COLLEGE CONNECTION
Concurrent Enrollment Program
2016–2017

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.

Cañada College   College of San Mateo   Skyline COLLEGE

College Connection Course Request Form

Indicate the program you are interested in:

❏ Jump Start ❏ Middle College ❏ General Concurrent Enrollment

Term	**College you plan to attend**	**Grade Level** *(At time of entering course)*
❏ Summer ❏ Fall	❏ Cañada College ❏ College of San Mateo	❏ 12th Grade ❏ 11th Grade
❏ Spring __ __ __ __ **Year**	❏ Skyline College	❏ 10th Grade ❏ 9th 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 #) ☐☐☐☐☐☐☐☐☐ **Date of Birth** | M | M | D | D | Y | Y |

Student Name (Last) (First) (M.I.)

Legal Address Home Phone

City State Zip Code Cell Phone

E-Mail Address

High school you attend: _____ Expected graduation date: _____

Your high school approves your eligibility to participate. You should not plan to 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
Example:	*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.

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

1 APPLY TO THE COLLEGE:

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

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

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

No action will be taken on your request until you have applied for admission. After you complete an application, you will be issued a student G number.

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. Most courses are available to high school students.

3 DO YOU NEED TO TAKE PLACEMENT TESTS OR COMPLETE ASSESSMENT?

Some courses have prerequisites that you must meet. Some are based on placement tests or other assessment the college requires. For information go to the website for the college you plan to attend.

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). If you are a home-schooled student, a copy of your R4 (private school affidavit) form will be required, along with your course request form.

5 REGISTER FOR COURSES ON OR AFTER YOUR "REGISTRATION APPOINTMENT DATE"

A "Registration Appointment Date" will give you access to online registration. You will receive a college assigned user ID and password to view your appointment date and register for courses at websmart.smccd.edu

Please keep this page for your records

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. 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 you make changes in your class schedule. The college makes the final decision regarding admission.

Please check the following sites for college and program 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 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 (CCCR) 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 2016
New and Continuing HS student registration begins on May 16
Classes begin June 13
Deadline to submit CCCR Form: May 31

Fall Semester 2016
New and Continuing HS student registration begins on May 16
Classes begin on August 17
Deadline to submit CCCR Form: July 27

Spring Semester 2017
Registration appointments will be assigned starting in November
Classes begin on January17, 2017
Deadline to submit CCCR Form: December 14, 2016

*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 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.

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 Fee

High school students enrolled in 11 units or fewer are not required to pay the Enrollment Fee and Health Fee. Enrolling in 11.5 or more units requires paying all fees. 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. 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.
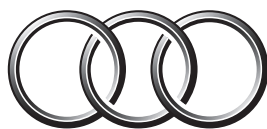
SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Cañada College	**College of San Mateo**	**Skyline College**
4200 Farm Hill Blvd.	1700 West Hillsdale Blvd.	3300 College Drive
Redwood City, CA 94061	San Mateo, CA 94402	San Bruno, CA 94066
Phone: 650-306-3226	Phone: 650-574-6165	Phone: 650-738-4251
Fax: 650-306-3113	Fax: 650-574-6506	Fax: 650-738-4200
canadacollege.edu	collegeofsanmateo.edu	skylinecollege.edu