

# WELCOME CENTER

## 6 STEPS TO SUCCESS

Earlier enrollment opportunity for new students:  
Complete Steps 1-4 by April 21<sup>st</sup>!

### Step 1: APPLICATION

Complete a Santa Monica College application on-line: [www.smc.edu/admissions](http://www.smc.edu/admissions)

**HELPFUL HINT: Apply for Financial Aid every year!**

**Fafsa & CalGrant Priority deadline: March 2<sup>nd</sup>**

Apply for **FINANCIAL AID** and create a PIN #

- Go to [www.fafsa.gov](http://www.fafsa.gov) (income for 2013/2014 required)
  - Apply for the year 2014-15 & 2015-16 ASAP
  - SMC school code: **001286**
  - Check "Corsair Connect" for Required Documents to submit to the Financial Aid Office

- Apply for a **BOG Fee Waiver** at [www.smc.edu/financialaid](http://www.smc.edu/financialaid)
- **IF ELIGIBLE YOU WILL NOT HAVE TO PAY ENROLLMENT FEES**
- High School Students need: GPA verification from H.S. Counselor
- AB540 students: Talk to counselor for fin aid options

### Step 2: PREP 2 TEST

Take your time: Prepare for your assessment tests in **English** and **Math**. The more you prepare the higher you may place and the less English and Math classes you might have to take.

- Math: [www.khanacademy.org](http://www.khanacademy.org)
- English: [www.smc.edu/englishprep](http://www.smc.edu/englishprep)
- Math: [www.smc.edu/mathprep](http://www.smc.edu/mathprep)
- ESL: [www.smc.edu/eslprep](http://www.smc.edu/eslprep)

**HELPFUL HINT: Take the Practice Tests on-line from websites above before you test!**

### Step 3: ASSESSMENT

Take SMC English & Math Assessment tests in person (Picture ID required)

**Location:** Liberal Arts Building, Room 109      **Phone #:** (310) 434-8040      [www.smc.edu/assessment](http://www.smc.edu/assessment)

- You may re-take the test(s). Allow two weeks between test dates. Call or check on-line for testing days & times
- If you took Accuplacer and/or Compass assessment tests at another college, the college needs to FAX scores to (310) 434-8019

### Step 4: ORIENTATION → ON-LINE ADVISOR (MONICA) → MyEdPlan

- To receive the date you can add classes, you must complete the on-line Orientation at: [www.smc.edu/orient](http://www.smc.edu/orient)
- Complete the "Monica" portion of orientation, then create a 1 semester educational plan on MyEdPlan [www.smc.edu/ep](http://www.smc.edu/ep)

### Step 5: COUNSELING

Meet with a counselor in the **Welcome Center**.

**Location:** Cayton Center, Room 110      **Phone #:** (310) 434-8101

**WHY MEET WITH A COUNSELOR?**

- To get guidance with required courses, transfer, degree, or certificate requirements
- To learn about campus resources/support programs, social support and motivation

**HELPFUL HINT: Meet with a counselor twice a semester to update your educational plan!**

### Step 6: ENROLL & PAY FEES

**Apply to a Special Program for Priority Enrollment!**

Visit [www.smc.edu/studentervices](http://www.smc.edu/studentervices) for Special Program Info

- Add your classes on-line on your assigned enrollment date and time
  - GO TO "CORSAIR CONNECT" TO GET DATE/TIME: LOCATED UNDER THE CALENDAR (TIMELY REGISTRATION IS CRITICAL)
  - YOU WILL REGISTER THE SAME DAY FOR SUMMER & FALL. REGISTRATION BEGINS EARLY **MAY**
- Pay fees on-line by the **DEADLINE** or you will be **DROPPED** from your classes!

**SUMMER Payment Deadline: June 3, 2015**

**FALL Payment Deadline: July 29, 2015**

If on waitpool → Check your emails and show up to the first class meeting

- Pay fees on-line on "Corsair Connect" OR in person at the Bursar's Office

**WELCOME CENTER**                      **SUMMER: 6 WEEKS**  
**COURSE PLANNING GUIDE**            **FALL: 16 WEEKS**

**PLAN:** Get guidance from a counselor of courses that would be recommended for your skill level & goal.

<u>Sample Schedule #1</u>	<u>Sample Schedule #2</u>		
1. English 85 (Group C)	1. English 1 (Group A)	1. _____	1. _____
2. Counseling 20	2. Counseling 20	2. _____	2. _____
3. Math 85	3. Math ____ (Major?)	3. _____	3. _____
	4. General Education or Major Course	4. _____	4. _____

**SEARCH:** Search the schedule and select classes according to what is **best for you**.

**HELPFUL HINT:** REGULARLY LOG-IN TO 'CORSAIR CONNECT' TO READ IMPORTANT EMAILS

- **Check if course has a Prerequisite(s):** a course you *must have before* taking a class
- **Skills Advisory:** a recommended course or skill level you should have before taking a class
- Remember to consider your employment, travel, and parking time when planning your schedule
- 12 units is considered full-time. How many units you enroll in is up to you!

**Required Study Time:**

Course Units	# of study hours per week
1 unit	2 hours
2 units	4 hours
3 units	6 hours
4 units	8 hours
5 units	10 hours

**Your Required Study Time:**

Course	Units	# of study hours per week

**Your Planned Schedule.** The four digit section number is specific to that particular course.

Section #	Course Subject & Number	Day(s)	Time	Location	Units
1.					
2.					
3.					
4.					

**ADD:** Add your classes on-line on your assigned date and time at: [www.smc.edu](http://www.smc.edu)

Click on "**Corsair Connect**" (located on top far left side)

- Enter your **SMC ID# & Password** Your first password is your six digit date of birth: MMDDYY
- Click on "**Enrollment**"
- Select term (i.e. Winter, Spring, Summer, or Fall)
- Select "**Add a Class**" and/or "**Search for Classes**" Refresh by selecting "new class search"
- Select "**Wait for a Class**" (Enter section number). 2 class max. & must attend first class meeting

To view list of courses offered click on Class Schedule: "SEARCHABLE SCHEDULE"

**PAY:** View your Fees & Pay for your classes for **Summer/Fall: Check "Corsair Connect" for payment deadline**  
**After payment deadlines pass, you must have a zero balance by mid-night of the same day you add course(s)**

Pay fees on-line on "Corsair Connect" OR pay in person: Bursar's Office (building across from Assessment Center)

**HELPFUL HINT:** Don't forget to pay and have a zero balance or you will be dropped from all of your classes

**PREPARE:** Buy Your Books Early (before classes begin). Get a list of books needed for your classes.

- Visit [www.smc.edu/bookstore](http://www.smc.edu/bookstore) and click on "Online Bookstore"

**Get your Student ID card (before classes begin).** Go to the Bursar's office once your fees are paid (located across from assessment center).