

COLLEGE CONNECTION

Concurrent Enrollment Program
2009-2010

Course Enrollment Packet

College Connection is an enrichment program that provides an opportunity for high school students to benefit from advanced scholastic or vocational work.

<http://www.smccd.edu/collegeconnection>



General Information

College Connection is a special program designed to provide current high school students, who are enrolled in the 9th grade or above, the opportunity to get an “early start” on their college experience. College enrollment fees may be **free** to California residents (see Fees section on the next page for more information).

It is important to list requested and alternative courses on the attached *College Connection* Course Request Form. Students should understand that all courses selected, and/or any changes, must be approved (in writing) by the parent or guardian and the high school principal or designee. Please note the important information about admissions requirements and course prerequisites on the next page. College policy gives first priority for enrollment to college students; therefore, concurrent students are enrolled on a space available basis as determined by the College. The final decision regarding admission of any student to any course rests with the College.

Please check the following sites for College and program specific updates and information:

Cañada College: www.canadacollege.edu/ce

College of San Mateo (CSM): www.collegeofsanmateo.edu/ce

Skyline College: www.skylinecollege.edu/ce

Responsibilities

The primary responsibility for determining which classes a student should choose rests with the student and the high school counselor. The high schools and Colleges will coordinate counseling services to maximize educational benefits for students. The student assumes the responsibility of obtaining high school counselor/principal and parental permission when applying for admission and participating in the College Connection Program. The application for Admission and the College Connection Course Request Form must be fully completed with all required signatures. Incomplete forms will not be processed.

APPLICATION CHECKLIST

PLEASE USE THIS CHECKLIST TO MAKE SURE YOU HAVE ALL THE NECESSARY FORMS COMPLETED AND SIGNED.

INCOMPLETE FORMS WILL CAUSE DELAY.

- APPLICATION (ELECTRONIC OR PAPER)
- COURSE REQUEST FORM
 - PARENT/GUARDIAN SIGNATURE
 - COUNSELOR/PRINCIPAL DESIGNEE SIGNATURE
- HIGH SCHOOL TRANSCRIPT
- SUBMIT ALL MATERIALS TO THE COLLEGE YOU PLAN TO ATTEND

College Records

All college coursework for which a grade is issued becomes part of the permanent, academic college record of the student. Once enrolled in college, all rights to access student education records belong to the student. This includes registration information, class attendance, class performance, grades, transcripts, and test scores. The student has the right to privacy of records or to authorize others to have access to their education records. Students wishing to release education records to a third party must sign and submit a release form to the Office of Admissions & Records.

Code of Conduct/Academic Standards

A concurrently enrolled student is expected to complete all class requirements, maintain a 2.0 grade point average or better in all college classes, and adhere to the College's Code of Conduct (refer to the College Catalog and/or Student Handbook).

STEPS TO ENROLLMENT

1

APPLY

Apply online at: <http://smccd.edu/collegeconnection> or download & submit paper application.

2

SEE HIGH SCHOOL COUNSELOR

Meet with high school counselor for course recommendation, to discuss courses eligible for credit towards high school graduation, and to receive counselor's approval.

3

TAKE PLACEMENT TEST (IF REQUIRED)

Prior to enrolling, you must meet course prerequisite requirements based on transcripts, placement test scores or appropriate measures. See Schedule of Classes for specific course prerequisites, placement testing dates, times, and locations.

4

SUBMIT "COURSE REQUEST FORM" AND "HIGH SCHOOL TRANSCRIPT"

Submit via mail, fax or in person the completed and signed College Connection Course Request Form and a copy of your high school transcript to the Office of Admissions and Records at the College you wish to attend. (See reverse for address)

5

REGISTER FOR CLASSES ON OR AFTER YOUR "REGISTRATION APPOINTMENT DATE"

"Registration Appointment Date" will give you access to on-line registration. You will receive a college ID number and password to view your appointment date and register for classes at: <https://websmart.smccd.edu>

Important Information

Important Dates

The College Connection Program forms, including high school transcripts, should be on file in the Office of Admissions and Records as early as possible for best consideration for classes. Registration will begin as of the dates below:

Summer Session 2009

Registration begins on May 26, 2009
Classes begin on June 22, 2009
(Skyline College classes begin June 8, 2009)

Fall Semester 2009

Registration begins on May 26, 2009
Classes begin on August 19, 2009

Spring Semester 2010

Registration begins on December 4, 2009
Classes begin on January 19, 2010

Registration Delays

The following conditions might affect or delay college admission: insufficient time for application processing, placement testing, prerequisite verification and college counselor review of program before classes begin, and/or limited college course offerings.

Withdrawals

Official withdrawal is the responsibility of the student. A student who does not withdraw in accordance with established procedures may receive a penalty grade. Details on these policies are in the class schedule.

Note: Grades earned and withdrawals processed at the college become part of your permanent College record.

Using Community College Coursework for University Credit or H.S. Graduation

Most universities will accept transferable or baccalaureate level courses taken at Community Colleges to count toward the students' baccalaureate degree. Depending on the high schools, community college coursework may or may not appear on the high school transcript. When applying to

universities (e.g., CSU/UC) high school seniors will have the opportunity to list (on their college application) all their community college coursework. Then, when requested by the university, students will send an official copy of their community college transcript for verification of college work, and for the earning of baccalaureate level honors credit where applicable.

Depending on the high schools, Community College coursework may be accepted and applied towards high school graduation requirements, and calculated into the students GPA.

Transcripts/Grades

Grades are not mailed upon completion of the semester. It is the responsibility of the student to provide transcripts to requesting institutions, including high schools. Students may request official college transcripts online via WebSMART, by fax, or in person at the Office of Admissions and Records. Grades and unofficial records can be accessed on-line through WebSMART at: <https://websmart.smccd.edu>.

Enrollment Fee

High school students enrolled in 11 units or fewer are not required to pay the Enrollment Fee or Health Fee. Some courses may require payment of a materials fee (see course description in class schedule). Students are expected to purchase their own textbooks as recommended, or required for their college classes.

Parking Fee

To park a motor vehicle (excluding motorcycles) on campus Monday-Friday, students are required to pay a parking fee. Students may purchase semester-length or 9 month parking permits. Daily permits are also available at permit dispensers on campus. See class schedule for types of parking fees, dispenser locations and designated student parking.

(Fees are subject to change. Do not submit payment with your application. Payment for any assessed fees should be submitted to the Cashier's Office following receipt of confirmation of enrollment.)



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Cañada College
4200 Farm Hill Blvd.
Redwood City, CA 94061
Phone: 650-574-6561
Fax: 650-306-3113
canadacollege.edu

College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: 650-574-6561
Fax: 650-574-6506
collegeofsanmateo.edu

Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: 650-574-6561
Fax: 650-738-4200
skylinecollege.edu