

Admission & Attendance Information



Eligibility

Any person who has graduated from high school, or who is 18 years of age or older, may be admitted to Santa Monica College if he or she meets the residency requirements, and can profit from the program.

Students 16 or 17 years of age may also be admitted to Santa Monica College if they have passed the California High School Proficiency Examination and present an official "Student Score Report" or a certificate of proficiency when they apply for admission. Qualifying younger students participating in SMC's Concurrent Enrollment Program may also apply for admission (see smc.edu/hsc for details).

Please see the Residency information below for important details regarding California residency requirements and how they apply to students attending Santa Monica College.

Residency

The following is a summary of Santa Monica College's residency rules and their exceptions. For more detailed information, please visit the Residency webpage (go to smc.edu/admissions and click on the "Residency" link in the Policies & Programs section of the webpage), see the College Policies section of the Schedule of Classes, or contact a residence specialist in the Admissions & Records Office.

- Each person applying for admission to, or enrolled in, a California Community College is classified for tuition purposes as either a "resident" or a "nonresident" of the State of California.
- A "resident" is defined as a citizen of the United States or a person who holds a status that allows him or her to establish residency in the United States for a minimum of one year and one day, who has proof of physical presence in the State of California for one year and one day PRIOR TO the start of the semester for which California residency is being claimed, and who presents evidence of intention to make California his or her permanent home. Dates on any documentary evidence should correspond to dates of physical presence in California.
- A "nonresident" is a person who does not meet the residency requirements of the State of California or who is a citizen of a foreign country and holds only temporary status in the US.
- A student classified as a resident will be admitted to the College and be exempt from paying nonresident tuition. Enrollment fees still apply.
- A student classified as a nonresident is required to pay a tuition fee *in addition to the* enrollment fee. A student classified as a nonresident, with an out of status citizenship, and/or a nonresident US citizen who attended three years and graduated from a California high school may apply for AB 540 exemption. An official, sealed transcript must be submitted with the exemption form.

- All nonresident students between the ages of 19 and 23 (inclusive) requesting reclassification to resident status must submit a petition for change of residency status (Reclassification Form, obtained from a residence specialist in the Admissions Office), show proof of financial independence, provide documents that show the students were not claimed as dependents for income tax purposes by their parents in the past year, and present evidence of intent to establish California as their place of residence. Please visit the Residency website at smc.edu/residency for helpful tips on establishing California residency.

RESIDENCE OF AN ADULT

A student who is 19 years of age or older and who has lived in California continuously for the last two years shall be presumed to have the intent to make California his or her home.

A student under 19 years of age shall be presumed to have the intent to make California his or her home if both the student and his or her parent(s) or legal guardian(s) have lived in California continuously for the last two years.

A student who is 19 years of age or older applying for admission who has less than two years, but more than one year, of residence in California should be prepared to show proof of residence. Examples of evidence that aid the College admissions officer in identifying intent include, but are not limited to, the following documents:

- California Form 540 and Federal Form 1040 tax returns evidencing California residency/address (with acceptable dates);
- Paycheck stub OR letter of employment verification on company letterhead (signed by a manager of the personnel department);
- California bank account (checking or savings account statements showing charges in the State of California throughout the period while applying for residency determination);
- Marriage license or divorce decree issued in California (with acceptable dates);
- License or certificate issued by the State (with acceptable issue and expiration dates);
- California utility bill (one ONLY of the following: DWP, gas, telephone, cable, or other utility);
- California State aid or social welfare;
- Vehicle registration and/or vehicle insurance (California company);
- California-based health insurance OR Medi-Cal ID (with relevant dates noted);
- Military discharge papers (DD214) OR Leave and Earnings statement indicating California as State of Record;
- California property taxes (in student's name ONLY);
- Union membership in a California local; and
- California public library membership (verified by letter or printout with letterhead or branch stamp).

Any two or more of the above items will give some indication of a student's intent to make California his or her per-

manent residence. Dates on documents must correspond with physical presence of one year and one day prior to the start of the semester/session being attended. Bring documentation to the Admissions Office. Restrictions apply. Please go to smc.edu/residency for further details.

RESIDENCE OF A MINOR

Unmarried minors (those younger than 18 years of age) are, by law, incapable of establishing their own residences, notwithstanding their physical presence within California. The Admissions Office will use the following guidelines for determining a minor's residence:

- A minor's residence is the residence of the parent or legal guardian with whom the minor is living;
- If the minor is not living with a parent or legal guardian, then the residence of the parent or legal guardian with whom the minor last lived will be the residence of the minor.

When the residence of a minor student is derived from the parent or legal guardian, the durational requirement (one year in California) must be met by the parent or guardian, but is not required of the student.

A minor whose parents are not living and who does not have a legal guardian may establish his or her own residence.

EXCEPTIONS

Exceptions to the above guidelines will be made under certain circumstances as prescribed by California law and outlined in Administrative Regulation 4110 Residency Determination. See smc.edu/AR4000StudentServices for details.

ASSEMBLY BILL 540 (CAL. ED. CODE § 68130.5 EXEMPTION)

Assembly Bill 540 created an exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent in California. You will qualify for this tuition exemption if you meet ALL of the following conditions:

1. Attended a California high school for three or more years or, effective January 1, 2015, pursuant to AB 2000, attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and attended a total of three or more years in California elementary schools, California secondary schools, or a combination of those schools;
2. Graduated from a California high school or attained the equivalent thereof (e.g., passed the GED in California or the California High School Proficiency exam); and
3. Complete a questionnaire form verifying eligibility for this nonresident tuition exemption. The questionnaire is available online and may be downloaded at smc.edu/forms (requires Acrobat Reader).

In order to qualify, you must submit ALL of the documentation requested, including:

- A signed affidavit (part of the questionnaire); and

- Your "official" California high school transcript (or copy of your elementary and middle school transcript, as relevant, in a sealed envelope) showing your attendance for three or more years and date of graduation. NOTE: Adult School does *not* count toward years of attendance.
- If you did not graduate from a California high school, but obtained instead a GED or California High School Proficiency Certificate, you must also submit your official GED certificate or California High School Proficiency certificate with the score report.

This benefit is available to all US citizens, permanent residents of the US, and aliens (including those who are undocumented) who are not categorized as nonimmigrants, who meet all of the above criteria. AB 540 does **NOT** grant residency; however, it does allow students to pay the same fees as California residents.

For more details or to obtain an application, please contact the Admissions Office.

