

# ACADEMIC PLANNER

The Student Planner is designed to familiarize you with the important information that will assist you in developing your academic plan and educational goals. It also contains “Tips for Success” on understanding assessment, course sequences, signing up for classes, selecting a major and using the resources offered through the Counseling Department and the Student Services Division.

## ENROLLMENT

### MATRICULATION - WHAT IS IT?

As a new student you may hear and see the word “Matriculation” frequently. It refers to a statewide process designed around the concept of **access to and success** in the California Community College system. Through the matriculation process students develop clear educational goals and receive support to successfully reach these goals.

<b>ENROLLMENT COMPONENTS INCLUDE</b>	
<b>ADMISSIONS</b>  <b>1</b>	<b>COMPLETE THE COLLEGE APPLICATION</b>  All new students and former students (who have not attended Skyline, Cañada or College of San Mateo for more than one year) will need to complete the College Application.
<b>ASSESSMENT</b>  <b>2</b>	<b>TAKE PLACEMENT TESTS</b>  Take the placement tests to measure your abilities in the areas of English, reading and mathematics. If you have a disability, contact the DSPS Office in Building 2 to see if you qualify for extended time testing.
<b>ORIENTATION</b>  <b>3</b>	<b>ATTEND AN ORIENTATION</b>  Attend an in-person college orientation or an on-line orientation to learn more about Skyline programs and services.

<p><b>COUNSELING</b></p> <p><b>4</b></p>	<p><b>SCHEDULE A COUNSELING APPOINTMENT</b></p> <p>You will receive assistance in reviewing your assessment results and reviewing your educational goals. You will learn about prerequisites and about the required courses you will need for a degree, to transfer, or to meet your career goal. You will be shown how to use your class schedule and college catalog to plan your first semester.</p>
<p><b>REGISTRATION</b></p> <p><b>5</b></p>	<p><b>REGISTER FOR CLASSES</b></p> <p>Sign up for the courses you have selected in consultation with your counselor. You can sign up for courses through WebSMART at <a href="https://websmart.smccd.edu">https://websmart.smccd.edu</a></p>
<p><b>FOLLOW-UP</b></p> <p><b>6</b></p>	<p><b>SCHEDULE A FOLLOW-UP COUNSELING APPOINTMENT</b></p> <p>During follow-up, you and your counselor will develop a personalized <b>STUDENT EDUCATIONAL PLAN</b> that outlines the courses you'll need to complete to reach your educational goals.</p> <p>The “<i>pay off</i>” for you is a quality education that will prepare you to move toward your career objective or to further your education at a four-year college. Whatever goal you choose, counselors will advocate for you to reach your full potential.</p>

## **A PARTNERSHIP FOR SUCCESS**

Matriculation is the process that brings you and the college into an agreement for the purpose of obtaining your educational goals.

### **The college agrees to:**

- Orient you to the college's programs, services, policies and procedures.
- Provide quality instruction
- Provide a wide variety of services
- Offer services to support you in meeting your education goal

### **You agree to:**

- Declare an educational goal
- Develop an educational plan with your counselor
- Attend classes and complete assignments and courses
- Seek support from college programs & services as needed
- Strive to make progress toward your educational goal

## **ASSESSMENT**

### **UNDERSTANDING YOUR PLACEMENT TEST RESULTS**

#### **Placement Tests – What are they?**

Skyline College offers placement testing to measure your abilities in English, reading and mathematics. In addition to helping you with course selection, the results from the tests are used to refer you to specialized support services.

#### **Placement Tests – What do they mean?**

One of the important keys to achieving success in college is to take courses that are at a level equal to your current skills – neither so easy that you become bored, nor so difficult that you become discouraged or receive a poor grade. Once assessed, you will be able to make an informed decision about which English, English for Speakers of Other Languages (ESOL) and mathematics course(s) to take. You should consult with a counselor to assist you with the following course selections.

