

Eligibility Requirements for Admission

Individuals interested in attending Cañada College must be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Cañada College. Individuals who are not high school graduates and are under the age of 18 may also attend Cañada if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

Residency Requirements

Residency Determination

A California resident, for purposes of attendance at a community college, is a person who is eligible to establish residence and who has maintained physical presence in the state for at least one year and one day immediately preceding the first day of classes with the intention of making California his or her home. The burden of proof to establish residence is on the student.

California Residents

Any California resident applying for admission to Cañada College must meet one of the following qualifications:

- Be a graduate of a high school.
- Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
 - Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.
 - G.E.D., California High School Equivalency Certificate, with an average of 55 or above on all tests and a score of at least 50 on each test.
 - A formal, written document from the student's high school district indicating he/she is exempted from any further high school attendance.
- Be 18 years of age or older and, in the opinion of the President of Cañada College, be capable of profiting from the instruction offered.
- Be a high school student whose admission is recommended by his/her high school principal and approved by the Dean of Counseling and Enrollment Services at Cañada.

Non-Residents

Out-of-state residents may qualify for admission to Cañada College by meeting the following requirements:

- Be a graduate of a high school.
- Be 18 years of age or older and capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series with an average of 55 or more on all tests and a score of at least 50 on each test.

AB540 Law: Effective with the Spring 2002 term, certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

- Attended a California High School(s) for three years or more
- Graduated from a California High School or attained equivalency (i.e. GED), or certificate of completion
- Filed or will file an application with the INS to legalize status.

Students must complete and submit the "California Nonresident Tuition Exemption Request" form to be exempted from non-resident tuition. The form is available in the Admissions and Records Office or at the College website: www.canadacollege.edu.

International Student Program (F-1 Visa holders only)

This section pertains to residents of other countries who either possess or are seeking an F-1 student visa. Such individuals may qualify for admission to Cañada College by meeting the following requirements:

- Complete the International Student Application, available on the College web site: www.canadacollege.edu (cannot apply on-line).
- Have completed the equivalent of an American High School education with satisfactory grades (Average "C" or 2.0 Grade Point Average). A copy of secondary/high school academic records or mark sheets is required at the time of application.
- Demonstrate sufficient command of English to profit from instruction at Cañada. A minimum T.O.E.F.L. score requirement is 480 on the paper based exam and 157 on the computer based exam. Individuals admitted as international students may be required to enroll in intensive English courses, based on placement test results.
- Submit a one page essay.
- Submit evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. (See pages 14–15 for information on enrollment and other required fees.)
- Provide evidence, prior to registration, of medical and hospitalization insurance coverage or enroll in the plan provided for international students by the insurance carrier approved by the San Mateo County Community College District (SMCCCD). If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount provided by the SMCCCD plan.

International students are required to complete 12 units of coursework (full-time) each semester in order to maintain F-1 status.

Application for admission as an F-1 visa student must be made through the International Student Office. Special application deadlines apply. Call (650) 306-3494 for information. (Fax: 650-306-3113.)

Students who are legal residents of another country and who are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Cañada College with the approval of their primary college. These students must present a letter of approval from a counselor or official of the other institution in order to attend Cañada College.

Residents of other countries holding types of temporary visas other than F-1, except tourist (B2) visa, may also attend Cañada College.

Cañada College's catalog and schedule of classes are available at the college website, www.canadacollege.edu.

The current estimate of annual expenses for International Students is \$17,000 (including \$740.00 for the San Mateo County Community College District medical and hospitalization plan).

International students are required to make a \$500.00 pre-payment towards their first semester's tuition, enrollment fees and health fees upon acceptance and prior to their admission to the College.

High School Students/College Connection

Students attending high school may register concurrently for Cañada College classes with the approval of the Dean of Counseling and Enrollment Services. Interested students must submit an application with the required recommendation, together with their high school transcript.

Applications are available via the college website, www.canadacollege.edu/ce, from the Admissions and Records Office, or at local high schools.

Cost for concurrent enrollment:

1. Concurrently enrolled high school students are exempted from payment of the enrollment fee and health fee if registered for less than 12 units.
2. Parking fees must be paid if parking a vehicle on campus.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs. Many college courses have prerequisites and/or co-requisites. Students who wish to enroll in English, English as a Second Language, Mathematics, or any course that has an English or Math prerequisite must take the Cañada College placement exam.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Cañada College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the College Connection Program will receive college credit for all coursework successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

Revision of Regulations

Any regulation adopted by the administration of Cañada College or the San Mateo County Community College District will be considered an official ruling and will supersede regulations on the same subject which appears in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

Registration

Steps to Enroll in Classes for New Students, Former Students, and New Transfer Students

Si necesita ayuda en Español para entender el proceso de matriculation, presentese en la oficina de admission en el edificio #9 y pregunte por alguien que hable español. Sera nuestro placer servirle.