ASSEMBLY BILL 947 (CAL. ED. CODE 76141 EXEMPTION)

Students classified as nonresidents are required to pay a tuition fee of \$309 per semester unit (plus \$46 enrollment fee, for a total of \$355 per semester unit). However, Assembly Bill 947 creates a partial exemption from payment of nonresident tuition for certain nonresident students who can demonstrate economic hardship, or who are victims of persecution or discrimination in the country in which the students are a citizen and resident. The amount of the partial exemption is limited to that portion of the nonresident tuition fee allowed under Section 76141, which provides for a fee for capital outlay, maintenance, and equipment. Students qualifying for this exemption may pay a nonresident tuition fee of \$285 per semester unit (plus \$46 enrollment fee, for a total of \$331 per semester unit).

For purposes of this exemption, economic hardship encompasses the financial circumstances of a person who is a recipient of benefits under the Temporary Assistance for Needy Families (TANF) program described in Part A of Title IV of the Social Security Act (42 USC §§601 et seq.), the Supplemental Income/State Supplementary Program, or a general assistance program.

For more details, please contact the Admissions Office.

SELECTIVE SERVICE NOTICE TO MALE STUDENTS

Federal law requires men age 18-25 to be registered with the Selective Service System (SSS) if they are US citizens or immigrant aliens (international students who hold valid student visas are exempt from this requirement). Men must be registered before they can receive federal or state financial aid (including loans and grants) for their education. Registration forms are available online at sss.gov and at any post office.

Steps to Become an SMC Student

To become an SMC student requires being admitted to SMC, completing some processes, and enrolling in classes.

APPLY FOR ADMISSION

A student who has never attended Santa Monica College (New Student) or has been away from SMC for two or more consecutive semesters (Returning Student) must file an application for admission. The application—available online at smc.edu/apply—provides the College with information that satisfies State registration requirements and initiates the education planning process. New students are strongly encouraged to arrange for official transcripts from the high school(s) and college(s) they have previously attended to be sent directly to the SMC Admissions Office 1900 Pico Blvd., Santa Monica, CA 90405). New students enrolling in more than six (6) units are also required to complete the assessment process for English (or ESL) and for math (go to smc.edu/prep2test for details). Transcripts from previous schools and assessment results will be used by counselors to create an education plan for students and to assist them in scheduling classes.

A student who has attended SMC within the past two semesters (Continuing Student) does NOT need to reapply for admission.

High School Concurrent Program

Students still in high school—on the recommendation of their high school's counselor or principal—may attend Santa Monica College and receive credit for SMC courses. For further information, refer to smc.edu/highschool or visit the Admissions Office.

Former SMC Students

Students in good standing: Former SMC students who were in good standing at the time they left the College and have been away for two or more consecutive semesters must follow the same admission procedures as new students.

Disqualified students: Students who have been disqualified (dismissed) from Santa Monica College for poor academic performance or unsatisfactory progress **and who have been away from SMC for one semester or less** must complete and submit a 'Disqualified Student Petition for Reinstatement to Probationary Status.' Students who petition for reinstatement to SMC may or may not be allowed to return, depending on reinstatement guidelines. To complete the reinstatement petition, students must go to smc.edu/cc and log in to Corsair Connect, then go to 'SMC Quick Links,' click on 'DQ Student Petition,' and follow the instructions. A confirmation message will appear once the petition is successfully completed and submitted, and the petition will be saved in the Corsair Connect account. To have a reinstatement petition reviewed and processed, a student **MUST** meet in person with a counselor. The counselor will determine whether reinstatement is possible and what conditions the student must meet in order to enroll at SMC. The counselor will also specify how many units the student may enroll in, up to a maximum of 6 units per academic term.

Disqualified students **who have been away from SMC for two consecutive semesters (one year) or longer** must file BOTH an SMC Admission Application and a 'Disqualified Student Petition for Reinstatement.' Students may go to smc.edu/apply to complete and file both of these. Detailed instructions and the steps for completing and filing the forms are listed under "Admission/Readmission of Disqualified Students" in the Academic & Progress Probation & Disqualification Policies section of this catalog, as well as in the Admission section of the Schedule of Classes.

Students who were disqualified from another college must also fax a copy of their unofficial transcripts (or arrange for official transcripts to be sent to SMC) from ALL colleges attended. Fax transcripts to (310) 434-4007, or mail to the Transfer/Counseling Center, ATTN: Readmission Committee, Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405. PLEASE NOTE: The reinstatement process will NOT continue OR be complete until all transcripts are received. After a student's transcripts are received, an SMC counselor on the Readmission Committee will review the petition and email the decision—along with any further instructions—to the student's SMC email account. Once students are readmitted, they are required to arrange for all OFFICIAL transcripts to be **sent directly by the previous college(s)** to Santa Monica College, ATTN: Admissions, 1900 Pico Blvd., Santa Monica, CA 90405-1628.

Students who have been disqualified from SMC **more than once** will be required to take a break from attending SMC for a period ranging from one semester (after a second disqualification) up to a maximum of one year (after a third disqualification).

Please see smc.edu/DQProbationPolicies for information on other requirements for disqualified students seeking admission/readmission to SMC.

International Students

SMC's International Education Center welcomes applications from international students who wish to attend Santa Monica College. More than 3,400 international students from more than 100 countries are currently enrolled at the College. SMC offers a number of distinct advantages to international students beginning their university education in the United States. As the leading community college in California, Santa Monica College transfers the most students to the University of California system. SMC also offers a lower tuition cost than many other colleges and universities offering comparable educational programs. Finally, SMC provides a highly accessible and supportive learning environment.

The College defines an "international student" as a student who is admitted to the United States with an F-1 or F-2 Visa status to attend SMC. Students in F-1 status from other schools may enroll at SMC on a limited basis. Please consult with the International Education Center for more information. Students with other types of visas (not F-1) may enroll through the Admissions Office. Students who are currently on a B Visa are not permitted to enroll until they have changed to F-1 or another status with education privileges.

To be accepted at SMC, an international student must:

- Be at least 16 years old by the first day of classes (NOTE: Students who are 16 or 17 years old must be high school graduates);
- Provide proof of English proficiency (for a list of tests and other ways to prove proficiency, go to smc.edu/international);
- Submit a completed International Student Application for Admission to SMC;
- Submit a 500-word autobiographical essay describing the student's reasons for applying to SMC;
- Submit a financial statement proving ability to meet education expenses of being a student (minimum \$27,500); and
- Submit official transcripts and a nonrefundable application fee. Transferability of coursework from other institutions will be reviewed after a student has been admitted to Santa Monica College.

