




SMC'S HIGH SCHOOL
PROGRAMS FOR SUMMER 2009



SANTA MONICA COLLEGE

SUMMER INSTITUTE



These programs offer college credit classes in Business, Psychology, Science – Biology, and Science – Chemistry to high school students.

- **FREE** Classes
- **FREE** Textbooks
- **FREE** Support Services



OPEN to all entering 9th to 12th graders who qualify

APPLY now – classes fill quickly

DEADLINE to accept applications is May 30th or until class is filled.

MORE details inside...

WHO CAN APPLY

SMC SUMMER INSTITUTE FOR HIGH SCHOOL STUDENTS

Come and take free college classes at Santa Monica College through our Summer Institute for High School Students. These programs are FREE to high school students who have completed the 8th, 9th, 10th, or 11th grades. Students must complete the SMC English assessment if they are planning on enrolling in the following programs: business, psychology, biology, and chemistry. For these programs, students must place into Level B English or higher. For Chemistry 10, students must also take the math assessment and place into Math 20 – Intermediate Algebra or higher.

Programs are offered in the following areas:

- BUSINESS
- PSYCHOLOGY
- SCIENCE – BIOLOGY
- SCIENCE – CHEMISTRY

FREE CLASSES

The enrollment fee for these classes is waived to program participants (other student fees may apply), see page 6 for details. Keep in mind that these are college level classes and you are expected to study and do the required coursework. These classes become part of your permanent college records.

FREE TEXTBOOKS

All required textbooks are supplied to students.

FREE SUPPORT SERVICES

Students are encouraged to take advantage of the opportunities for peer support, counseling, study skills workshops and tutoring/study groups.

APPLICATIONS are accepted via US mail only. Applications must be postmarked after March 31, 2009 to be accepted. Deadline to accept applications is May 30, 2009, or until the class enrollment is filled. **Please do not bring applications to our office, they will not be accepted.**

Apply early, as the date the application is postmarked may be considered in eligibility.

There are three parts to this application.

1. Follow the instructions in “Step 1: Apply to SMC Online.”
2. Fill out the forms in “Step 2 through Step 4” at the end of this brochure.
3. Take the necessary assessments. For more information and sample questions, contact the assessment center at (310) 434-8040 or visit www.smc.edu/assessment. Submit assessment results with the application.

All forms with signatures and requested documentation must be submitted by mail to:

Santa Monica College Summer Institute for High School Students
1900 Pico Boulevard, Attn: DE
Santa Monica, CA 90405

Space is limited. Only fully completed applications will be considered for available seats. All application materials must be submitted together. Incomplete applications will be returned.

For additional information please contact the Summer Institute for High School Students office at (310) 434-3501 or visit us at www.smc.edu/highschoolprograms.

SANTA MONICA COLLEGE BOARD OF TRUSTEES: Louise Jaffe, *Chair*; David B. Finkel, Judge of the Superior Court (Ret.), *Vice Chair*; Dr. Susan Aminoff; Dr. Nancy Greenstein; Dr. Margaret Quiñones-Perez; Rob Rader; Dr. Andrew Walzer; Cameron Henton, *Student Trustee*; Dr. Chui L. Tsang, *Superintendent/President*

Classes start Monday, July 6th

BUSINESS PROGRAM

This program is for students interested in pursuing a career in Business.

BUS 1, INTRODUCTION TO BUSINESS

3 UNITS

Transfer: UC, CSU

Prerequisite: None.

Skills Advisory: Eligibility for English 1.

This course provides students with an overview of business in an increasingly global society. Students will complete the course with knowledge of the general business environment, economic systems, business ethics, operations and project management, and technology and information systems. In addition, students will learn the fundamentals of economics, business ownership, entrepreneurship, finance, management and marketing. Key themes woven throughout the course include exploration of career options and development of business problem-solving skills.

1080 10:15a-12:20p MTWTh BUS 201 Rockwell C

Above section 1080 meets for 6 weeks, Jul 06 to Aug 13.

PSYCHOLOGY PROGRAM

This program is an introduction to students who may wish to pursue a career in either Early Childhood Education or Education.

PSYCH 11, CHILD GROWTH AND DEVELOPMENT

3 UNITS

Transfer: UC, CSU

IGETC AREA 4 (Social & Behavioral Sciences)

Prerequisite: None.