Matriculation

Matriculation is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

Complete the matriculation steps prior to registration if you have one or more of the following educational goals:

- obtain a vocational certificate,
- obtain an Associate degree,
- transfer to a four-year college or university, or
- are undecided about your specific educational goals but are considering the above options.

You are exempt from matriculation if on your application you have indicated one of the following:

- have completed an Associate or higher degree, or
- have enrolled in classes for personal enrichment only and do not intend to earn a degree or certificate, or
- are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

If you are EXEMPT from matriculation, after your application is processed, you will receive, via email or mail, an assigned date to register via WebSMART.

Matriculation Steps

Step #1 - Admissions:

Apply online at <http://websmart.smccd.edu> or complete the Application for Admission located in the center insert of the class schedule.

After your Application for Admission has been processed, you will receive a Registration Ticket to guide you through the remaining matriculation steps.

Step #2 - Placement Tests/Assessment:

From the Placement Test Schedule, select a date to complete the testing requirement, or make an appointment via WebSMART.

- Placement test results are valid for up to two years.
- Placement tests in English or English for Non-Native Speakers (ESL) and Mathematics are given to all new matriculating students.
- Placement tests are required for enrollment in English, English for Non-Native Speakers, mathematics courses, and any course that has an English, reading, or mathematics prerequisite.

- Placement tests are required for most of the Associate degree and university level courses.

You are automatically EXEMPT from taking the Placement Tests and may move directly to Step #3 if you fall into one of the following categories:

- Have taken the Placement Tests at Cañada College or CSM or Skyline College within the last two years and the test results are available.
- Are a former student or new transfer student from another accredited college in the United States and have completed course work in Mathematics and/or English with a grade of “C” or better. (Bring unofficial transcripts or other evidence of grades to your counseling appointment to verify this exemption.)
- Can show evidence of completing the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4, or 5.
- Can show evidence of completing the College Board Advanced Placement Test (AP) in Mathematics with a score of 3, 4, or 5.

Bring evidence of test scores or course completion to your counseling appointment described in Step #4.

Step #3 – College Orientation

The College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. Sign-up for an orientation session at the Counseling Center or call (650) 306-3452 OR complete the Online College Orientation: <http://canadacollege.edu/admissions/orientation.html>.

Step #4 - Counseling

Meet with a Counselor to discuss your assessment results and select courses appropriate to your academic readiness and educational and career goals.

Step #5 – Register for Classes

Return your completed Registration Ticket to the Admissions and Records Office to receive an assigned registration date. Use WebSMART to register for your classes. Complete information regarding registration dates and procedures is published in the College Schedule of Classes.

After you have registered and paid for classes, you are officially enrolled at Cañada College. Be sure to attend the first class meeting. Work with your professors to meet the challenges and demands of each class. Use Counseling services regularly. At least once a semester, schedule an appointment to meet with a Counselor to 1) discuss progress toward your academic goals, 2) develop or update your Student Educational Plan (SEP), and 3) learn about important student services that enhance student success.

Matriculation waivers/exemptions: If you wish to request an exemption of any matriculation requirement, petitions are available in the Office of Admissions and Records. The Dean of Counseling and Enrollment Services or the Assistant Registrar reviews petitions, and applicants are notified of the status of the petition within five business days.

Students with a disability needing assistance with any part of the matriculation process should contact the Disabled Student Program at (650) 306-3490, TDD: (650) 306-3161.

Schedule of Classes

Complete information regarding registration dates and procedures is published in the College Schedule of Classes for each semester. The schedules are available on the Cañada campus, in local high schools and Public Libraries, and on our web site: www.canadacollege.edu.

Program Changes

Once you have completed registration, you may change your program via WebSMART. Once a class has started, an authorization code is required and can be obtained from the instructor. Students may use WebSMART the entire semester to register for short-term classes that begin after the start of the semester and to drop classes.

Enrollment Limitations

Multiple and Overlapping Enrollments

Students may not enroll in two or more sections of the same credit course during the same term. Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor’s supervision and attendance documentation at the end of the semester. Overlap exception forms are available in the Admissions and Records Office.

Unit Load Limitations

A normal class load for a full-time student for fall and spring semesters is between 12–18 units. No student is permitted to take more than 11 units during the Summer Session or 19 units during the Fall and Spring semesters without special approval of the Academic Standards Committee. Approval forms are available in the Admissions and Records Office. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with a counselor.

