

# San Mateo Middle College

SAN MATEO UNION HIGH SCHOOL DISTRICT AND COLLEGE OF SAN MATEO

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## ENROLLMENT PROCEDURES FOR FALL 2010

### STEP 1 APPLICATIONS AND RECOMMENDATION FORMS

1. **Middle College Application:** All students interested in participating in the Middle College program must complete the "Enrollment Application" form. Respond to all parts of the application and have your parents/guardians read the application and sign page 2. Incomplete applications will not be processed.

2. **College of San Mateo Application for Admission:** Students are required to complete a two-page CSM application (some sections have been filled in for you). We will submit the application to the CSM Admissions and Records Office. You have the option to apply to CSM on-line at [collegeofsanmateo.edu/admissions/apply.asp](http://collegeofsanmateo.edu/admissions/apply.asp) Contact the Middle College office if you apply on-line. Students will be assigned a CSM student ID number, which is needed to take CSM Placement Tests. Students who previously attended CSM don't need to reapply, but you must let us know that you have a CSM ID number.

3. **Recommendation Forms:** Students must have three staff members from the current high school fill out the recommendation forms:

- Give the "Counselor Recommendation Form" to your guidance counselor.
- Give the "Teacher Recommendation Form" to a teacher who knows about your behavior, attendance, participation and performance in a classroom setting.
- Give the "Assistant Principal/Dean of Students Recommendation Form" to a staff member familiar with your behavior on campus and at school functions, either the Assistant Principal who monitors discipline for your grade or the Dean of Students.

Give the counselor, teacher and administrator enough time to respond to all sections of the recommendation form. All staff members need to return the recommendation forms to your guidance counselor by the Friday, March 26 deadline.

4. **Parent/Guardian Recommendation Form:** A parent/guardian responds to all sections.

5. **Transcript:** Students must include an unofficial transcript in the packet and your six-week or 12-week progress report. Arrange to receive an unofficial transcript from the school student data analyst.

6. **Attendance Report:** You must include a high school attendance report for Spring 2010 and Fall 2009. Consult your school attendance clerk to receive a copy of this report.

*The application, letters of recommendation, transcript and attendance report must be given to your guidance counselor no later than **Friday, March 26**. Be sure that all letters of recommendation have been processed and returned to the counselor. The applications will be turned over to the Middle College office by 3pm on **March 26**.*

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**STEP 2****COLLEGE OF SAN MATEO ENGLISH PLACEMENT TEST**

All applicants must take the College of San Mateo English Placement Test. Students must use the CSM on-line system, Websmart, to register for a placement test time. Go to [collegeofsanmateo.edu/testing/scheduletest.asp](http://collegeofsanmateo.edu/testing/scheduletest.asp) to schedule an appointment. The testing should be completed on or before April 14. When you submit your CSM application as part of your Middle College application packet, you will be assigned a CSM student identification number (a G number). Students also can sign up for the Math Placement Test at same time. If there are questions, contact the Middle College office (574-6101) or the CSM Testing Office (574-6175).

**STEP 3****PARENT/GUARDIAN INFORMATION and STUDENT TESTING**

Students will be notified that they have passed the paper-screening portion of the application process. Applicants and parents/guardians must attend a two-hour informational meeting at College of San Mateo on Wednesday, April 14 at 6pm in Bldg. 14, room 215. Middle College administrators and staff members will provide information about the program. Students will take a writing test, which will help determine eligibility in the Middle College program.

**STEP 4****STUDENT SHADOWING AND TOURING OF CSM FACILITIES**

Students can shadow a Middle College student or observe the Middle College classes. Middle College student candidates and parents/guardians may opt to tour the CSM campus. These visits are done by appointment, usually on Mondays and Wednesdays. Call the Middle College office for information.

**STEP 5****INTERVIEWS WITH STUDENTS AND PARENTS/GUARDIANS**

Students who successfully complete the first three steps will be scheduled for interviews with their parents/guardians, plus members of the Middle College staff. The 15-20 minute interviews will be scheduled the weeks of April 19 and April 26 at CSM. Students and parents/guardians are asked a series of questions related to the students' involvement in and commitment to Middle College.

**STEP 6****STUDENT NOTIFICATION AND SCHEDULING OF COURSES**

Students will be notified by mail if they have been accepted into the Middle College program. Students will arrange for a meeting with Middle College and CSM staff members to begin registration and scheduling for Fall 2010 courses. Scheduling appointments will be the weeks of April 26 and May 4. The Middle College high school classes begin on Thursday, August 12, 2010. The CSM classes begin on Wednesday, August 18, 2010.

**The Fall 2010 semester runs from August 12 through December 17, 2010.**

For more information, please call the Middle College Principal Greg Quigley at (650) 574-6101.

**Need Information in Spanish? ¿Necesita información en Español?  
Por favor llame a Anthony Basques al (650) 574-6468  
or e-mail [basques@smccd.edu](mailto:basques@smccd.edu)**