply or in person at the Office of Admissions and Records (Bldg. 10, Third floor). For hours and more info, visit collegeofsanmateo.edu/admissions.

We will send you specific instructions and provide a registration appointment date and PIN code to enable you to register and pay fees using WebSMART registration. You will be able to register or change your program on or after your appointment date.

Late Registration

The advance registration deadline for Summer 2011 online courses is the day before the class begins or the introductory meeting is held. Course authorization codes, available from the instructor, are necessary to register on the day the class begins or thereafter. Please note that attendance at introductory meetings is required for many distance learning classes. If you have not registered before the introductory meeting and are unable to attend, contact the instructor to learn whether it is still possible to enroll in the course you have chosen and to take the necessary steps for late registration.

Fees

You may charge your fees to your VISA, MasterCard, Discover or American Express card, or you may pay by check if you prefer to do so. If you register only for distance learning courses, you need not pay health services or parking fees.

However, if your on-campus meetings are at any time other than a Friday evening or Saturday, you will have to purchase a parking permit from the Security Office (Bldg. 1, Room 269) or Cashier's Office (Bldg. 10, Third floor) or from the machines in Lots I, 2, 6 or 11 (see campus map on inside back cover).

Distance learning students pay the State-mandated enrollment fee (\$26 per unit) and the student fee (\$1). (See Fees, page 13) In addition, if they have not been residents of California (as defined in the Education Code) continuously since June 19, 2010, they must pay an additional nonresident tuition fee of \$191 per unit. Foreign students also need to pay an additional \$9 per unit nonresident capital outlay fee for a total of \$200 per unit.

Getting Started in Your Course:***Attend the Introductory Meeting***

Many courses have mandatory introductory meetings which will provide you with an opportunity to have questions answered, to obtain specific information, to find out how to proceed through the course, and to meet your instructors and your fellow classmates. Instructors for online courses will distribute course material in person and online. You do not have to be preregistered to attend. You may register on the day of the introductory meeting if there is space in the class. (See Late Registration for details.)

Students Unable to Attend the Introductory Meeting

Students not in attendance at the introductory meeting may be dropped unless they have made prior arrangements with the instructor. However, this is not an automatic withdrawal—the student is responsible for officially withdrawing from the class by using fax, WebSMART or written notification to Admissions and Records by appropriate deadline date(s). Check the detailed course listings to learn whether attendance at the introductory meeting is mandatory for your course(s). If you have completed registration and are unable to attend the scheduled introductory meeting, contact your instructor before the meeting to obtain necessary information.

Dismissed Students

Students dismissed at College of San Mateo, Canada College or Skyline College must go through a process to request reinstatement and permission to enroll in classes. The first step of this process is to attend a CSM Reinstatement Workshop. To schedule a reservation for a workshop call (650) 574-6400 or go to the Counseling Office.

Pass/No Pass Grading Option

Most CSM courses are graded on the basis of the standard letter grades (A, B, C, D, F). Some courses are graded on a Pass or No Pass basis, and are so designated in the schedule of classes. Still other courses offer the student the choice between letter and Pass/No Pass grading; students electing the Pass/No Pass option in such courses must submit the appropriate form to the Office of Admissions and Records within the first 30% of the duration of the course. Changes are not permitted thereafter.

Students should be aware that many colleges and universities, including College of San Mateo, place specific restrictions on the number, if any, of units graded on a Pass/No Pass basis that are acceptable toward degrees and certificates. Because the decision to request Pass/No Pass grading is irrevocable after 30% of the duration of the course, students should be cautious in making such a request.

Transferable Courses

All CSM distance learning courses are applicable for A.A./A.S. degree credit and are transferable to most four-year universities for bachelor's degree credit.

Drop/Withdrawal

If you officially drop a Summer 2011 course by the stated 'last day to drop with refund' deadline, you may be eligible for a partial refund of enrollment fee/nonresident fee. The final deadline for withdrawal from each telecourse is listed with the description of each telecourse. See "Credit and Refund Policy" on page 13.

Final Grades Reported on WebSMART and SMART

Final grades will be available on WebSMART beginning August 16, 2011.

“Is Distance Learning For Me?”