### **English and Reading Course Recommendation**

Based on your Skyline College English and Reading placement test scores, which include multiple measure criteria, we will recommend one or more of our English and Reading courses for you to take.

### **Math Course Recommendation**

Based on your Skyline College math placement test scores, which include multiple measure criteria, we will recommend a math course for you to take.

### **ESOL Course Recommendation**

Based on your Skyline College ESOL placement test scores, which include multiple measure criteria, we will recommend an ESOL course for you to take.

### **What if I have completed Placement Testing at another college?**

If you have taken placement tests at other California Community Colleges within the past two years, you may submit a copy of your placement course recommendations to a counselor for review. The counselor will determine if you will need to take Skyline's placement tests.

### **What if I am not satisfied with my placement course recommendation?**

You should speak with your counselor if you feel that your placement results do not accurately reflect your academic abilities. Students are allowed to take the same placement tests a second time, provided that three weeks have elapsed since the time of the first placement test and no course taken in the sequence has been completed. In addition, some students may wish to challenge the prerequisite for a particular course and will be provided with information regarding the prerequisite challenge process.

### **Are there other Assessments?**

Yes, a brief assessment of your learning and study skills occurs at the time of your initial placement testing. In addition, the Career Center offers a variety of career assessments to assist in you in identifying your personality, values, interests and abilities. If you are undecided in regards to your major and career goals make an appointment with a Career Counselor.

# UNDERSTANDING THE ENGLISH SPEAKERS FOR OTHER LANGUAGES (ESOL) COURSE SEQUENCE

It is strongly recommended that you meet regularly with your counselor for assistance in determining the most appropriate classes for you to enroll in. The following is intended to help you understand the basic format of Skyline's ESOL sequence.

## SELECT THE RIGHT LEVEL

The ESOL level you should begin with is determined by your placement test results. Begin at the level of your placement and proceed through the ESOL sequence and into the Standard English sequence. There are two options available to complete each ESOL level:

Each level may be completed in one semester of six units each or over two semesters of three units each.

ESOL 810	-OR-	ESOL 811 + 812
ESOL 820		ESOL 822 + 823
ESOL 830		ESOL 831 + 832
ESOL 840		ESOL 841 + 842

## ENHANCE YOUR SKILLS

Additional classes are highly recommended for ESOL students. These supplemental classes may be taken to further enhance English skill development in specific areas:

- ESOL 655 – ESOL Supplement. Provides assistance with assignments given in ESOL classes.
- ESOL 855 – Accent Improvement. Enhances communication skills in Standard English.
- ESOL 875 – Grammar. Provides intensive focus on English grammar skill development.
- ESOL 802 – Pre-Intermediate Conversational English
- ESOL 800 – Reading & Composition practice for ESL

## PROCEED TO THE STANDARD ENGLISH COURSE SEQUENCE

After completion of the ESOL sequence, complete the Standard English sequence.

ESOL 400 (or English 836+Reading or English 846)

*While you have the option to take any of the above classes, it is strongly recommended that you take ESOL 400 rather than English 836/Reading 836 or English 846. ESOL 400 is designed specifically for ESOL students. It meets the prerequisites for English 100 and 105. **As of Spring 2007, ESOL 400 no longer satisfies Area 2 transfer requirements.***

English 100 or 105

English 110 or 165

Additionally, Speech 100, 120, or 150 may be selected to complete the Speech sequence.

## PLANNING YOUR FIRST SEMESTER

### A GUIDE FOR SPEAKERS OF LANGUAGES OTHER THAN ENGLISH

Because English is a basic requirement for nearly every course you'll take at Skyline, it is best to start working on your English skills as soon as possible. The following is a list of suggested courses for students in the ESOL (English for Speakers of Other Languages) program. The courses below are listed from Level 1 (lowest key) to Level 6 (highest level). Descriptions of the courses are found in the Skyline College catalog and schedule.