Students who do not have the required English proficiency are encouraged to apply to SMC's Intensive English Program.

The International Student Application for Admission to SMC is available online (smc.edu/iapp).

In order to maintain their F-1 visa status, all international students accepted at Santa Monica College MUST enroll in AND complete a course load in the Fall and Spring semesters of twelve (12) or more units, which may include only ONE online class of 3 or fewer units. Summer and Winter sessions are optional for continuing students. International students who choose to begin their studies during a Summer or Winter session must enroll in and complete a minimum of four (4) units during that first session. In addition, international students must take Counseling 11 (Orientation to Higher Education for International Students) **during their first semester at SMC**, and may be required to take special English as a Second Language (ESL) classes.

All students accepted for admission must participate in an information seminar before the semester begins and undergo assessment of their English/ESL and math skills to determine the most appropriate English and math class for placement. Students must also participate in a group counseling session. Students whose English skills are below university level are placed in academic ESL classes while they are taking other courses, such as mathematics and computer science.

Veterans

Santa Monica College is approved as an institution for higher learning for veterans and veterans' dependents entitled to education assistance from the Veterans Administration (VA). The College cooperates with the VA in helping veterans. Veterans are urged to take advantage of the many student support services and educational programs offered by Santa Monica College. SMC offers academic, career, and transfer counseling, as well as priority enrollment, tutoring, and other services to support veterans in achieving their education goals.

To receive VA education benefits, students must be determined to qualify for benefits *by the Veterans Administration*.

Students receiving VA education benefits should see the Veterans' Counselor **before enrolling in any classes**.

To secure full VA education assistance benefits under Title 38, United States Code, students must comply with Veteran Regulations Section 21.4135, 21.4235, and 21.4277 regarding the attendance and progress requirements they must meet. For example, VA regulations not only require students receiving VA education benefits to meet the same academic standards as all other students at SMC, but also place certain restrictions on those students. Students who fail to achieve a semester grade point average of 2.0 will be placed on academic probation. After two semesters on academic probation, students may lose their VA education benefits. For additional details about benefits under Chapters 33 and 35 of the GI Bill, please visit the Veterans Resource Center or see the VA website (gibill.va.gov).

Information on the services the Veterans' Resource Center offers can be found in the Programs & Services section of this catalog, in the Campus Services section of the Schedule of Classes, and online at the Veterans' Resource Center website (smc.edu/vet).

Students with Disabilities

Printed SMC materials are available in alternate media upon request. To request publications in alternate formats for disability accommodation, send e-mail to DSCcontact@smc.edu or call (310) 434-4265. The information contained in this catalog is also available online (go to smc.edu/catalog).

Students who wish to use the specialized counseling services provided through the Center for Students with Disabilities should call (310) 434-4265 before they start admission procedures. The video phone number is (866) 957-1809.

Information on the services the Center for Students with Disabilities offers can be found in the Programs & Services section of this catalog, in the Campus Services section of the Schedule of Classes, and online at the Center for Students with Disabilities website (smc.edu/disabledstudent).

Assessment

Assessment is essential in evaluating the education skill levels of students and assisting them in their selection of courses that lead to achieving their education goals.

Assessment is used *only* to generate placement recommendations, and *not* to advance students to higher-level courses. Once students officially enroll in an English, ESL, math, or chemistry course, they are not permitted to undergo assessment again as a means for advancing to higher-level courses. Students who believe they already possess the educational background and skills needed to succeed in higher-level courses must meet with a counselor to discuss exemption from prerequisites and how to file a Prerequisite/Corequisite Challenge Petition. See the Academic Policies section in this catalog for details on challenging prerequisites and corequisites.

For detailed information on the assessment process at Santa Monica College, see the Assessment Center website (smc.edu/assessment), call (310) 434-8040, or visit the Assessment Center, located in Room 109 of the Liberal Arts building.

Prep2Test

All students are strongly encouraged to watch the informational videos at the Prep2Test webpage ([smc.edu.prep2test](http://smc.edu/prep2test)). Santa Monica College has prepared two easy-to-understand videos that explain assessment requirements and the assessment process, and that offer students a selection of helpful tools, including practice tests, to prepare for assessment and strengthen self-confidence.

English, ESL, & Math Assessment

Santa Monica College requires students to undergo the assessment process in English or ESL and in math if they are:

- First-time college students who are enrolling in more than six (6) units during their first semester at SMC (with a declared goal of an Associate degree, Certificate of Achievement, transfer, basic skills, or undecided);
- Continuing students who are enrolling for their second semester at SMC, but who have not yet completed the assessment process (based on the education goals above);
- Students who are enrolling in an English, ESL, or math course for the first time, even if they are not first-time college students; or
- Students who are enrolling in courses with recommended English or math preparation; or
- High school concurrent enrollment students taking courses other than designated activity/performance courses. The math assessment will only be required if the intended course has a math prerequisite, advisory, or corequisite.

Based on their assessment scores and multiple measures used as part of the assessment process, students will receive an English, ESL, or math placement recommendation.

Students with an Associate or higher degree from a US-accredited institution may be exempt from assessment. However, if they are planning to take English, ESL, or math courses, students must demonstrate their eligibility for these courses. Students are encouraged to discuss their plans with an academic counselor.

Waivers & Placement Recommendations

Santa Monica College provides placement recommendations and assessment/prerequisite waivers to students on the basis of their past coursework or, in some cases, assessment results from other colleges. For example:

- Students may be exempt from English or ESL assessment if they have completed a college-level English or ESL composition course with a grade of C (2.0) or better;

- Students may be exempt from math assessment if they have completed a college-level math course with a grade of C (2.0) or better;
- Students may be exempt from selected English or math prerequisites if they have completed applicable college-level courses with a grade of C (2.0) or better (or P, if they took the courses on a P/NP basis) and the courses are equivalent to SMC courses that recommend English or math preparation;
- Students may be exempt from assessment or from selected prerequisites if they have completed applicable college-level courses with a grade of C (2.0) or better (or P, if they took the courses on a P/NP basis) and the courses are equivalent to SMC courses that require or recommend the assessment of skill levels;
- Students may be exempt from assessment or may receive waivers for selected prerequisites if they participated in another college's assessment program recently and the tests are the same as the ones in use at SMC (see Waivers Based on Placement Test Results, below, for details), or if they received a particular score on an applicable College Board AP test (see Waivers Based on Advanced Placement Exam Results, below).