This Handy Questionnaire Will Help You Decide

Instructional technologists Bob Lose, Joan Trabandit, Barbara Hatheway and Teresa Donnell of Northern Virginia Community College’s Extended Learning Institute would like to share the following simple, quick questionnaire they developed to help potential distance learning students assess their chances for success.

Is Distance Learning for You?

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

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

Scoring

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

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

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

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

Explanation

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

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

Online Courses

Deadline Dates

Deadline dates for courses are listed under the individual course in Web Schedule (collegeofsanmateo.edu/webschedule).

General requirements for all online courses:

- Complete the required registration procedure.
- Attend the introductory meeting and other on-campus meetings (**indicates MANDATORY).
- Read the required textbooks.
- Visit the web site weekly to keep apprised of schedule changes, new texts, etc.
- Participate actively in email and online discussions.
- Complete class assignments, exams and specific course requirements.

NOTE: These courses are offered online.

Students MUST have e-mail and Web access.

For complete course descriptions, prerequisites, and recommended preparations, see listings under the respective departments. For further information about a specific class, its schedule, recommended software, or other questions, visit the course website or contact the instructor.

ACCOUNTING

Quickbooks: Set Up and Service Business

ACTG 144 OLH (53790) (1.5 units)

Introductory Meeting: None. Please check the instructor's website below before the start date.
Start/End date: June 20-July 28
Web site: smccd.edu/accounts/raeber
Instructor: Sandra Dorsett
Email: raeber@smccd.edu
Phone: (650) 574-6665

Quickbooks: Payroll and Merchandising Business

ACTG 145 OLH (53792) (1.5 units)

Introductory Meeting: None. Please check the instructor's website below before the start date.
Start/End date: June 20-July 28
Web site: smccd.edu/accounts/raeber
Instructor: Sandra Dorsett
Email: raeber@smccd.edu
Phone: (650) 574-6665

ASTRONOMY

Introduction to Astronomy

ASTR 100 OLH (54591) (3 units)

Introductory Meeting: Mon., June 27
7:00-9:00 pm
Bldg. 36, Room 100
Additional Meetings: Will be announced during orientation
Start/End date: June 20-July 28
Instructor: Chandra Vanajakshi
Email: csmastr100@smccd.edu

BIOLOGY

Introduction to Life Sciences

BIOL 100 OLH (53310) (3 Units)

Introductory Meeting: None. Please check the instructor's web site before the start date.
Start/End date: June 20-Aug. 11
Web site: smccd.mrooms.net
Instructor: Tania Beliz
Email: beliz@smccd.edu
Phone: (650) 574-6248

Human Biology

BIOL 130 OLH (53796) (3 Units)

Introductory Meeting: None. Please check the instructor's website below before the start date.
Start/End date: June 20-Aug. 11
Web site: smccd.edu/accounts/martin
Instructor: Theresa Martin
Email: martin@smccd.edu
Phone: (650) 574-6252

Nutrition

BIOL 310 OLH (54525) (3 units)

Introductory Meeting: None. Please check the instructor's web site before the start date.
Start/End date: June 20-Aug. 11
Web site: smccd.net/accounts/martin
Instructor: Theresa Martin
Email: martin@smccd.edu
Phone: (650) 574-6252

Nutrition

BIOL 310 OMH (54573) (3 units)

Introductory Meeting: None. Please check the instructor's web site before the start date.
Start/End date: June 20-Aug. 11
Web site: smccd.net/accounts/martin
Instructor: Theresa Martin
Email: martin@smccd.edu
Phone: (650) 574-6252

BUSINESS APPLICATIONS – WINDOWS PLATFORM

Word Processing I

Using Word for Windows

BUSW 214 OLH (51814) (1.5 units)

Introductory Meeting: None. Please check the website below before the start date.
Start/End date: June 20-July 7
Web site: smccd.edu/accounts/willis
Instructor: Janice M. Willis
Email: willis@smccd.edu
Phone: (650) 574-6477

Word Processing II

Using Word for Windows

BUSW 215 OLH (53152) (1.5 units)

Introductory Meeting: None. Please check the instructor's website below before the start date.
Start/End date: July 11-July 28
Web site: smccd.edu/accounts/willis
Instructor: Janice M. Willis
Email: willis@smccd.edu
Phone: (650) 574-6477

Spreadsheet I Using Excel for Windows

BUSW 415 OLH (51570) (1.5 units)