Skills Advisory: Eligibility for English 1.

This course will examine the major developmental milestones for children, both typically and atypically developing, from conception through adolescence in the areas of physical, psychosocial, and cognitive development. Emphasis will be on interactions between maturational and environmental factors within a culturally sensitive framework. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

1645 10:15a-12:20p MTWTh BUNDY 217 Berg D 5

Above section 1645 meets for 6 weeks, Jul 06 to Aug 13, and meets at the Bundy Campus, 3171 South Bundy Drive, Los Angeles, CA 90066.

SCIENCE PROGRAMS

Did you know that many health care and science related careers begin with an Associate degree? Get a head start on your future career in the sciences by taking one of these classes:

BIOLOGY

BIOL 3, FUNDAMENTALS OF BIOLOGY

4 UNITS

Transfer: UC, CSU

IGETC AREA 5B (Biological Sciences, + LAB)

Prerequisite: None.

Skills Advisory: Eligibility for English 1.

This general biology course is for transfer students who are not biology majors. Topics include basic molecular and cellular biology, genetics, the anatomy and physiology of plants, animals and humans, the diversity of life, evolution, and ecology. Current environmental issues and new developments in biological science are discussed. Laboratory experiences are integrated and stress scientific methodology and thinking. *Credit is allowed for one course from either Biology 3, 4, Botany 1. No UC credit given for Biology 3 if taken after Biology 21, 22 or 23.

1068 8:00a-11:20a MTWThF SCI 227 Fennoy S L

Above section 1068 meets for 6 weeks, Jul 06 to Aug 14.

CHEMISTRY

CHEM 10, INTRODUCTORY GENERAL CHEMISTRY

5 UNITS

Transfer: UC, CSU

IGETC AREA 5A (Physical Sciences, + LAB)

Prerequisite: Math 31.

*U.C. gives no credit for Chemistry 10 if taken after Chemistry 11.

This is an introductory laboratory course. It introduces principles, laws, and nomenclature of inorganic chemistry and organic chemistry. Chemistry 10 prepares students to take the General Chemistry sequence (Chemistry 11 and Chemistry 12). It additionally serves as a basic chemistry course for the allied health majors (such as nursing and physiology). It also serves to fulfill general education requirements. Students who successfully complete this course will understand basic chemical principles and will have practiced quantitative reasoning and problem solving skills. Students will also have learned various lab techniques, including the safe and competent handling of chemicals and laboratory equipment.

1107 8:00a-1:05p MW SCI 301 Walker Waugh M V
8:00a-1:05p TTh SCI 155

Above section 1107 meet for 6 weeks, Jul 06 to Aug 13.

For more information about SMC high school programs,
visit www.smc.edu/highschoolprograms

HOW TO APPLY

SMC SUMMER INSTITUTE FOR HIGH SCHOOL STUDENTS

STEP 1: Apply to SMC Online

You will need an email account to register. You may use your own personal account or an account through a web-vendor such as yahoo. Once you have an email account and are ready to register online for your SMC classes, log on to the Web and follow the instructions below.

- 1) Go online and visit the SMC website at www.smc.edu/admissions/application.htm
- 2) Click on "Launch Online Application".
- 3) Read the "System Requirements" section to ensure that your hardware and software supports the registration process. Also, read the "Before you start the application..." to ensure that you have the proper documentation to complete the application process.
- 4) Click on "Start Application" at the bottom.
- 5) Keep in mind, for "enrollment status" you will click on "Special Admit, currently enrolled in K-12". For the residency section, keep in mind that all the questions pertain to your parents since you are under 19 years of age.

STEP 2: Personal Statement Form

Complete the SMC Personal Statement Form for Summer Institute for High School Students. If necessary attach a separate sheet for the essay.

STEP 3: Concurrent Enrollment Policies and Requirements Form & High School Concurrent Application Form

Fill out and obtain two required signatures on the Concurrent Enrollment Policies and Requirements Form and four required signatures on the High School Concurrent Application Form. A total of six (6) signatures are required on the two forms. THESE FORMS MUST BE FILLED OUT COMPLETELY.

STEP 4: Transcripts

Obtain your official high school transcript and submit it with your completed forms.