A program of 12 or more units during Fall and Spring semesters, and 6 units during Summer session is considered full-time for athletic eligibility, financial aid, international students (F-1 visa), veterans benefits, Social Security benefits, and most other benefits which are dependent upon student enrollment status.

Limit of Withdrawals

Students are limited to receiving no more than four “Ws” from the same credit course. A “W” shall not be assigned or may be removed if the student withdrew due to discriminatory treatment or retaliation for alleging discriminatory treatment.

Course Repetition

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments) within the SMCCCD.

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as “may be repeated for credit” in the course description. Courses which are not so designated may not be repeated under this policy. Further information about this policy is included in the chart below, and is available from Cañada College counselors and Division Offices.

Repetition of Courses for Legally Mandated Training

Student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student’s grade point average. Students wishing to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

Repetition of Courses for the Purpose of Grade Alleviation (For the student who has received a Grade of D, F, or NP)

A student who has received a grade of D, F, or NP in a course taken in the San Mateo County Community College District may repeat the course up to two times for the purpose of grade alleviation. This allows a student a maximum of three attempts to successfully complete the

course. The permanent academic record shall be annotated in such a way that all courses attempted remain on the transcript showing a true and complete academic history. A student must submit a Petition to Repeat to the Admissions and Records office in order to attempt a course a THIRD time. If the prior two attempts have resulted in grades of Ds, Fs, or NPs the third attempt will be approved. Course repetition completed at any college of the San Mateo County Community College District will be honored. In no case will the unit value of a course be counted more than once.

Auditing of Courses

In compliance with State regulations, Cañada College has identified certain courses that may be audited. Courses which can be audited shall be performance-type courses or skill-building courses where continued participation adds to the student’s growth and where continued participation strengthens the program itself, or courses in which the subject content changes from semester to semester. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded with the professor’s signature on an Add/Drop form and on a space-available basis. A \$15.00 per unit fee, the Health Services

COURSE REPETITION SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

No petition for Course Repetition is required if student has:

- 2 substandard grades (D, F, NP)
- 2 substandard grades and 1 W
- 2 substandard grades and 2 Ws

Student can register on WebSMART unless on academic dismissal.

A Course Repeat Petition is required for the reasons below—must be submitted to the Admissions and Records Office at Cañada College. If approved, student will be registered in the course. If the petition is submitted once classes have started, students must follow late registration procedures. In addition to the Course Repeat form, students must obtain the instructor’s authorization to add.

Reason to repeat	Will this petition be approved?
1. Student received an A, B, C, or P and wants to improve grade	No, unless reasons #2, 3, 4, or 5 apply.
2. Course is mandated for training requirements as a condition of continued paid or volunteer employment	Yes – student can repeat unlimited number of times. Must provide statement from employer mandating the course for training.
3. Class content has changed substantially	Yes, for students with standard (A B, C, P) and sub-standard grades (D, F, NP)
4. Most recent course was completed more than five years ago	Yes, for students with standard and sub-standard grades; however student will not earn credit nor will the new grade be used to calculate GPA if previous grade was (A, B, C, or D)
5. Extenuating Circumstances – accident, illness, evidence of care-taking responsibilities, job change, death in immediate family. Documentation is required to support circumstances.	Yes, for students with substandard grades

Submit forms to the appropriate office at the campus you are attending.

Cañada College	College of San Mateo	Skyline College
Admissions and Records	Dean of Counseling	Dean of Enrollment Services

Before attempting to file a petition, it is highly recommended that you see a counselor for assistance that may help you be successful in class.

Counseling	Cañada 650-306-3452	CSM 805-965-0581x2285	Skyline 650-738-4317
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fee, and the Student Representative fee will be charged at the time of enrollment. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

Fees

The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. A list of fees is published in each semester's Class Schedule and is available on WebSMART and in this Catalog under Fees.

Enrollment Fee

A state-mandated enrollment fee of \$20 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Cañada College, Skyline College, and/or the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid Forms."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. (See details under "Nonresident Tuition Fee.")

Health Services Fee

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$17 Health Services Fee each semester for day or evening classes, or \$14 for each summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Admissions and Records Office, Building 9, first floor, or by calling (650) 306-3226.

Student Representation Fee

The Student Representation Fee of \$1 per student per semester was established by an election of the student body of Cañada College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State, and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) via financial aid and is not refundable unless an action of the College prevents the student from attending. A petition for a Student Representative Fee exemption may be obtained from the Cashier's Office, or by calling (650) 306-3270.



Nonresident Tuition Fee

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule or the Fees link on the Cañada College Admission/Registration Web page for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the “Residency Requirements” section of this Catalog for more information.

International (F-1 Visa) students pay the Nonresident Tuition plus a nominal capital outlay fee (in addition to the Enrollment fee).