Introductory Meeting: None. Please check the instructor's website below before the start date.
Start/End date: June 20-July 7
Web site: smccd.edu/accounts/willis
Instructor: Janice M. Willis
Email: willis@smccd.edu
Phone: (650) 574-6477

Spreadsheet II

Using Excel for Windows

BUSW 416 OLH (53157) (1.5 units)

Introductory Meeting: None. Please check the instructor's website below before the start date.
Start/End date: July 11-July 28
Web site: smccd.edu/accounts/willis
Instructor: Janice M. Willis
Email: willis@smccd.edu
Phone: (650) 574-6477

COMPUTER AND INFORMATION SCIENCE

Introduction to Computer and Information Science

CIS 110 OLH (52432) (3 units)

Introductory Meeting: Mon., June 20
6:00-7:50 pm
Bldg. 19, Room 124

Start/End date: June 20-Aug. 4

Web site: smccd.net/accounts/tilmann

Instructor: Martha Tilmann

Email: tilmann@smccd.edu

Phone: (650) 574-6533

Introduction to Computer and Information Science

CIS 110 OMH (54480) (3 units)

Introductory Meeting: Mon., June 20
6:00-7:50 pm
Bldg. 19, Room 124

Start/End date: June 20-Aug. 4

Web site: smccd.net/accounts/tilmann

Instructor: Martha Tilmann

Email: tilmann@smccd.edu

Phone: (650) 574-6533

Networks and Digital Communication

CIS 151 OLH (54508) (3 units)

Introductory Meeting: None.
Start/End date: June 20-Aug. 11
Web site: To Be Announced, check webschedule
Instructor: Staff
Email: TBA

Introduction to Object-Oriented Program Design**CIS 254 OLH (53311) (4 units)**

Introductory Meeting: Mon., June 20**
5:00-6:00 pm
Bldg. 19, Room 107

Start/End date: June 20-Aug. 8

Additional Campus Meetings: July 11, Aug. 8

Web site: smccd.edu/accounts/greenm

Instructor: Melissa Green

Email: greenm@smccd.edu

Phone: (650) 574-6374

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

Introductory Meeting: Mon., June 20
6:00-7:00 pm
Bldg. 19, Room 121

Start/End date: June 20-Aug. 11

Web site: www.timlin.net

Instructor: Robert Timlin

Email: timlinr@smccd.edu

Phone: (650) 378-7301 ext. 19232

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

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

Start/End date: June 21-Aug. 2

Website: TBA

Instructor: Janet Bohan

Email: bohanj@smccd.edu

Phone: (650) 378-7301 ext. 19029

Internet Programming: Python**CIS 680MC OLH (54481) (4 units)**

Introductory Meeting: None. Please check the instructor's web site before the start date.

Start/End date: June 20-Aug. 11

Web site: smccd.edu/accounts/putnamd

Instructor: Douglas Putnam

Email: putnamd@smccd.edu

DIGITAL MEDIA**Media Law & Ethics****DGME 102 OLH (54447) (3 units)**

Introductory Meeting: None.

Start/End date: June 20-Aug. 11

Web site: smccd.net/accounts/bennett

Instructor: Diana Bennett

Email: bennett@smccd.edu

Media Design IV: Fireworks**DGME 161 OLH (54594) (3 units)**

Introductory meeting: None.

Start/End date: June 20-Aug. 11

Web site: smccd.net/accounts/bennett

Instructor: Diana Bennett

Email: bennett@smccd.edu

Digital Media Career Pathways**DGME 680MA OLH (54592) (3 units)**

Introductory Meeting: None.

Start/End date: June 20-Aug. 11

Web site: smccd.net/accounts/bennett

Instructor: Diana Bennett

Email: bennett@smccd.edu

ENGLISH**Composition and Reading****ENGL 100 OLH (54207) (3 units)**

Introductory Meeting: None. Please contact the instructor by email before the start date.

Start/End date: June 20-Aug. 11

Additional Campus Meetings: TBD

Web site: web access

Instructor: Joyce Heyman

Email: heymanj@smccd.edu

Phone: (650) 574-6310

HEALTH SCIENCE**General Health Science****HSCI 100 OLH (54527) (3 units)**

Introductory Meeting: None. Please check the instructor's web site before the start date.

