

# COLLEGE CONNECTION

*Concurrent Enrollment Program*  
2011–2012

## Course Enrollment Packet

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

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[smccd.edu/collegeconnection](http://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 9<sup>th</sup> 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 regarding dates, course prerequisites, transcripts, and fees 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](http://canadacollege.edu/ce)

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

Skyline College: [skylinecollege.edu/ce](http://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](http://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](http://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 college contact information on next page)
- 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](http://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 2012

Registration TBA

Classes begin on June 2012

#### Fall Semester 2012

Registration TBA

Classes begin on August 2012

#### Spring Semester 2012

Registration begins on November 20, 2011

Classes begin on January 17, 2012

### 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.

### Course Prerequisites

All applicants are required to fulfill course prerequisites. 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. Beginning fall 2011, "Computerized Prerequisite Checking" is utilized in the San Mateo County Community College District. Procedural information for lifting prerequisites blocks for those courses (prior to online registration) can be found at [smccd.edu/collegeconnection](http://smccd.edu/collegeconnection).

### 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](http://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 online via WebSMART at [websmart@smccd.edu](mailto:websmart@smccd.edu). 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](http://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](http://canadacollege.edu)

#### College of San Mateo

1700 West Hillside Blvd.  
San Mateo, CA 94402  
Phone: 650-574-6561  
Fax: 650-574-6506  
[collegeofsanmateo.edu](http://collegeofsanmateo.edu)

#### Skyline College

3300 College Drive  
San Bruno, CA 94066  
Phone: 650-574-6561  
Fax: 650-738-4200  
[skylinecollege.edu](http://skylinecollege.edu)