STEP 5: Assessment Results

If the program you are applying for requires an assessment please submit your results with the application. To take the assessment please call the assessment center at (310) 434-8040 or visit them online at www.smc.edu/assessment for sample test questions and assessment hours.

STEP 6: Mail Paperwork

Applications must be postmarked after March 31, 2009 to be accepted. No exceptions. Deadline to accept applications is May 30, 2009, or until class is filled. All applications must be submitted by mail to:

Santa Monica College Summer Institute for High School Students
1900 Pico Boulevard, Attn: DE
Santa Monica, CA 90405

STEP 7: Notification of Acceptance

The Summer Institute for High School Students office will be communicating with you regarding decisions via regular mail. Please do not call or email the office with questions regarding decisions.

SMC SUMMER INSTITUTE FOR HIGH SCHOOL STUDENTS APPLICATION CHECKLIST

Place your initials in each box below to make sure you have completed your application. INCOMPLETE APPLICATIONS WILL BE RETURNED.

I have completed the following:

- Online Santa Monica College Application
- SMC Personal Statement Form for Summer Institute for High School Students
- SMC High School Concurrent Enrollment Policies and Requirements (2 signatures required)
- SMC High School Concurrent Enrollment Application Form FILLED OUT COMPLETELY (4 signatures required)
- Official High School Transcript
- Assessment Results (If required, please refer to the program list for classes that require Assessments.)

Applications must be postmarked after March 31, 2009 to be accepted. No exceptions. Deadline to accept applications is May 30, 2009, or until class is filled. All applications must be submitted by mail to:

SMC Summer Institute
for High School Students
1900 Pico Boulevard, Attn: DE
Santa Monica, CA 90405

SANTA MONICA COLLEGE

HIGH SCHOOL CONCURRENT ENROLLMENT POLICIES AND REQUIREMENTS

High School Concurrent Enrollment permits high school students the opportunity to enroll in courses at Santa Monica College or at the high school site for educational enrichment. The purpose of the program is to provide “advanced scholastic,” “educational enrichment opportunities for a limited number of eligible pupils” as defined by Education Code, Section 48800 and 76002.

Policies and Requirements:

1. High School Concurrent Students must have completed the 8th grade or equivalent prior to the beginning of the semester or term they plan to participate in the program.
2. High School Concurrent Students must complete all forms with their high school counselor who will help select classes that meet their educational needs. Students will only be permitted to register for classes that their counselor approves. Each form needs to be signed by the high school principal and counselor.
3. The local school district principal approval is required for a student participating in a home school program.
4. High School Concurrent Students must take the Mathematics placement examination if enrolling in courses where a specific mathematics proficiency level is advised or required.
5. High School Concurrent Students must take the English placement exams at SMC and meet any class prerequisites prior to the student's initial enrollment. To qualify to participate in the program, students must place into level B English, or higher. Students may be waived from the mandatory English assessment requirement when enrolling only in courses that do not have English skills prerequisites or advisories (ex: performance or activity courses).
6. High School Concurrent Students must have the signature of a parent or guardian authorizing the student's participation in the program.
7. High School Concurrent Students must submit a copy of their high school transcript along with the High School Concurrent Enrollment Application, prior to enrollment in each semester he/she wishes to participate.
8. Enrollment fees will be waived for high school students participating in High School Concurrent Enrollment; however, these students are responsible for paying non-resident tuition if classified as a non-resident. High School students are also required to pay for parking, course materials, books, and health fees. Associated Student Body representation fee and the Student ID fee are optional but must be paid for by the student if they wish to participate.
9. Students are limited to six units, or two classes, per semester.
10. Students will not be allowed to take courses in subject areas that the student previously received below a C grade (most recent attempt), whether taken at the college or high school level.
11. High School Concurrent Enrollment students will not be allowed to enroll in any physical education courses.
12. Credit courses are COLLEGE courses and will remain on the student's permanent record even if the secondary school uses the coursework as High School Credit. All coursework taken will appear on the student's Santa Monica College transcript. Students wishing to forfeit the college credit must file the College Credit Forfeiture Request form within the first two weeks of the term. This decision is not reversible. The coursework will still appear on permanent record, but college totals will be adjusted and course annotated to show forfeiture.
13. Courses offered are at the college level and instructors will teach at that level. Students may be exposed to and be involved in discussions of mature subjects.
14. Santa Monica College is not responsible for the supervision of minor students anywhere on campus outside of the classroom setting. Faculty are not expected to wait with students until their ride arrives. At times, classes may be dismissed early. Pay telephones are available on campus, but may not be in close proximity to the student's classroom.
15. High School Concurrent students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. See college catalog or schedule of classes for policies.
16. Students must act on their own behalf. Parents, guardians, relatives or friends of Santa Monica College students are not permitted to enroll, drop, or add classes on behalf of the student. The same prohibition applies to requesting transcripts or grade verifications. Student records are protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, SMC will not discuss or release student information to anyone, including parents, without the student's signed written consent.
17. High School Concurrent Enrollment students may participate in extra-curricular activities only at the high school level.
18. F-1 and F-2 Visa students are not eligible to enroll as a Special Admit Student.