Start/End date: June 20-Aug. 11

Web site: smccd.mrooms.net

Instructor: Tania Beliz

Email: beliz@smccd.edu

Phone: (650) 574-6248

LIBRARY STUDIES**Advanced Online Research****LIBR 105 OLH (54555) (3 units)**

Introductory Meeting: None. Please check the instructor's web site before the start date.

Start/End date: June 20-Aug. 11

Web site: smccd.edu/accounts/morrist

Instructor: Teresa Morris

Email: morrist@smccd.edu

Phone: (650) 574-6579

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

Introductory Meeting: Tues, June 21

9:00-10:00 am

or 2:30-3:30 pm

Bldg. 19, Room 124-126

Please contact instructor by email before the start date

Start/End date: June 20-July 19

Additional Campus Meetings: July 19

Instructor: Susan Hantz

Email: hantzs@smccd.edu

Phone: (650) 378-7220

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

Introductory Meeting: Tues., July 5

9:00-10:00 am

or 2:30-3:30 pm

Bldg. 19, Room 124-126

Please contact instructor by email before the start date

Start/End date: July 5-Aug. 2

Additional Campus Meetings: Aug. 2

Instructor: Susan Hantz

Email: hantzs@smccd.edu

Phone: (650) 378-7220

POLITICAL SCIENCE**American Politics****PLSC 210 OLH (52526) (3 units)**

Introductory Meeting: None. Please check the instructor's web site before the start date.

Start/End date: June 20-Aug. 11

Web site: smccd.mrooms.net

Instructor: Leighton Armitage

Email: profarmitage@netscape.net

Phone: (650) 574-6373

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

Introductory Meeting: None. Please check the instructor's web site before the start date.

Start/End date: June 20-July 28

Web site: smccd.mrooms.net

Instructor: Leighton Armitage

Email: profarmitage@netscape.net

Phone: (650) 574-6373

READING**Introduction to College Reading****READ 825 OLH (54496) (3 units)**

Introductory Meeting: None. Please contact the instructor by email before the start date.

Start/End date: June 20-Aug. 11

Web site: web access

Instructor: Jamie Marron

Email: marron@smccd.edu

Phone: (650) 574-6339

College and Career Reading**READ 830 OLH (54497) (3 units)**

Introductory Meeting: None. Please contact the instructor by email before the start date.

Start/End date: June 20-Aug. 11

Web site: web access

Instructor: Jamie Marron

Email: marron@smccd.edu

Phone: (650) 574-6339

** Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is **not an automatic withdrawal**—the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.

Campus Directory

Main Number (650) 574-6161

<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Admissions & Records	574-6165 . . .	10-3 rd floor
ASCSM (Student Government)	574-6141	17-112
Assessment/Placement Testing	574-6262 . . .	10-3 rd floor
Bookstore	574-6366 . . .	10-2 nd floor
CalWORKS	574-6155 . . .	10-1 st floor
Career Services	574-6619 . . .	10-3 rd floor
Cashier's Office	574-6412 . . .	10-3 rd floor
Child Development Center	574-6279	Bldg. 33
Coastside Office	726-6444	
Community Education	574-6149	DO-217
Community Relations & Marketing	574-6231 . . .	10-4 th floor
Cosmetology	574-6364	5-2 nd floor
Counseling Center	574-6400 . . .	10-3 rd floor
Dental Assisting	574-6212	5-329
Disabled Students Programs and Services (DSPS)	574-6438	10-1 st floor
Distance Education	524-6933	10-4 th floor
EOPS/CARE	574-6154	10-1 st floor
Facilities Rental/Scheduling	574-6220	10-4 th floor
Financial Aid/Scholarships	574-6146	10-3 rd floor
Fax (Financial Aid)	574-6304	
Health Services Center	574-6396	1-226
High School Enrollment Programs	574-6131	10-3 rd floor
International Students Program	574-6525	10-3 rd floor
KCSM	574-6586	Bldg. 9
Library	574-6100	Bldg. 9

