

COLLEGE CONNECTION

Concurrent Enrollment Program
2018–2019

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.



College of San Mateo



College Connection Course Request Form

Program you are interested in:	College you plan to attend:	Term:	Grade Level:
General Concurrent Enrollment	Cañada College	Summer	<i>(At time of entering course)</i>
Jump Start	College of San Mateo	Fall	12 th Grade
Middle College	Skyline College	Spring	11 th Grade
			10 th Grade
		Year: 2_0_ _ _	9 th Grade

Please provide the information requested below and enter the G# sent to your email after you have applied for admission.

College Student ID # (G #) <input style="width: 50px; height: 20px;" type="text"/>	Date of Birth <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	M	M	D	D	Y	Y
M	M	D	D	Y	Y		

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:** _____

Your high school approves your eligibility to participate. You should not take remedial courses or courses already offered by your high school.

Placement tests are required for English and Mathematics courses, and many other courses with Math and English prerequisites.

	CRN	Subject	No.	Sec.	Title	Days/Hours	Units
<i>Example:</i>	81632	ACTG	121	AB	Financial Accounting	TTh 7-9:30	5.0

You can only take courses authorized by your high school.

Parent or Guardian

The signature below indicates parental or guardian's permission for the student to enroll at one of the SMCCCD colleges. The college does not assume any responsibility for changes a student makes to his/her schedule, this includes all full-time enrollment fees if a student enrolls for 11.5 or more units.

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 College Connection Concurrent Enrollment Program. 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 _____

Steps to Enrollment

Before you get started on your academic journey, you will need to complete the following steps:

1. College Application - How to Apply

Choose the college you plan to attend and follow the directions to apply.

Cañada College: canadacollege.edu/concurrent/index.php

College of San Mateo:
collegeofsanmateo.edu/highschool/stepstoenrollment.asp

Skyline College:
skylinecollege.edu/outreach/concurrentenrollment.php

Once your application has been accepted by the college, you will receive an email notification to your personal email account, containing your new student ID number (G-number) and instructions to access your student portal (WebSMART) and college email account. All notifications thereafter will be sent to your college email account.

2. See Your High School Counselor

Meet with high school counselor for course recommendations, to discuss courses eligible for credit towards high school graduation and to receive approval to participate.

3. Placement Testing/Assessment

Some courses have prerequisites or require placement through other assessment methods. For assessment information, visit your college website.

4. Submit Your Course Request Form via WebSMART

Complete Course Request Forms can be uploaded through your WebSMART student portal. Make sure that the form is filled out completely and you have obtained all the required permissions to attend. If you are a home-schooled student, a copy of your R4 (private school affidavit) is required, along with your course request form.

- Save or scan a copy of your College Connection Course Request Form to a device that will allow you to upload (desktop, phone, tablet)
- Log into WebSMART at websmart.smccd.edu
 - Your ID number is your college issued “G-number.” Include the “G” when entering.
 - Your PIN is your date of birth in the order of MMDDYY (You will be asked to change your PIN once you log in.)
- Select: Student Services
- Select: College Connection Course Request Form
- Follow the steps to upload your Course Request Form and SUBMIT
- Please contact Admissions if you have any problems submitting your request.

5. Register for Classes

Once your Course Request Form has been approved, you will receive an email containing information regarding the registration process and when to register for classes. You can also view your registration date in your WebSMART account at websmart.smccd.edu.

General Information

College Connection Concurrent Enrollment 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. It is not intended for purposes of remediation or for taking courses already offered at the high school. College enrollment fees may be **free** to California residents (See fees section on the next page for more information).

Student participation in College Connection must be approved (in writing) by the parent or guardian and the high school principal or designee. The college does not assume any responsibility if a student makes changes in his/her class schedule. The college makes the final decision regarding admission to the program.

Please check the following sites for college and program information:

Cañada College: canadacollege.edu/ce

College of San Mateo: 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 for obtaining high school counselor/principal and parental permission when applying for admission and participating in the College Connection Concurrent Enrollment Program. The College Connection Course Request Form must be fully completed with all required signatures. Incomplete forms will not be processed.

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 Student Code of Conduct (Refer to the College Catalog and/or Student Handbook).

Important Information

Important Dates

The College Connection Course Request Form should be submitted and approved by the Admissions and Records Office as early as possible. Registration will begin as of the dates below:

Summer Session 2018

New and continuing HS student registration begins on May 15

Classes begin on June 11

Deadline to submit Course Request Form: May 31

Fall Semester 2018

New and continuing HS student registration begins on May 15

Classes begin on August 15

Deadline to submit Course Request Form: July 31

Spring Semester 2019

New and continuing HS student registration begins on Nov. 13

Classes begin on January 14, 2019

Deadline to submit Course Request Form: December 14, 2018

The application for admission and Concurrent Enrollment Request Form must be submitted by the established deadline.

Late applications will not be processed.

Registration Delays

The following conditions might affect or delay college admission: insufficient time for application and Course Request Form 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 course-work. 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.

Transcripts/Grades

Grades are not mailed upon completion of the semester. Grades and unofficial records can be accessed online through WebSMART at websmart.smccd.edu. Students may request official college transcripts online via WebSMART and it is the students' responsibility to provide transcripts to requesting institutions, including high schools.

Enrollment and Other Fees

High school students enrolled in 11 units or fewer are not required to pay the Enrollment Fee and Health Fee. If you register for 11.5 units or more, you are responsible for paying all the fees associated with your enrollment. 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. This includes any Inclusive Access textbook fees that are required for the class.

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. 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: 650-306-3226
Fax: 650-306-3113
canadacollege.edu

College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: 650-574-6165
Fax: 650-574-6506
collegeofsanmateo.edu

Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: 650-738-4251
Fax: 650-738-4200
skylinecollege.edu