Student Agreement: I have read, understand, and agree to the above policies and requirements.

STUDENT SIGNATURE

STUDENT NAME (PLEASE PRINT)

DATE

Parent Agreement: I have read, understand, and agree to the above policies and requirements.

PARENT/LEGAL GUARDIAN SIGNATURE

PARENT/LEGAL GUARDIAN NAME (PLEASE PRINT)

DATE

SANTA MONICA COLLEGE

HIGH SCHOOL CONCURRENT ENROLLMENT

FOR OFFICE USE ONLY

Date processed: _____

Processed by: _____

APPLICATION FORM

TO BE COMPLETED BY THE STUDENT (PLEASE PRINT)

Note: A separate approval must be presented for each semester or session in which the student wishes to enroll.

Legal Name:	Last	First	Middle
SMC Student ID	Date of Birth / /		Telephone Number ()
Street Address			
City	State		Zip Code

Term: Winter Spring Summer Fall Year: _____ Current Grade Level: 9th* 10th 11th 12th

Name of High School _____ City/County of School _____

Type of School: Public High School Private High School Charter School Home School**

* Students must have completed the 8th grade by the beginning of the term to be eligible to participate.

** The local school district principal approval is required for a student participating in a home school program.

TO BE COMPLETED BY THE STUDENT'S HIGH SCHOOL COUNSELOR

Our enrollment system will limit enrollment for high school students to only those courses listed on the High School Concurrent Enrollment form that a high school counselor has approved. The intent is to assure that students will only be permitted in courses that the counselor deems appropriate and officially authorizes.

The above named student is authorized and recommended to enroll in the following college-level course(s) as part of the Santa Monica College High School Concurrent Enrollment Program for the semester noted above. By signing this, you are indicating that you have assessed the student's preparedness to undertake college-level studies in this subject and are recommending the student for attendance in this SMC program.

Course(s) Recommended _____

High School Counselor's Name _____ Daytime Phone Number () _____

As per Ed Code 76001, the principal of the public school certifies, by signing this application that no more than 5 percent of the total number of pupils per grade level shall be recommended for SMC summer session.

Both signatures are required every term at SMC.

High School Principal's Signature _____ Date _____

High School Counselor's Signature _____ Date _____

PARENTAL CONSENT

I authorize my son/daughter to enroll in the Santa Monica College High School Concurrent Enrollment Program for the term specified above by the student. My signature affirms my approval as the parent/guardian for enrollment at Santa Monica College in the course(s) listed above under the guidelines outlined under the Policies and Requirements section on the previous page.

Parent/Guardian Signature _____ Date _____

Authorization and Consent for Treatment of a Minor

All SMC students have the right to utilize the services offered by our health center. Since your student is a minor, your consent would be required. That consent is OPTIONAL, but your student cannot be treated without it, and would require your signature below.

The undersigned hereby gives consent for the provision of health service to the minor student named above. Services to be provided may include first aid, health counseling, nursing assessments or any other care when determined advisable by and rendered under the supervision of a Health Services Registered Nurse.

If unable to reach us in an emergency, we consent for our child to receive reasonable treatment under the general or specific instruction of Santa Monica College Health Services. YES NO

Parent/Guardian Signature _____ Date _____

Daytime Phone Number () _____ Evening Phone Number () _____