Please see smc.edu/waivers for detailed instructions on how to obtain a waiver or request an exemption, then consult with a counselor at the Transfer/Counseling Center. Assessment/prerequisite waiver requests are reviewed on an individual basis.

PLEASE NOTE: Students who may be exempt from assessment still must successfully complete—or receive waivers for—any prerequisite courses (or their equivalent) that are required for classes in English (or ESL), math, Anatomy 1, Biology 21/22/23, Chemistry 11/12/21/22/24, Film 31/32, Microbiology 1, Nursing 17, Physics 7/9/22/23/24, and Physiology 3. Please consult a counselor at the Transfer/Counseling Center for further information. Courses in other disciplines may first require the completion of a prerequisite course in that discipline. Placement/prerequisite waivers may be requested directly from the department chair in that discipline, as required (e.g., Film 31/32).

Waivers Based on Completed Course Work

Placement recommendations and permits to enroll in English, ESL, math, chemistry, or selected Life Sciences and physics courses may be issued to students if they have completed a relevant college-level course with a grade of C (2.0) or better.

Students seeking a placement waiver for English, ESL, math, Chemistry 11, or Anatomy 1 should take a copy of their college transcript and course description to the Transfer/Counseling Center or Welcome Center. A counselor will evaluate the course in question and, if appropriate, issue a waiver.

Students seeking a placement waiver for other Life Science, chemistry, and physics courses should call (310) 434-4788 for specific instructions (or go to smc.edu/waivers).

Students seeking a waiver to repeat a course at Santa Monica College due to a substandard grade (i.e., F, D, NC, NP) or a W, MW, or FW from another institution must

demonstrate that the relevant prerequisite for that course was completed successfully.

Waivers Based on Placement Test Results

Santa Monica College does not automatically accept assessment results from other institutions. Exceptions may be made under the following very limited circumstances, and only on a case-by-case basis:

- **Out-of-State Students Applying to SMC:** Students who are eligible to enroll at SMC and planning to move to California to attend SMC may be allowed to complete placement tests at another institution, but ONLY if those assessment tests are the same as the ones in use at SMC (see below for test names) AND the students have completed the test(s) *within the past calendar year*. However, SMC will apply its own “cut” scores in determining a student’s placement eligibility.
- **Students Who Meet the Above Criteria Must Take:** For English: ACCUPLACER Reading Comprehension and Sentence Skills tests; for ESL: ACCUPLACER Language Use and Reading Skills and Sentence Meaning test; for math: ACCUPLACER Math test; for chemistry: California Chemistry Diagnostic Test.
- Placement test results must be faxed directly by the institution to (310) 434-8019. Results that are mailed, hand-carried, or faxed by the student will NOT be accepted, unless pre-approved by the Assessment Center Supervisor.

Waivers Based on Advanced Placement Exam Results

College Board Advanced Placement test results may be used to determine the eligibility of students for English, math, and chemistry courses. Students must bring their original AP test results to the Assessment Center or to the Transfer/Counseling Center. Placement/prerequisite waivers will be issued under the following conditions:

- A score of 3, 4, or 5 on the AP English Language & Composition or Composition & Literature exam will qualify students for English 2 and give 3 units of credit for English 1;
- A score of 3, 4, or 5 on the AP Statistics exam will give 4 units of credit for Math 54 [Note: A placement waiver for Math 54 only may be issued if a student wishes to enroll in Math 54 and the student has NOT been granted AP Statistics credit at SMC. Duplication of course credit (Advanced Placement and SMC coursework) will not be permitted.];
- A score of 3 on the AP Calculus AB exam will qualify students for Math 7 and give 5 units credit for Math 2;
- A score of 3 on the AP Calculus BC exam will qualify students for Math 8 and give 5 units credit for Math 7;
- A score of 4 or 5 on the AP Calculus AB exam will qualify students for Math 8 and give 5 units credit for Math 7;
- A score of 4 or 5 on the AP Calculus BC exam will qualify students for Math 10/11/13/15 and give 5 units credit for Math 8; and

- A score of 3, 4, or 5 on the AP Chemistry exam will qualify students for Chemistry 11 and give 5 units credit for Chemistry 10 (no lab requirement met).

It is VERY IMPORTANT for students to have their AP scores evaluated by a Santa Monica College counselor. The evaluation will determine whether the scores are transferable and—more importantly—will help determine whether they satisfy a requirement relevant to the student’s education goals. While students can sometimes receive an immediate evaluation and decision from a counselor, the evaluation process can take 5-10 days for a decision. **To avoid taking classes they don’t need, students should start the AP score evaluation process with a counselor AS SOON AS POSSIBLE.**

Chemistry 10 Challenge Exam

Before enrolling in Chemistry 11, a student must either satisfactorily complete Chemistry 10 or pass the Chemistry 10 Challenge Exam. Please see the Assessment Center webpage (smc.edu/assessment) for testing hours and other information.

Math Proficiency Assessment (MPA)

All students who wish to earn an Associate degree must demonstrate proficiency in written communication and mathematics. Mathematics proficiency is demonstrated by:

1. Completing a minimum of an Intermediate Algebra course (equivalent to SMC’s Math 18, 20, 32, 49, 50) taught at an accredited college; or by
2. Taking the SMC Mathematics Assessment and placing into Intermediate Algebra (Math 18, 20, 32, 49, 50) or higher; or by
3. Taking and passing the SMC Mathematics Proficiency Assessment (MPA) administered by the Assessment Center.

PLEASE NOTE: Students meeting the mathematics graduation requirement using the above option 2 or option 3 must also complete one course from the Associate Degree General Education Requirements Area 4B (Language and Rationality).

To take the Math Proficiency Assessment, a student must first complete a minimum of 30 units of classes that meet Associate degree requirements. The Assessment Center will verify this at the time the student goes to take the MPA by reviewing the number of completed cumulative units indicated on the student’s SMC transcript. If a student has attended another college and will be using units from that college to meet the 30 unit requirement, it is the student’s responsibility to inform the Assessment Center and provide us with a valid transcript. The Math Proficiency Assessment is given during normal testing hours on a first-come, first-served basis only. Students must present a valid photo ID and SMC student ID number to take the MPA. Please visit the Assessment Center webpage (smc.edu/assessment) for information on the Math Proficiency Assessment contents and a study guide.

The Mathematics Proficiency Assessment may be retaken ONE time only, after a waiting period of eight (8) weeks after the student first took the MPA. Additional retesting will **not** be provided under any circumstances. Students should be sure to review and prepare for the MPA.