# ESOL Program Sequence and Supplemental Courses

## Start

### Placement Test

*indicates appropriate level in this sequence of courses*

ESOL 810 or  
(811+812) or  
(851+861+871)  
High-Beginning

### Supplemental ESOL Courses

*non-transferable, not part of sequence*

#### ESOL 801 Basic Conversational English

Recommended for 810 level students who need basic conversation skills.

ESOL 820 or  
(821+822) or  
(852+862+872)  
Pre-Intermediate

#### ESOL 802 Pre-Intermediate Conversational English

Recommended for 820 level students who want to increase fluency.

ESOL 830 or  
(831+832) or  
(853+863+873)  
Intermediate

#### ESOL 655 ESL Lab Supplement

All levels. Students study grammar, listening, reading, and pronunciation with computers, tutors, and media.

#### ESOL 855 Accent Reduction

Open to all levels, recommended for intermediate or higher.

ESOL 840 or  
(841+842)  
High-Intermediate

#### ESOL 875 Advanced Grammar and Editing for ESL

Recommended for 400 and 100 level students who need advanced grammar review.

#### ESOL 890 Reading & Composition Practice for ESL

Recommended for 400 and 100 level students who need more preparation for composition courses.

## TRANSFERABLE COURSES

ESOL 400

*Both ENGL 100 and ESOL 400 are transferable to UC/CSU. As of Spring 2007, ESOL 400 no longer satisfies Area 2 transfer requirements.*

ENGL 100

# PLANNING YOUR FIRST SEMESTER

## A GUIDE FOR STUDENTS WHOSE FIRST LANGUAGE IS ENGLISH

Your first semester in college is an important one. It is critical that you meet with a counselor to review your placement test results and plan a first semester schedule that accommodates time needed for class, homework and other outside commitments. The following are COURSE SEQUENCES.

