

COLLEGE CONNECTION

Concurrent Enrollment Program
2010-2011

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.

smccd.edu/collegeconnection



College of San Mateo



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 college makes the final decision regarding admission.

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

Cañada College: canadacollege.edu/ce

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

Skyline College: 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 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 College Connection Course Request Form must be fully completed with all required signatures. Incomplete forms will not be processed.

CHECKLIST

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

INCOMPLETE FORMS WILL CAUSE DELAY.

- ONLINE COLLEGE APPLICATION
- COURSE REQUEST FORM
 - PARENT/GUARDIAN SIGNATURE
 - COUNSELOR/PRINCIPAL DESIGNEE SIGNATURE
- SUBMIT COURSE REQUEST FORM 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. Students must provide written authorization for others to access their education records.

Code of Conduct/Academic Standards

A concurrently enrolled student is expected to complete all course requirements, maintain a 2.0 grade point average or better in all college courses, 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: smccd.edu/collegeconnection.
- 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. See listing of courses not available to high school students at smccd.edu/collegeconnection.
- 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"**
Submit via mail, fax or in person the completed and signed College Connection Course Request Form to the Office of Admissions and Records at the College you wish to attend. (See reverse for address)
- 5 REGISTER FOR COURSES ON OR AFTER YOUR "REGISTRATION APPOINTMENT DATE"**
"Registration Appointment Date" will give you access to online registration. You will receive a college ID number and password to view your appointment date and register for courses at websmart.smccd.edu

Important Information

Important Dates

The College Connection Course Request form should be on file in the Office of Admissions and Records as early as possible. Registration will begin as of the dates below:

Summer Session 2010

Registration begins on June 1, 2010

Classes begin on June 21, 2010

Fall Semester 2010

Registration begins on July 19, 2010

Classes begin on August 18, 2010

Spring Semester 2011

Registration begins on December 13, 2010

Classes begin on January 18, 2011

Registration Delays

The following conditions might affect or delay college admission: insufficient time for application processing, placement testing, prerequisite verification, and/or limited college course offerings.

Withdrawals

Official withdrawal is the responsibility of the student. A student who does not officially withdraw 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 student's baccalaureate degree. Private universities may not accept college work if used for high school credit (check with the particular private university for further information).

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. When requested by the university, students will send an official copy of their community college transcript to the university for verification of college work, honors credit, and transfer of credit accepted toward a baccalaureate degree.

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. Grades and unofficial records can be accessed online through WebSMART at websmart.smccd.edu.

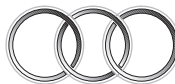
Enrollment Fee

High school students enrolled in 11 units or fewer are not required to pay the Enrollment Fee and 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 courses.

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 two-term (fall/spring) 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. Payment for any assessed fees should be paid online at websmart.smccd.edu.)



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

College Connection Course Request Form

Term <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring _____ Year	College you plan to attend <input type="checkbox"/> Cañada College <input type="checkbox"/> College of San Mateo <input type="checkbox"/> Skyline College	Enrollment Status <input type="checkbox"/> New <input type="checkbox"/> Returning <input type="checkbox"/> Continuing	Grade Level <i>(At time of entering course)</i> <input type="checkbox"/> 12th Grade <input type="checkbox"/> 11th Grade <input type="checkbox"/> 10th Grade <input type="checkbox"/> 9th Grade
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College Student ID # or Social Security #	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Student Name (Last)	(First)	(M.I.)
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Legal Address	Home Phone
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City	State	Zip Code	Cell Phone
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E-Mail Address

High school you attend: _____ Expected graduation date: _____

Will you work during the semester? No Yes # of hours/week: _____

If applying for fall or spring, list the courses you will be taking at your high school or other college(s) during that semester:

Requested College Courses

Placement tests are required for English and Mathematics courses.

	CRN	Subject	No.	Sec.	Title	Days/Hours	Units
<i>Example:</i>	81632	ACTG	121	AB	Financial Accounting	TTh 7-9:30	5.0
Course #1							
Course #2							
Course #3							
Alternate Course(s)							
Alt. #1							
Alt. #2							

Any changes to the selection(s) above must be approved, in writing, by the high school principal/designee and parent/guardian

Parent or Guardian

The signature below indicates parental or guardian's permission for the student to enroll in the college course(s) listed above.

Print Name of Parent or Guardian _____ Phone # _____

Signature of Parent or Guardian _____ Date _____

Principal or Designee

I have reviewed the academic record of the student named above and recommend this student for admission to the Concurrent Enrollment Program for the expressed purpose of enrolling in the course(s) listed above. I certify that this student can benefit from this advanced scholastic or vocational course work. I understand for any grade level in my school I may not recommend for community college summer session attendance more than five percent of the total number of pupils who completed that grade prior to this recommendation, excluding Middle College High School students.

Print Name of Principal or Designee _____ Phone # _____

Signature and Title of Above _____ Date _____