Retesting Policy

Students may retest in English, ESL, math, and chemistry after a waiting period of two (2) weeks from the date they first took the test. After that, they are permitted to retest once each calendar year, but only if they have **not** started taking courses in the relevant subject. Students who enroll in any of those courses will forfeit their chance to retest. For the Math Proficiency Assessment, students may retest ONE time only after a waiting period of eight (8) weeks. See the Math Proficiency Assessment (MPA) section above for details.

Expiration of Assessment Scores

All assessment results are valid for a period of one calendar year. Students should make sure they enroll in the courses their assessment results qualified them for **before** their assessment results expire. Once the results have expired, students will be blocked from enrolling in those courses and will need to retest.

Identification Card Policy

A valid form of photo identification issued by a government agency (e.g., a passport, driver license, military ID), financial institution, or high school is REQUIRED for testing. The Assessment Center also reserves the right to request a secondary form of ID. A student ID card may be used ONLY as a secondary form of identification. PLEASE NOTE: All acts of impersonation, attempted impersonation, and/or the use of fraudulent ID cards or passports will be reported to Campus Police and Student Judicial Affairs for review and adjudication. Campus Police will refer all such cases to the Santa Monica City Attorney's Office for criminal prosecution.

Orientation

To acquaint students with Santa Monica College's variety of programs, services, and activities, and to assist students in planning their educational endeavors, new students who intend to pursue a degree, Certificate of Achievement, transfer, or basic skills instruction are required to complete an Online Orientation program. Students can view the online program 24 hours a day, using any computer with a browser and Internet access (go to smc.edu/orientation for details).

The orientation program consists of several modules, and provides information on a wide range of topics, including:

- SMC's programs and services;
- How to obtain a Certificate of Achievement and/or an Associate degree;
- How to transfer to a four-year college or university;
- How to select first-semester courses;
- How to complete the enrollment process at SMC; and
- Strategies for becoming a successful student.

All first-time college students—as well as former SMC students who have been away from the College for four or more semesters—are required to complete the online orientation before they will be permitted to enroll in classes. Since the College's programs, policies, and procedures are

subject to change without notice, continuing students are strongly encouraged to review the orientation at the start of each semester.

For additional information about the orientation process, please drop by SMC's Welcome Center (located in Room 110 of the Cayton Center), see the Center's webpage (smc.edu/welcomecenter), or call (310) 434-8101.

Counseling & MyEdPlan

Counseling

Santa Monica College provides counselors to assist students in sorting out and defining educational goals, then mapping out a plan to reach those goals. Counselors also recommend SMC student-support programs that can benefit students, help students who find themselves struggling to keep up with class requirements, and help students whose personal and/or school-related problems are interfering with their success and wellbeing.

All students are strongly encouraged to meet with a counselor when first arriving at SMC as a new student, and a meeting is also recommended at the start of each new academic term. *New students* should go to the Welcome Center, where they will find a wide variety of resources available. Assistance is offered on a first-arrival basis. During peak times, students should try to sign up in the Welcome Center before noon. More information about the Welcome Center can be found in the Special Programs and Support Services section of this catalog.

Any student may meet with a counselor at the Transfer/Counseling Center on a first-arrival basis at any time of year. During peak enrollment times, waits can be lengthy. During non-peak times, students may make half-hour counseling appointments by calling (310) 434-4210. More information about the Transfer/Counseling Center can be found in the Special Programs and Support Services section of this catalog.

MyEdPlan

All first-time college students are required to complete an abbreviated or comprehensive education plan in order to enroll in courses their first term. Students are also required to complete a comprehensive education plan if they are students who will have either earned 15 degree-applicable units by the end of the term or will have completed a third semester (whichever comes first). Students can choose to complete their education plan with the help of a counselor, or they can go to smc.edu/myedplan and complete their plan on their own.

MyEdPlan—an award-winning education-planning tool that allows students to create and edit an education plan online at any time—helps students plan for courses in the future, stay aware of major/program/degree requirements, sequence courses to meet prerequisites and corequisites, and track the progress made toward meeting education goals. MyEdPlan also allows a student to submit an education plan directly to a counselor for review.

To find out more about MyEdPlan, students can go to smc.edu/myedplan to view a tutorial that prepares them to use the planning tool. Students may also sign up for an Online MyEdPlan Workshop by going to the "Corsair Connect" link

at smc.edu and clicking on “Online MyEdPlan Workshops” in the “SMC Quick Links” menu on the left side of the screen. MyEdPlan “Planning Your Future” In-Person Drop-In Workshops are also offered (see smc.edu/myedplan for schedule).

Enroll

To enroll at SMC, students should start by going to smc.edu and choosing their classes. The webpage provides links to a schedule planner, a searchable online class schedule, and course descriptions.

While students may enroll at any time after their enrollment date and time, they are encouraged to enroll as close to their assigned date and time as possible, since students who come after them in priority will quickly fill classes.

All enrollment transactions at SMC take place online via the “Corsair Connect” link at smc.edu/cc. Students may enroll from any location with Internet access, as well as from any computer in the Admissions Office lobby, the SMC Library, or the Cayton Computer Lab (which requires a valid A.S. sticker and password).

To enroll in classes—as well as add or drop classes—students should go to the “Corsair Connect” link at smc.edu/cc and enter their Student ID number and password, then follow the instructions provided.

To confirm enrollment in the selected classes, students should click on “Transaction Receipt” in the menu on the left side of the screen, verify the information is correct, and print out a copy of the receipt. The printout is necessary to contest any discrepancies.

Additional enrollment details can be found in the “Enrollment” section the Schedule of Classes.

ENROLLMENT PRIORITY

State and local regulations, combined with other factors, determine the order in which a student’s enrollment date and time are assigned. At SMC, enrollment priority is assigned in the following order:

1. Veterans, foster youth, homeless youth, DSPS, EOPS, CalWORKs, and students in selected SMC special programs.
2. Continuing students in good standing (not on academic or progress probation), starting with those closest to graduation (in descending order) who do not have excessive units; students who are part of our First Year Experience (FYE) program; and students with 89 or fewer semester units in descending order.
3. New students with a goal of transfer, Associate degree, or certificate who have completed SMC’s online orientation and assessment process, and who have an education plan (go to smc.edu/myedplan).
4. Students with education goals other than a degree or transfer, and those holding Bachelor or higher degrees.
5. Continuing students not in good standing (have fewer than 90 units, plus two consecutive semesters on academic or progress probation); followed by students with 90 units or more (no probation); and

students with 90 units or more, plus two consecutive semesters on probation.