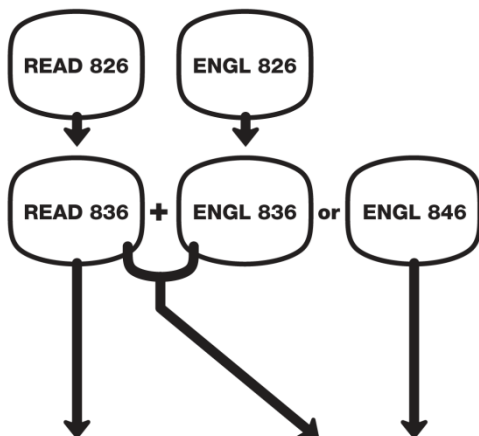
### English/Reading Course Sequence

Start

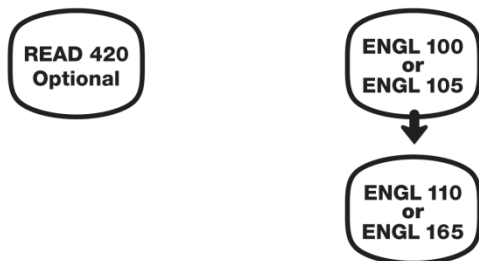
Placement Test

*indicates appropriate level in this sequence of courses*

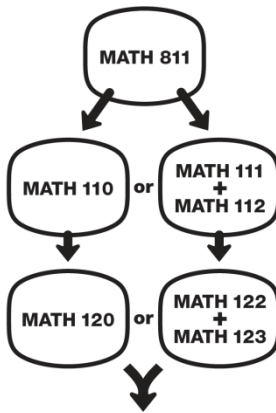
#### NON-TRANSFERABLE COURSES



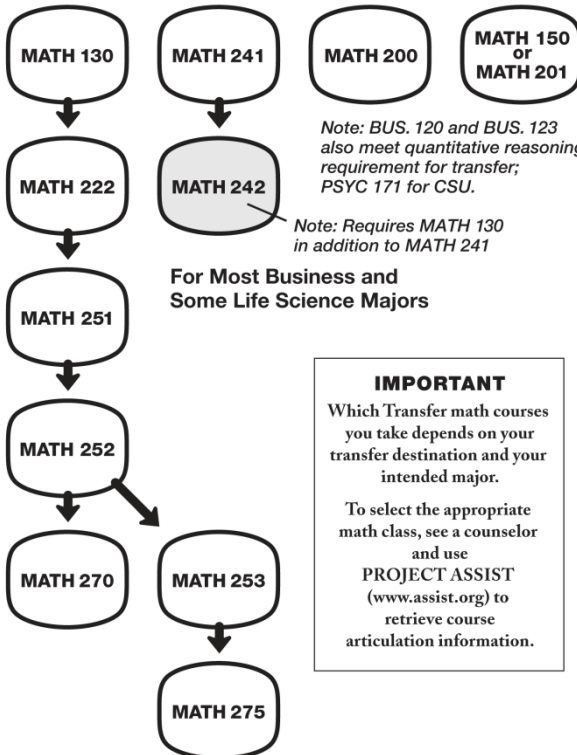
#### TRANSFERABLE COURSES



# Pre-Algebra and Algebra Sequence



## TRANSFER CLASSES



**For Most Science, Computer Science and Engineering Majors**

## College Success Skills

## Other Ideas

<b>COUN 100</b> College Success <b>COUN 104-108</b> Selective Topics (Check Schedule for listings) <b>CRER 136</b> Career Planning <b>CRER 137</b> Life & Career Planning <b>CRER 139</b> Careers in Teaching <b>CRER 665SA</b> Deciding on a Major <b>LSK1 100</b> Intro to Information <b>LSKL 801</b> Study Skills Assistance	<b>Coop 670</b> Vocational Cooperative Education  <b>CAOT 100</b> Beginning Computer Keyboarding
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## TIME MANAGEMENT

Below are several activities in which most of us engage either daily or on a regular basis. There is a space at the bottom for listing additional activities that are not specified in the first eleven activities. In the first column, "Time," count the number of hours or half hours you spend doing each of these activities. In the second column, "Priority," evaluate the importance you place on the activity, using the following number code: (1) essential, (2) desirable, or (3) expendable.

Activity	Time	Priority
Sleep		
Class		
Eating		

Grooming		
Commuting		
Work		
Exercise / Sports		
Socializing		
Planned Leisure (parties and events)		
Unplanned Leisure (relaxing, friends drop by)		
Personal Chores (homework, errands)		
Other		

It is important that you balance school, work, homework and other commitments that you may have (family, etc.) We recommend that you talk with your counselor to determine the appropriate number of courses that you should take.

## UNITS & TIME MANAGEMENT

**1 UNIT = 1 HOUR CLASS TIME + 2 HOURS STUDY TIME PER WEEK**

### EXAMPLE: 3 UNIT CLASS

In-class time = 3 hours per week

Study time = 6 hours per week (2hrs/unit X 3 units = 6 hrs)