<i>Department/Office</i>	<i>Phone</i>	<i>Bldg-Room</i>
Middle College	574-6101	17-154
Multicultural Center	574-6154	10-1 st floor
Parking	574-6415	1-1 st floor
Planetarium	574-6256	36-100
Public Safety (Security)	574-6415	1-269
San Matean	574-6330	19-123
San Mateo Athletic Club	378-7373	5-1 st floor
Student Life and Leadership	574-6141	17-112
Study Abroad	574-6533	
Swimming Pool	574-6461	
Theatre	574-6191	Bldg. 3
Event Info Line	378-7218	
Transcript Information	358-6858	
Transfer Services	358-6839	10-3 rd floor
Transition to College	574-6487	10-1 st floor
Veterans Services	358-6858	10-3 rd floor

Academic Divisions

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

Business/Technology Division	574-6228	19-113
Creative Arts/Social Science Division	574-6496	10-413
Language Arts Division	574-6314	15-168
Math/Science Division	574-6268	36-311
Physical Education/Athletics/ Dance Division	574-6461	5-343

Support CSM

Your opportunity to participate
collegeofsanmateo.edu/supportcsm



Parking & Traffic 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 and Galileo Lot 6. Student parking permits are available for \$40 each for the fall and spring semesters (Fall/Spring Permit \$70) and \$20 for the summer session; parking permits for students with California Board of Governors (BOG) waivers are \$20 per semester.

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 Cashiers Office.

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 the College Department of Public Safety promptly if the permit is lost or stolen.

Daily parking permits are available for purchase for \$2.00 each from permit dispensers in Hillsdale Lot 1B, Beethoven Lot 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. The grace period pertains only to permits with all other parking regulations enforced at all times in all parking lots and roadways.

Visitor Parking

Visitors may park in PayBySpace Visitor Lots 2A or 2D (\$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 Lot 2A and 2E, Galileo Lot 6B, and Stadium lot 11. For the location of the parking lots please see a campus map.

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 parked 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 District Regulations. Bicycles may be operated on campus. The California Vehicle Code prohibits the operation of bicycles on sidewalks.

Public Transit

SamTrans bus service has two direct routes to the campus (#250 and #260) and connecting bus routes from the Hillsdale Shopping Center and the Caltrain Station serving the CSM campus throughout the day. All buses have wheelchair lifts and also serve students attending evening classes. Routing information is available by calling 1-800-660-4BUS or via the Web at www.samtrans.com and www.caltrain.com. Printed schedules and maps are also available at the College of San Mateo Student Life Office in Building 17, Room 112 and in the lobby of Building 1.



Campus Map

One-day Permits

\$2 per day. Valid only during class hours from 7:00 am to 10:00 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 PayBySpace visitor parking in Beethoven Lot 2A and 2B (between 7:00 am and 5:00 pm) and Forum Lot 8 (between 7:00 am and 10:00 pm). Visitors must purchase a visitor permit (\$1 per hour) at the PayBySpace permit machines located in the lots (indicated by **V** on the map).

Student Parking

Hillsdale Lot 1, Beethoven Lot 2, Galileo Lot 6, Bulldog Lot 9 or Stadium Lot 11

Staff Parking

Beethoven Lot 2B, DaVinci Lot 3, Socrates Lot 4, Marie Curie Lot 5, Galileo Lot 6 Staff, Edison Lot 7*, Sandbox Lot 10

(* indicates lot available for student parking after 5 pm only, permit required)

Restricted Parking

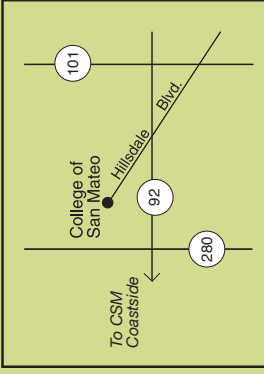
Olympian Lot 12 staff and members of San Mateo Athletic Club, and patrons and clients of Cosmetology and Dental programs

Disabled Parking

By special permit only (contact Disability Resource Center, Building 10, First floor, 574-6438)