6. High school students in SMC’s Concurrent Enrollment program.

Students may lose their priority enrollment status if they do not complete SMC’s assessment (go to smc.edu/prep2test), online orientation (see smc.edu/orientation), or an abbreviated education plan (if a new student) or a comprehensive education plan (if a student who will have earned 15 degree-applicable units by the end of the term). Students may complete their education plans on their own (go to smc.edu/myedplan) or with the assistance of a counselor. Students who are on academic or progress probation for two consecutive semesters/terms will also lose enrollment priority. For more information, please refer to smc.edu/admissions (click on ‘Policies & Procedures’).

Fees & Tuition

IMPORTANT: All fees are subject to change without notice. Fees published in this catalog were current at the time the catalog went to press. See smc.edu/fees for the latest details.

The California residency status of students determines whether they are required to pay tuition *in addition to* enrollment and other fees. See the Residency information above for details on residency.

ENROLLMENT FEE

ALL students—both resident and nonresident—enrolling in credit or graded classes must pay a State-mandated enrollment fee of \$46 per unit (*subject to change without notice*). Students who are California residents may be exempt from paying enrollment fees if they file an application and qualify for a BOG Fee Waiver. For more information about fee waivers and their eligibility requirements, visit smc.edu/financialaid or contact the Financial Aid Office before starting enrollment procedures. **NOTE:** The BOG Fee Waiver does NOT cover the Health Services fee, Associated Students Activities fee, nonresident tuition, or upper division coursework fees.

NONRESIDENT TUITION FEE

Students classified as NONresidents (including students who are citizens of a foreign country and hold only temporary resident status in the United States) are **REQUIRED** to pay tuition *in addition to enrollment and other fees*. Tuition for nonresidents is \$309 per semester unit (with \$46 enrollment fee, total is \$355 per semester unit). Tuition for students who qualify for an Assembly Bill 947 exemption is \$285 per semester unit (with \$46 enrollment fee, total is \$331 per semester unit). The mandatory tuition is subject to change without notice. See the residency requirements at smc.edu/residency or contact the residence specialist in the Admissions Office for AB 947 exemption details.

For more information about fees for nonresident students, contact the residence clerk in the Admissions Office. To find current deadline dates for paying all fees or receiving refunds, students should check their class schedule at the “Corsair Connect” link at the SMC website (smc.edu), consult the College Policies section of the Schedule of Classes, or see the Fees webpage (smc.edu/fees).

International students please note: The cost of tuition and fees is approximately \$9,500 a year (Spring and Fall semesters). For living expenses, it is estimated that students will need an additional \$17,500.

IMPORTANT: Tuition and fees are subject to change without notice. Below is a breakdown of tuition and fees for each semester, calculated at the time this catalog went to press:

Nonresident tuition	\$3,708 (\$309 per unit x 12 units)
Enrollment fee	\$552 (\$46 per unit x 12 units; subject to change)
Medical insurance	\$600 (for 6 months)
Other student fees (Student ID card, Associated Student Activities, Health Services fee)	\$51.50
Total per semester	\$4,911.50
Total per academic year	\$4,911.50 x 2 semesters = \$9,823 (fees subject to change)

UPPER DIVISION COURSEWORK FEE (B.S. IN INTERACTION DESIGN)

The mandatory upper division coursework fee *for students pursuing the Bachelor of Science degree in Interaction Design* is \$84 per graded unit. This fee is IN ADDITION TO the \$46 per unit enrollment fee, for a total of \$130 per graded unit for students classified as residents. Students classified as nonresidents must pay the mandatory upper division coursework fee of \$84 per graded unit *in addition* to the \$46 enrollment fee AND the \$309 tuition fee, for a total of \$439 per graded unit. Students who qualify for an Assembly Bill 947 exemption must pay the mandatory upper division coursework fee of \$84 per graded unit IN ADDITION TO the \$46 enrollment fee AND the \$285 tuition fee, for a total of \$415 per graded unit. Please note that BOG fee waivers do NOT cover upper division coursework fees.

OTHER FEES

All students—both resident and nonresident—in credit or graded classes pay a \$51.50 fee during the Fall and Spring semesters (\$48.50 during Winter and Summer sessions). The fee includes \$19 (\$16 in Winter and Summer) for Health Services, \$13 for the SMC student ID card, and \$19.50 for Associated Students Activities fee. The Health Services fee is mandatory. The fees for the SMC student ID card and for Associated Students Activities are optional, but both provide special benefits.

Health Services Fee

The mandatory fee of \$19 during the Fall and Spring semesters (\$16 during Winter and Summer sessions) provides a variety of health services to students. See the “Health Services Center” listing in the Special Programs & Support Services section of this catalog for details. Students who are exempt from paying the Health Services fee are:

- Students enrolled exclusively in noncredit or not-for-credit courses, or enrolled exclusively in online courses, and
- Students who declare through a personally-signed statement that they depend exclusively on prayer

for healing in accordance with the teachings of a bona fide religious sect (documentation of such an affiliation is required).

Students who are eligible for financial aid through the Financial Aid Office and who need assistance to pay this fee should contact the Financial Aid Office.

Student ID Card & Associated Students Fee

The cost of the SMC student ID card is covered by the \$13 fee, and the Associated Students Activities \$19.50 fee funds activities and services (including the free “Any Line, Any Time” rides on the Big Blue Bus) for SMC’s entire student body. Both fees are optional. Students who do not wish to pay one or both of these fees should contact the Admissions Office or Bursar’s Office at time of enrollment.

The SMC student ID card is a photo ID that offers a convenient way to speed up checking out books and materials from the Library and the campus tutoring labs and learning resource centers. Students who pay all of the fees (including Associated Students Activities) can ride “Any Line, Any Time” for FREE on the Big Blue Bus by “activating” their student ID card at the Bursar’s Office, Admissions Office, and other campus locations (check the Schedule of Classes for specific details).

The Associated Students (AS) Activities fee supports more than 60 student clubs, along with student scholarships, a number of special events at SMC, and a variety of other activities that foster academic achievement, social interaction, and community involvement. The AS Activities fee also provides discounts on tickets purchased at the SMC Events office for selected movies, theme parks, and music, dance, and theater performances.

Materials & Supplies Fees

Some classes require additional fees for materials and supplies. Students should consult the class listings in the Schedule of Classes to determine whether any such fees are required. Fees for materials and supplies are not refundable.