Total time = 9 hours/week for 3 unit class

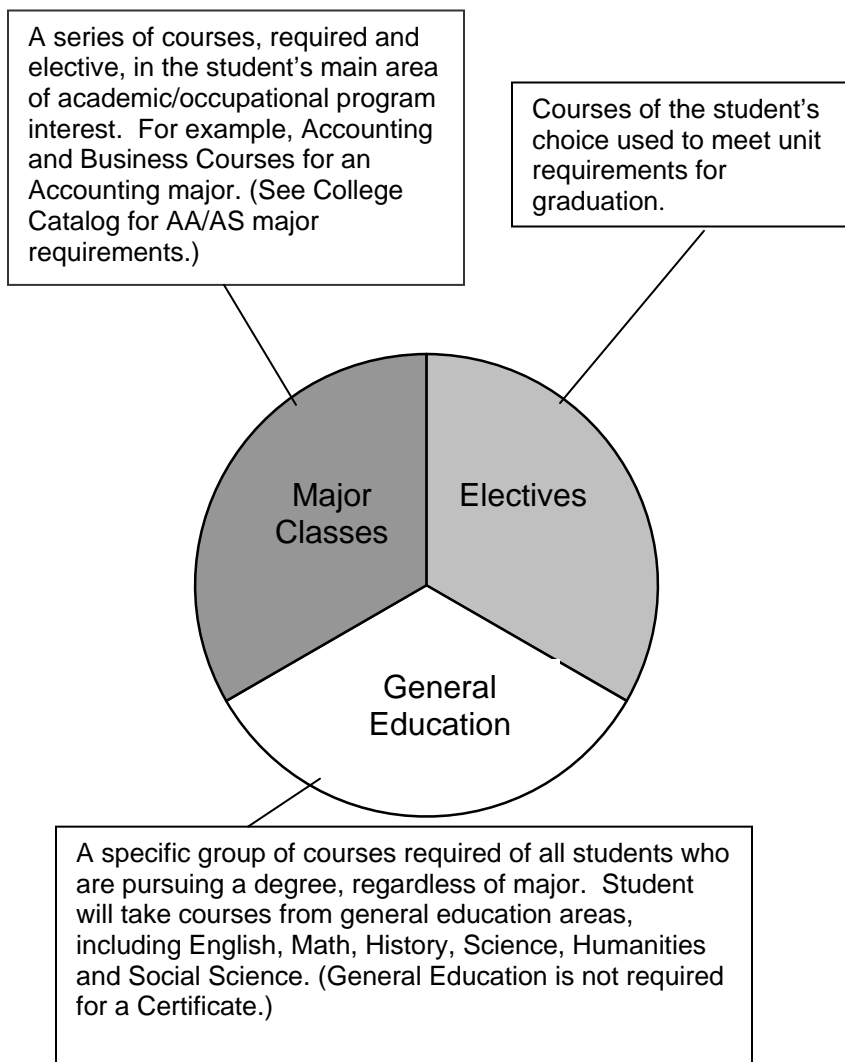
With the table below, calculate the amount of time you will spend at work and in class to determine how many units will best fit your available time.

<b>Employment Hours</b>	<b>Suggested Class Units</b>	<b>Minimum Outside Study Hours</b>	<b>Total Employment &amp; College Load</b>
0-15	Up to 16 units/class hrs.	32 study hrs.	48-63 weekly hrs.
16-20	Up to 12 units/class hrs.	24 study hrs.	52-56 weekly hrs.
21-30	Up to 9 units/class hrs.	18 study hrs.	48-57 weekly hrs.
31-40	Up to 6 units/class hrs.	12 study hrs.	49-58 weekly hrs.
Over 40	Up to 3 units/class hrs.	6 study hrs.	49+ weekly hrs.

# EDUCATIONAL CHOICES

## THE GRADUATION PIE

A degree is made up of general education, major and elective classes.



## TRANSFER DESTINATIONS

If your goal is to transfer to a four-year college or university, it is very important that you meet with a Skyline counselor to design an educational plan, which will map out the courses you need to take, semester by semester, in order to transfer successfully. You should also visit the Transfer Opportunity Career Center (TOCC), which offers a variety of transfer and application workshops and arranges individual appointments for students with visiting representatives from various universities. Please come in and pick up the full calendar of activities at the TOCC (Room 2227) or call (650)738-4232.