Health Insurance is required of international (F-1 Visa) students that do not have the required level of private health insurance. For current rates call (650) 306-3494.

Student Body Fee (optional)

The voluntary Student Body Fee is \$8 per semester (Fall and Spring only) payable at the time of registration on WebSMART or at the Cashier’s Office. Students who pay the fee receive an Associated Student Body ID Card which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and on-campus athletic events. Funds collected also help support student activities, services and scholarships. Students must contact the Student Activities Office at (650) 306-3373 for removal or reimbursement of charge if they choose not to pay.

Parking Fee

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$40.00 for fall and spring semesters, or \$70 for a two-term (fall/spring) permit, and \$20.00 for the summer session. These fees are nonrefundable except by action of the College. Parking permits may be transferred from one vehicle to another. Replacement permits may be purchased at cost.

One-day parking permits are available for \$2.00 per day from parking permit dispensers.

Students may pay for their parking permits online using WebSMART, or in person at the Cashier’s Office, Bldg. 9, first floor. Up to a certain date, approximately one week before the start of the term, parking permits will be mailed to students as part of the Registration Statement. After this date, students must obtain their permits at the Cashier’s Office, Bldg. 9, first floor.

Students must park in Student lots only. All Staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Cañada College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in student parking lots only. The grace period does not apply to staff and metered lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Cañada

College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user’s risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 13, Room 28, (650) 306-3420.

Disabled Student Parking

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Cañada College Cashier’s Office. Students with temporary ambulatory disabilities who do not have a placard may receive special parking consideration by contacting DSPS, Bldg. 5, Room 207 or by calling (650) 306-3259, TDD: (650) 306-3161.

Audit Fee

An appropriate per unit audit fee will be assessed at time of registration. See “Auditing of Courses” section in this Catalog for further information.

Transcript Fee

An official transcript summarizing a student’s complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$5 fee for each additional transcript requested. Rush Service within SMCCCD, usually within twenty-four hours or less, is available for an additional \$10/per transcript. Rush Service is not available for prior records.

Duplicate Diploma Fee

\$20 duplicate diploma fee.

Returned Check Fee

\$20 per returned check.

Materials Fee

Required in certain classes in which required materials are provided to students. Fees typically range from \$2-8 per class.

Payment of Fees

Fees may be paid in any of the following ways:

- By credit card (using Visa, MasterCard, American Express or Discover), or electronic check via WebSMART at <http://WebSMART.smccd.edu>
- By mailing a check or money order to the Cashier’s Office, Building 9, first floor
- In person at the Cashier’s Office, Building 9, first floor

Outstanding student account balances are subject to referral to a collection agency.

Holds on Student Records

A hold will be placed on a student’s record by the Business Office for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Educational records will not be released, including grades, transcripts, certificates, and degrees, while an outstanding balance remains on their account.

Fines

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to College property. Students delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the college authorities.

Refund Policies

Enrollment fees shall be refunded in accordance with the following guidelines:

Prior to the First Day of Instruction

- Students dropping all classes will receive full credit toward future registration fees for the amount of all fees paid. A \$10 processing fee (plus an additional \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.
- If a parking permit has been issued, it must be returned to the Business Office before a credit or refund of the Parking Fee will be processed.

On or After the First Day of Instruction

- Enrollment Fee/ Nonresident Tuition
Students will receive full enrollment fee and non-resident tuition credit toward future registration fees if they reduce their program or officially drop from all courses within the first 10% of the period of instruction of their courses. Students who officially drop from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the College for non-resident and F-1 Visa international students who request a refund. (Example: If a course has 12 meetings, 10% of 12 = 1.2. The College will round up to 2.0. Therefore, to be eligible for a credit or refund, the student must drop no later than the end of the day of the second class meeting.)
- Variable Unit Courses
No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.
- Health Services and Parking Fees
Students will receive a full refund through the second week of instruction for semester-length classes and through the first 10% of the instructional period for students enrolled in less than semester-length classes. If a parking permit has been issued, it must be returned to the Business Office before a credit or refund of the Parking Fee will be processed.
- Student Body Fee
Students will receive a full refund upon request and within the published deadlines listed in the Schedule of Classes.
- Student Representation Fee
The Student Representation Fee will be waived for students who refuse to pay for religious, political, moral, or financial reasons. This waiver must be submitted in writing within the

first 10% of the period of instruction of the course(s).

Credit balances remain on student accounts for a maximum of five (5) years. A student may either choose to maintain a credit balance on account or contact the Business Office to arrange for a refund. Refunds are NOT issued automatically. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed. To be eligible for a refund/credit, a student must officially drop from a course. Student records are automatically held until all debts to the District colleges have been cleared.