ON-CAMPUS & SATELLITE CAMPUS PARKING DECALS

Students who wish to use the on-campus parking facilities at SMC’s main campus, the SMC Performing Arts Center, and the Center for Media and Design must purchase a parking decal. Funds from parking decal fees are used to maintain and improve the parking facilities.

Parking decal fees vary according to the time of year, and discounts are available for students who receive a BOG A Fee Waiver because they or their family receive benefits under CalWORKs/Temporary Aid to Needy Families (TANF) or SSI/SSP (Supplemental Security Income) or General Assistance/General Relief.

Parking at the SMC Airport Arts and Bundy campuses is FREE for students attending classes there, but requires a decal.

Parking at the SMC Bundy shuttle lot is FREE for SMC students, but requires a decal. Student parking decals are NOT valid for faculty/staff parking areas.

The display of a DMV accessible placard AND an SMC parking decal permits students to park in any accessible, student, or staff parking space.

Inter-campus shuttle service is FREE. In addition, SMC students who have paid their fees and “activated” their current SMC student ID card can ride ANY Big Blue Bus ANY time for FREE!

Cars with activated alarms in the SMC parking areas will be TOWED IMMEDIATELY at the car owner’s expense.

Please see the information at smc.edu/transportation or consult the Schedule of Classes for up-to-date information on parking decal requirements and fees, instructions on how to obtain a parking decal in person or online, inter-campus shuttle information, and links to commuter bus schedules and route maps.

RETURNED PAYMENTS & OUTSTANDING BALANCES

Returned checks and rejected credit card payments are subject to a fee of up to \$25 and are taken care of at the Auxiliary Services Office, located at 1738 Pearl St. An administrative hold will be placed on a student’s records until the matter is resolved. A student who leaves SMC owing a balance and does not pay the amount owed will be responsible for paying all collection costs and/or attorney’s fees. This debt may also be reported to all three major credit bureaus.

REFUNDS

For current refund deadline dates, go to the “Corsair Connect” link at the SMC website (smc.edu) and see the class schedule, or consult the College Policies section of the Schedule of Classes.

Withdrawal Refund Schedule

Enrollment Fee

No refunds of enrollment fees are available to students who withdraw after the posted refund deadlines. Each class has its own refund and drop deadlines, which are posted on each student’s class schedule at Corsair Connect. Students who withdraw prior to this deadline will receive a 100% refund of enrollment fees, minus a processing charge of \$10. See the Fees webpage at smc.edu/fees for more information on withdrawal refunds.

Nonresident Tuition

Nonresident students who withdraw from Santa Monica College before the published refund deadline will receive a 100% refund of their nonresident tuition, minus any relevant processing fees. Students should apply for tuition refunds at the Bursar’s Office.

Health Services, Student ID Card, & Activities Fees

Students who withdraw from Santa Monica College before the published refund deadline will receive a 100% refund of the \$19 Health Services fee for Fall or Spring semesters (\$16 for Winter or Summer sessions); however, the \$13 SMC student ID card fee and \$4.50 of the AS Activities fee are nonrefundable.

On-Campus Parking Decal Fee

Parking decal fees are not refundable after the first 10% of the term. To obtain the refund, a student must present the parking decal and the receipt for it at the Bursar’s Office.

Student Success and Support Program & Matriculation

STUDENT SUCCESS AND SUPPORT PROGRAM PHILOSOPHY

Student success is the responsibility of the student and the institution, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the SMC Student Success and Support Program (SSSP) is to increase California community college student access and success through the provision of core matriculation services, including assessment and placement, orientation, counseling, advising, and other educational planning services to provide students with the support services necessary to assist them in achieving their education goal and identified course of study.

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student’s enrollment or loss of enrollment priority until the services have been completed. The matriculation components consist of Assessment and Placement, Orientation, Counseling/Advising/Other Educational Planning Services/Education Plan Development (collectively known at SMC as Counseling), and Follow-Up Services for at-risk students.

MATRICULANT STATUS

Matriculation status will be determined for all new students at the time they submit their application for admission to the College. Their status will be either “matriculant” or “exempt matriculant.” Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to earn a degree at SMC, transfer to a four-year college or university, complete a certificate, pursue basic skills instruction, or are undecided about their goal.

Any student who is exempt from assessment and placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment.

Matriculant

After filing an application for admission to SMC, all students are required to participate in all parts of the matriculation process unless specifically exempted from particular components. Students who fail to complete required components will have their enrollment placed on hold or will lose their enrollment priority until the components have been completed. The matriculation components consist of assessment and placement, orientation, counseling (which includes counseling, advising, and other education plan-

ning services and education plan development), and a variety of follow-up services for at-risk students.

Students filing as matriculants must:

1. Complete the assessment for math and English or ESL, and if they wish to enroll directly in other courses with enforced prerequisites, complete the relevant challenge exam or prerequisite course(s);
2. Complete the orientation program provided online at smc.edu/orient to become familiar with the College and its programs;
3. Arrange for transcripts of previous college work (or high school transcript if they have no previous college work) to be sent to the Admissions Office; and
4. Create an education plan prior to enrollment and receive academic counseling about class selections.

New college students must complete these procedures before they will be permitted to enroll in classes, and are encouraged to make arrangements to have the appropriate transcripts from other institutions sent directly to the Admissions Office. Transcripts should be received by SMC at least four weeks before the start of the semester. New applicants will receive a notice from the College specifying which matriculation steps are mandatory for them.

MATRICULATION PROCESS & COMPONENTS

Orientation: Orientation informs students about the wide range of services and support that SMC provides, including academic counseling to help sort out education and career goals, health and psychological services, financial aid, scholarships, job referral services, tutoring services, and support programs for students with special needs. As a convenience for students, Santa Monica College provides its orientation program online, which may be accessed 24 hours a day at smc.edu/orient using any computer with Internet access.

Assessment of English, ESL, and math skills and of educational background: To help students get the most out of their education by planning an education program that is realistic and in line with their level of academic preparation and experience, the College requires assessment of a student's skill in math and English or English as a Second Language (ESL). All new students at SMC are required to undergo assessment in these areas. Assessment in chemistry is required for students who wish to enroll directly into Chemistry 11, without taking the Chemistry 10 prerequisite course, and assessment is also required for waivers of prerequisites for selected life sciences courses (see a counselor for details). The assessment process helps students select education programs that are aligned to their level of academic preparation and experience.

Santa Monica College provides an online process to assist students in selecting an education goal and developing a course of study to reach that goal. Students have an opportunity to develop education plans that are either abbreviated or comprehensive.