	<b>CSU</b> (California State University)	<b>UC</b> (University of California)	<b>Private</b>
<b>Minimum Admission Requirements</b>	60 transferable units with at least a 2.0 "C" grade point average.	60 transferable units GPA varies by campus and major	Varies by college
<b>Attendance</b>	Full time / Part time students	Full time day students only	Full time / Part time students
<b>Costs</b>	Approx \$3,800 per year	Approx \$8,000 per year	Approx \$28,000 or more
<b>General Education Requirement</b>	CSU GE or IGETC * Sheets available in the Transfer Opportunity and Career Center.	IGETC or campus specific GE breadth requirements *Sheets available in the TOCC.	Varies by college
<b>Major Preparation</b> *See Project Assist- <a href="http://www.assist.org">www.assist.org</a> and consult with your counselor	Must be completed for impacted (high demand) majors	Must be completed for impacted majors	Must be completed for impacted majors
<b>Application</b>	November prior to Fall transfer	November prior to Fall transfer	Varies by college

<b>Campuses Include</b>	SFSU, SJSU, Cal State Hayward, etc.	UC Berkeley, UC Davis, UC Santa Cruz, etc.	USF, GGU, Stanford University, Notre Dame de Namur University etc.
<b>Degrees Offered</b>	Bachelor of Arts Bachelor of Science Master of Arts Master of Science	Bachelor of Arts Bachelor of Science Master of Arts Master of Science Ph D.	Bachelor of Arts Bachelor of Science Master of Arts Master of Science Ph.D.

**Notes**

## Notes

# TIPS FOR SUCCESS

## GETTING AHEAD & STAYING ON TOP

### 1. Sign up for study skills classes

- COUN 100, CRER 136, CRER 137, CRER 665, LSCI 100, LSKL 801, and others

### 2. Connect to campus resources

- Sign up for study skills workshops in the Learning Center and/or the Computer Writing Center
- Use the Learning Center and Library often
- Sign up for tutoring in the Learning Center – early!
- Use the Writing Lab in Building 1, Room 1219B

### 3. Organize your time

- Organize on a monthly, weekly and daily basis
- Use a calendar or personal planner and write down important dates
- Make a daily “To Do” list and assign priorities to each task

### 4. Break larger tasks into smaller more manageable ones

- Set short-term deadlines with short-term goals

### 5. Use waiting time in between classes or while waiting for an appointment

- Draft an outline for a paper
- Do a short preview or review of class material

### 6. Have a regular study area

- Train your brain and body to be in the study mode whenever you are in your study area
- Keep study tools in this area – paper, pens, dictionary, etc.
- Don't study in bed

### 7. Balance your classes each semester

- Take difficult classes in combination with less demanding classes (For example, take English and Math along with Ceramics, Physical Education and Cooperative Education)

## **8. Schedule breaks in between your classes**

- Try not to schedule all of your classes back to back
- Give your brain a chance to absorb the material especially if the material is difficult for you
- A quick way to move class material from short term memory to long term memory is to review it within 24 hours

## **9. Be aware of your best time of the day for studying/taking classes**

- Are you most alert in the morning, afternoon, or evening?
- Experiment and plan your classes as well as your study time accordingly
- Build your study momentum by tackling challenging classes when you are most alert and effective

## **SELECTING A MAJOR**

### **1. Sign up for CRER 136, Career Planning, or CRER 137, Life and Career Planning**

- Find out about your strengths, preferences, and values and career exploration
- Learn job seeking strategies and the role they play in career exploration

### **2. Take advantage of free Career Counseling in the Career Center, Building 2**

- Get assistance with choosing/researching a major or career, exploring your skills, personality, values and interests
- Learn resume writing and job interviewing skills

### **3. Use Computer Resources in the Career Center, Building 2**

- Take advantage of free computerized guidance programs (EUREKA provides information on job responsibilities, outlook, training required and salary)
- Use the Career Center Web Page to access online assessments and link to other career sites  
[www.smccd.edu/accounts/skycareer](http://www.smccd.edu/accounts/skycareer)

#### **4. Look through college catalogs**

- See what kinds of courses are required for specific majors
- Read the descriptions. Do they sound like classes you would enjoy taking?