Motorcycle Parking

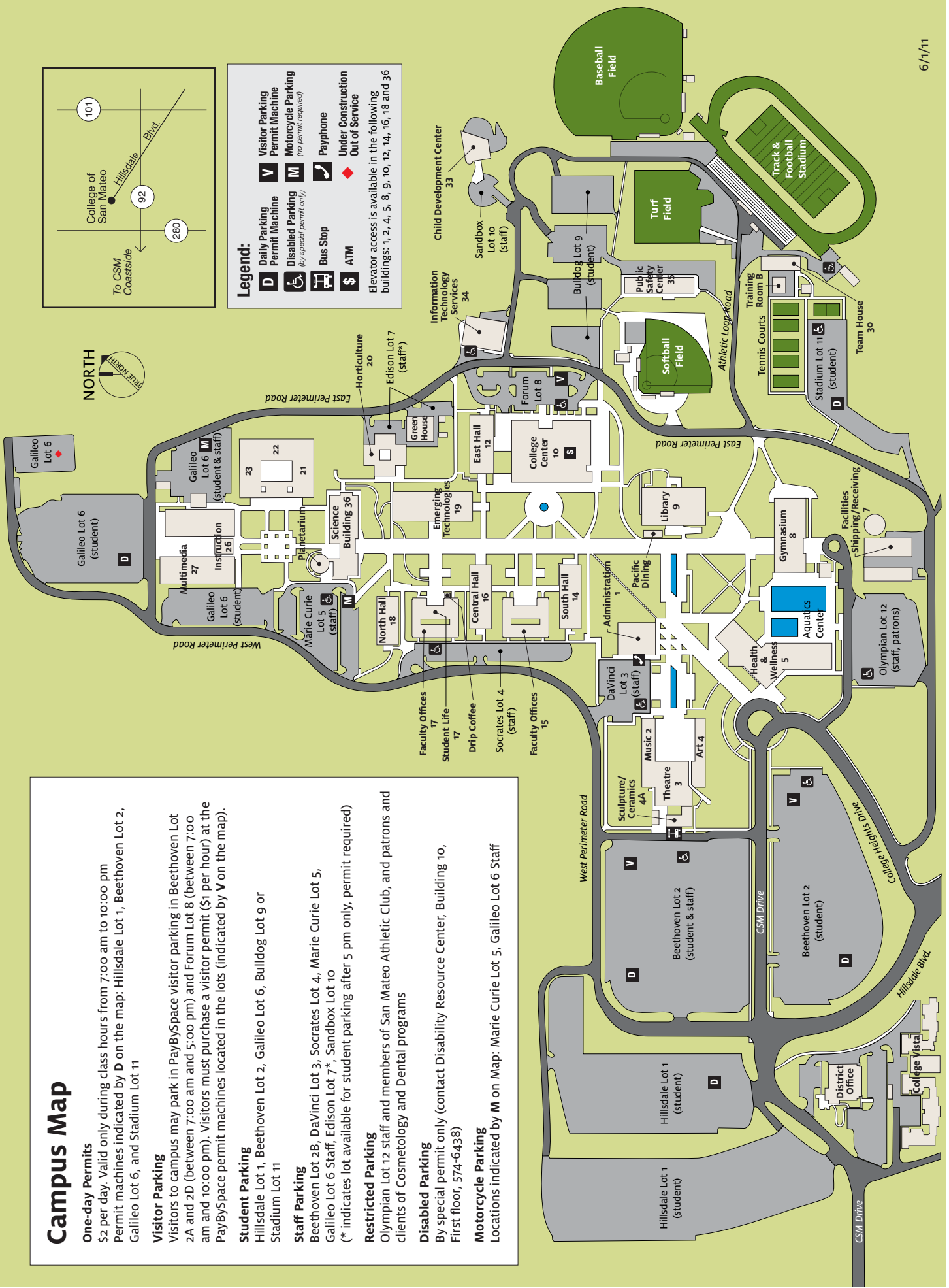
Locations indicated by **M** on Map: Marie Curie Lot 5, Galileo Lot 6 Staff



Legend:

- D** Daily Parking Permit Machine
- V** Visitor Parking Permit Machine
- M** Motorcycle Parking (no permit required)
- ♿** Disabled Parking (by special permit only)
- 🚌** Bus Stop
- 📞** Payphone
- ⚡** Under Construction Out of Service
- 🏧** ATM

Elevator access is available in the following buildings: 1, 2, 4, 5, 8, 9, 10, 12, 14, 16, 18 and 36



CSM's New College Center



Located in the heart of the campus, CSM's signature new building, College Center, offers sweeping views of the San Francisco Bay Area.



This four-story, 140,000 square foot building, opening in April 2011, will be a hub of college life, providing a "one-stop" center of student services. It will also serve as the site for the College's new Learning Center, a centralized tutorial and student support lab where students will receive assistance across the disciplines.