Abbreviated student education plans are one-to-two academic terms in length and designed to meet the immediate needs of students.

Comprehensive student education plans take into account a student's interests, skills, career and education goals,

major, potential transfer institution(s), and the steps needed to complete the identified course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements—such as the requirements for the major, transfer, certificate, program, and applicable course prerequisites or corequisites—as well as need for basic skills, assessment for placement results, and the need for referral to other support and instructional services when appropriate.

Santa Monica College requires that all matriculants develop an abbreviated education plan prior to enrollment in their first semester. After completing 15 degree-applicable semester units or prior to the end of their third semester, all matriculants are required to complete a comprehensive education plan.

Definition and development of education goals: While some students arrive at Santa Monica College with a very clear and firm idea of what their education goals are, most have several different areas they wish to explore or pursue, and others have no particular direction at all, often because they have too many different interests.

- **Students who are focused on a specific education goal and wish to pursue it in the most direct way possible:** These students design a study program that leads directly to their transfer to a four-year institution to pursue a specific major, or to their Associate degree, or to their certification in a vocational or occupational field.
- **Students with a variety of interests to explore before settling into one particular field:** Many students fall into this category. As they learn more about particular fields of study and their own capabilities in those fields, they become able to sort through their interests and eventually focus on a particular program of study.
- **Students truly undecided about what education goals to pursue:** These students need help to sort out their values, interests, and how their education will contribute to their life and future career.

Academic counseling: The College provides a professional staff of academic counselors to help students identify their education plan and how to pursue it. Counseling services vary according to a student's particular education goal. The Transfer/Counseling Center helps students develop an education plan that outlines the courses they need to meet a specific transfer, occupational certificate, or Associate degree goal. The Career Services Center at SMC assists students in sorting out potential majors and education goals.

Other support services: SMC provides a caring and committed faculty, Transfer/Counseling Center, Career Services Center, Latino Center, African American Collegian Center, International Education Center, athletic counseling, tutoring services, financial aid, and a number of other means to support students in their pursuit of higher education. These services are described in detail in the Programs & Services section of this catalog, online at the SMC website (see the Student Life & Services webpage at smc.edu/student_life.html), and in the Schedule of Classes.

STUDENT MATRICULATION RESPONSIBILITIES

General student matriculation responsibilities include an obligation to:

1. Identify an education and career goal after completing the 15th unit of degree-applicable coursework, or before the end of the third semester, whichever comes first.
2. Engage diligently in course activities and complete assigned coursework; and;
3. Complete courses and maintain progress toward an education goal.

SPECIAL MATRICULATION RESPONSIBILITIES

Santa Monica College requires certain types of students to accept special responsibilities if they wish to achieve their education and personal goals.

Probationary Students: Students on academic and/or progress probation must develop contracts with counselors for returning to good standing.

Undeclared Students: Students who have not declared education goals must meet with a counselor to develop a career or academic plan no later than the semester before enrolling for a 16th unit of credit at SMC.

Students Enrolled in Pre-College Courses: Students taking remedial courses must plan with their instructors the next course(s) in the instructional sequence, and develop a program with their counselors for the following semester.

STUDENT MATRICULATION COMPLAINTS

Students may file formal written complaints about the matriculation process with the Matriculation Office. See the Student Complaints, Hearings, & Appeals section of this catalog for more information.

Completion/Graduation Requirements

Santa Monica College grants the Associate degree to students who have successfully completed sixty (60) degree-applicable units—consisting of courses that meet State and local general education (GE) requirements, courses that fulfill requirements for a major, and elective courses—with a cumulative degree-applicable grade point average of C (2.0) or higher.

All college-level work (except basic skills and some religion courses) taken at regionally accredited two-year colleges (including Santa Monica College) and in the lower division of regionally accredited four-year colleges is counted when calculating the cumulative degree-applicable GPA and the sixty (60) degree-applicable units. Upper division, graduate, and professional courses from regionally accredited colleges will be applied toward the Associate degree as needed. Please see smc.edu/articulation for details.

Students planning to graduate should first make an appointment to meet with a counselor to verify that they are eligible for graduation.

Students **must** file a Petition for Graduation with the Admissions Office during the academic term in which they plan to complete requirements for graduation.

Santa Monica College policies authorize the College to confer a degree or certificate upon an eligible student without requiring a petition for the degree or certificate when the

student has stopped attending. The Admissions Office will notify potential awardees of its intent to confer the degree or certificate.

Honors at graduation will be awarded to students who have a cumulative degree-applicable grade point average of 3.0 or higher (including degree-applicable coursework completed at other regionally accredited colleges), who have completed a minimum of 12 units of coursework at SMC, *and* who are in good standing at the time they graduate.

IN-RESIDENCE COURSE REQUIREMENTS

In addition to other academic requirements, in order to graduate with a degree or Certificate of Achievement from Santa Monica College, students must enroll in and successfully complete a minimum of twelve (12) degree-applicable units at SMC, and have official transcripts on file at SMC from ALL OTHER institutions where coursework is used. Official transcripts must be mailed directly to the SMC Admissions Office by the other institutions.

At least 50% of the area of emphasis (major) units must be completed at Santa Monica College, except for the Associate Degree for Transfer and the IGETC and CSUGE Certificates.

PETITION FOR GRADUATION

Students planning to apply for graduation with a degree or Certificate of Achievement should first make an appointment with a counselor to verify that they are eligible for graduation. A student may complete EITHER the major requirements in effect at the time of the student's initial enrollment if the student has maintained continuous enrollment since then, OR the major requirements in effect at the time the student begins to maintain continuous enrollment, OR the major requirements in effect at the time of the student's graduation. (See page 56 for definition of continuous enrollment).

A Petition for Graduation must be submitted to the Admissions Office for approval during the semester in which the student expects to complete the requirements for graduation. **DEADLINES FOR FILING PETITIONS FOR GRADUATION (and for Certificates of Achievement) are:**

- For Spring semester graduation—Start of Winter session through April 15
- For Summer session graduation—Start of Summer session through July 31
- For Fall semester graduation—Start of Fall semester through December 1

Students who will complete their requirements for graduation during a Winter session will graduate the following Spring.

Students may petition for any number of degrees or certificates for which they are eligible.

The Petition for Graduation form is available online at smc.edu/forms (click on the "Graduation Petition" link). Petitions are also available in the Admissions Office during the filing periods. Please note that petitions will be processed **ONLY** during the designated periods.