#### **5. Spend time with someone working in the career/job you are considering.**

- Conduct an informational interview
- Spend a day with the individual to see what goes on, minute by minute, during the day
- Seek out work or volunteer positions in the field you are considering

#### **6. Speak with your counselor**

- Share your career related ideas and dreams
- Ask them about other resources you should explore

## **SIGNING UP FOR CLASSES**

### **The following 5 steps need to be completed to enroll in classes:**

1. Submit your application for admission through WebSMART
2. Complete your placement tests
3. Complete an in-person or online orientation
4. Meet with a counselor to review placement results and identify appropriate courses to enroll

Once these steps have been completed, turn in your signed off enrollment ticket to the Admissions and Records Office. You are now cleared to register for your classes online.

5. Register Online using WebSMART at <https://websmart.smccd.edu>. **Login with your User ID:** student ID (example: **G09876543**) and **Pin Number:** six-digit birth date (**062170**)

### **How do students in the EOPS or DSPS programs register?**

Students in the EOPS (Extended Opportunity Program Services) and DSPS (Disabled Student Program and Services) are entitled to priority registration. EOPS and DSPS students should contact the EOPS or DSPD Offices in Building 2 for priority registration information.

### **What if the class I want is full?**

You have four choices:

1. Choose a different time for the course you want (if available)
2. Choose an alternate course. (Consult with your counselor).
3. If a class has reached its maximum enrollment limit, you may choose to add your name to the waitlist in WebSMART. If space opens up in the class, you will be notified via email of the opportunity to register for the class. You must register for the class on WebSMART only, within 48 hours of the time the email was sent to you.
4. Try to *add* the course when the semester begins by attending the first class meeting.

### **How do I add a course after the semester has begun?**

Go to the first class meeting. If the instructor has space for you, you will receive an authorization code number for that course. Then you either use WebSMART or come in person to Admissions & Records to register using the code number provided to you by the instructor. You are not officially enrolled until you have officially registered through the WebSMART System, or in person.

### **How do I drop a course?**

It is your responsibility to officially drop courses that you no longer wish to take. Please be sure to check the calendar in the Skyline Class Schedule for a list of important dates and deadlines for dropping courses so that your transcript and academic standing will not be negatively impacted. It is recommended that you speak with a counselor to discuss your plans for dropping courses. You can drop a course online through WebSMART, or go in person to the Admissions & Records Office. You do not need a professor's signature to drop a course.

# FREQUENTLY ASKED QUESTIONS

## **Why is it important that I attend the first class meeting?**

If you are registered for a class and do not attend the first meeting you may be dropped from the class. It is the teacher's decision to give your class space to a student present that wishes to add the class. If you do not plan on attending the class, you must officially drop the course through WebSMART, or the Admissions & Records Office.

## **How can I get in touch with a faculty member?**

Most faculty members have voice mail available for student messages. You can also send a message through the mail since every faculty has a mailbox on campus. Lastly, you may always leave a message for a faculty member with their division offices or via e-mail.

## **When do I purchase my books and supplies?**

The bookstore is a very busy place the first two weeks of school. It is recommended that you purchase books the week prior to the start of the semester. Always save your sales receipts and read the bookstore return and refund policy posted in the bookstore. The bookstore is located in Building 6, (650)738-4211

## **Where do I go if I have questions or need help?**

The counseling services at Skyline College provide students academic, transfer, career & personal counseling assistance in the day and evening college hours. Drop-in counseling is available to answer quick questions. Thirty (30) minute appointments can be scheduled to address longer topics. Whenever you have questions or need assistance go to the One-Stop Student Service Building, located in Building 2, (650)738-4317, or go to the counseling department web page – [www.smccd.net/accounts/skyline/sts/couns.html](http://www.smccd.net/accounts/skyline/sts/couns.html)

Starting or returning to college can be very confusing. Often students find it difficult to determine educational goals. Generally students need assistance selecting courses that are appropriate to their specific goals. Sometimes students experience challenges or difficulties that interfere with their educational plans.

**What is a unit?**

A college credit unit usually represents one hour of time per week. For example, a three-unit course meets three hours per week and requires six hours of homework each week. Some classes, i.e. studio art, laboratory science and technical courses require more in-class time.

**How many units do I need to take to be a full-time student?**

The minimum number of units per semester you must take to be considered a full time student is twelve; however, if you want to complete an Associate in Art or Science degree in four semesters, you will need to average fifteen units per semester.

**Can I take courses both in the daytime and in the evening?**

Yes. See the Schedule of Classes for times and days that courses are offered.

**What is the maximum number of units I can take?**

Nineteen per semester. If you wish to take more than nineteen, you will need approval from a counselor and the Dean of Enrollment Services.

**If I get a “D” or an “F” in a course, can I take the course over again to improve the grade?**

Yes, if you received the “D” or “F” grade at Skyline, Cañada, or CSM, you may repeat the course at Skyline. If you receive a higher grade, your “D” or “F” grade points will not be used in your grade point average calculation and your transcript will be annotated.

**What can I do if I disagree with a grade I received?**

You can and should discuss this with your instructor. All full-time faculty have office hours posted on their office doors. You may need to contact the Division Office to find out how to best contact a part time faculty member. If you still have concerns after speaking with the instructor, contact the Division Dean.

**Can I get credit for a course by taking an examination?**

Yes, credit by examination is available for certain courses at Skyline College. Contact the Division Office to determine if the course is available on a credit by exam basis.

### **How do I convert semester units to quarter units and vice-versa?**

To convert semester units to quarter units, multiply your units by 1.5. For example, 30 semester units = 45 quarter units. To convert to quarter units, multiply by .6667; thus, 45 quarter units = 30 semester units.

### **Is there financial assistance to cover fees?**

Yes, go to the Financial Aid Office in Building 2, 2<sup>nd</sup> floor for an appointment and/or information. You may qualify for a Board of Governor's Waiver (BOGW), which waives the unit fees for California residents. Students are encouraged to apply for a BOGW and additional federal/state financial aid.

### **What is meant by "lower" and "upper" division?**

Lower division courses are those taught during the first two years of college. Skyline offers only lower division courses (freshman/sophomore). Upper division courses (junior/senior) will be taught at the college or university to which you transfer.

### **How can I tell if a course is transferable?**

Information about the transferability of courses to the California State University and University of California systems can be found in the Skyline Catalog and Schedule of Classes.

### **When should I apply to the four-year college/university?**

The California State University and University of California systems require you to submit your application one year in advance of the term in which you plan to transfer. For example, if you plan to transfer in fall of 2009, you will submit your application during November 2008. The month of November is the filing priority period for fall admissions. Some campuses accept applicants in the spring terms in which other application deadlines must be filed. You are advised to speak with your counselor or visit the Transfer Center in Building 2, 2<sup>nd</sup> floor, for further information.

### **What is a Grade Point Average (G.P.A.)?**

G.P.A. stands for grade point average and is the cumulative total of all your grades at Skyline, Cañada, and CSM.

### How is a G.P.A. calculated?

Courses are given a letter or CR/NC (Credit/No Credit). CR/NC courses do not affect your G.P.A. Letter grades are given the following point values:

**A: 4 points**

**B: 3 points**

**C: 2 points**

**D: 1 point**

**F: 0 points**

### **G.P.A. = Total Grade Points divided by Total Letter Grade Units**

*Example: A student has taken the following courses*

Course	Units Attempted	Units Completed	Grade (letter)	Grade Points
History 201	3	3	B	9
English 100	3	3	C	6
CRER 136	1	1	CR	0
Math 110	5	5	A	20
FITN 332	1	0	F	0

**Overall G.P.A.** – (Grade Points) divided by 12 (Letter Graded Units) =  
2.91 G.P.A.