

# First Time Sign-In

Follow these simple steps to set up your account.

## SET UP YOUR CORSAIR CONNECT ACCOUNT

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)  
First time signing in, your temporary password is your 6 digit date of birth, (MMDDYY)

The screenshot shows the Corsair Connect login interface. At the top, there are links for "SMC Home", "Apply to SMC", and "Close". Below that, there are two input fields: "Student ID Number" and "Password", followed by a "Login" button. A link says "I cannot access my account | Help". Below that is a mobile phone icon and a link: "Click Here to Enroll With Your Mobile Device NOW!". At the bottom, there is a note: "If you experience difficulty viewing and/or using this page please follow this link: [HAVING BROWSER PROBLEM](#)".

2. You will be notified that you need to update your single sign-on account, hit "update my account."

The screenshot shows a notification box with a yellow header: "YOU NEED TO UPDATE YOUR SMC NETWORK SINGLE SIGN-ON ACCOUNT". The text inside says: "In our continuing effort to better protect your information in the SMC network, all SMC students are required to go through the SMC NETWORK ACCOUNT VERIFICATION process and activate a secured SSO (Single Sign-On) account." It lists three steps: 1. login to the SMC Identity Management system with your current Login ID and Password, 2. create your security challenge questions, and 3. change your current password. It also states that users will not have access to SMC network services until they update. At the bottom, there is a blue button labeled "Update My Account".

3. You will then be prompted to enter your student ID number and your password, 6 digit date of birth (MMDDYY)

The screenshot shows the "Sign in to SMC" page. It has a red heading: "To protect your account, please (re-)enter your login information." Below that are two input fields: "Enter your current SMC ID" and "Enter your current Password", followed by a "Sign In" button. At the bottom, there is a link: "Exit Account Update Process".

4. You will be prompted to review SMC computer use policy, once you have reviewed, hit "I Accept."

The screenshot shows the "SMC STUDENT COMPUTER USE POLICY" page. It starts with a warning: "Please review the SMC Student Computer Use Policy below and choose whether you agree to be bound by it. Safeguard your privacy and do \*NOT\* share your password with anyone!". It then lists the policy details and three numbered points: 1. SMC computers and networks are to be used primarily for college-related research, instruction, learning, distribution of scholarly information, and administrative activities; 2. Users shall not attempt to modify any system or network or attempt to crash or hack into college systems; 3. Users shall use only their own designated computer accounts. At the bottom, there are two buttons: "I Decline" and "I Accept".

5. You will then be asked to set up 3-5 security questions for your account. These will be the questions the system will ask if you need to retrieve your password.

The screenshot shows the "Create Challenge Question" page. It says: "Please answer at least 3 of the 5 questions below. These questions will be used to verify your identity." Below that is the heading "Security Questions:" followed by five questions with input fields: "What is your mother's maiden name?", "What is the name of your first teacher?", "What is the name of the city you were born in?", "What is the name of your favorite pet?", and "What are the last 4 digits of your drivers' license?". At the bottom, there are "Exit" and "Submit" buttons.

6. Finally, you will be taken to a screen to update your password. You start by entering the 6 digit birth as your current password, and then enter the new one.

The screenshot shows the "Change Your Password" page. It has a yellow header: "Change Your Password". Below that is a "Please Note" section with password requirements: "For security purposes, your new password must":

- Contain a minimum of eight (8) and maximum of sixteen (16) characters
- Contain one upper case letter (A through Z)
- Contain one lower case letter (a through z)
- Contain one number (0 through 9)
- NOT contain special characters (#, \$, %) or periods or other punctuations.
- NOT contain any part of your name
- And NOT be the same as your previous four (4) passwords

Below the note are three input fields: "Enter your Current Password:", "Enter a New Password:", and "Re-enter your New Password:". At the bottom, there are "Exit" and "Submit" buttons.

# Forgot Password?

Follow these simple steps to retrieve it.

## RETRIEVING YOUR PASSWORD

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)
2. Select "I cannot access my account"

3. Select "I forgot my password"

4. Enter your student ID number

5. Answer your security questions

# SMC Student Email

How to access your SMC student email account.

## ACCESSING YOUR STUDENT EMAIL ACCOUNT

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC), then click the “SMC GMAIL” link.

2. On the SMC Single Sign-On page, enter your network username (**Last Name\_First Name\_Middle**) and the password is the same one you use to sign into Corsair Connect and click login.

3. You should then have access to your SMC Gmail account.

# Navigating The Homescreen

Getting to know your student portal.

## NAVIGATING YOUR HOMESCREEN

Once you have successfully logged into Corsair Connect you will be directed to the "Home Screen."

The screenshot shows the SMC student portal home screen. It features a top navigation bar with 'Tools for Success' and a central banner for the next Student Commencement Speaker. The main content area is divided into several sections: 'Class Schedule for SPRING 2018' with a table of classes, 'Enrollment Services' and 'Canvas for Students' links, 'SMC Financial Aid and Scholarships' with links for FASFA and scholarship applications, 'SMC Library' with links for books, articles, and research, and 'SMC Network Account' with login information. A right sidebar includes a calendar for March 2018, 'YOUR ENROLLMENT PRIORITY DATE FOR SUMMER / FALL 2018', 'College / Legal Holidays', and 'Stay Connected' links. A left sidebar contains 'Tools for Success' (MYEDPLAN, SCHEDULE PLANNER, TUTORING APPOINTMENTS, E-mail & Calendar) and 'SMC Quick Links' (Academic Programs, Admissions, All Student Services, etc.).

**Tools for Success**

- 1 MYEDPLAN
- SCHEDULE PLANNER
- 2 TUTORING APPOINTMENTS
- E-mail & Calendar
- 3 SMC @mail
- Google calendar
- Google Docs

**SMC Quick Links**

- Academic Programs
- Admissions
- All Student Services
- Associated Students
- Back to Success
- Bookstore
- Campus Directory
- Campus Police & Safety
- Campus Resources
- Career Coach
- CA Voter Registration
- CCCCO Complaint Process
- CCCCO Complaint Class Schedules
- College Catalog
- Counseling Services
- Dates & Deadlines
- Degree Certificates
- DQ Student Petition
- Emergency or Crises
- Enroll Information
- EOPS / CARE
- Financial Aid
- Hot Topics
- International Students
- 4 IRS Form 1098-T
- Online MyEdPlan Workshops
- Online Orientation

**Class Schedule for SPRING 2018**

Section	Subject	Meeting Time	Days	Week	Location	Refund Deadline	Avoid W Deadline	Drop Deadline
4190	FILM 20	06:45PM-09:50PM	..T....	1-18	CMD 109	25-FEB-18	25-FEB-18	13-MAY-18

**Enrollment Services**

Classes (Add/Drop) | Fees | Parking  
Student Records | Profile  
Emeritus College

**Canvas for Students**

Go to Canvas for Students  
For students enrolled in online, hybrid and on ground classes on Canvas platform ONLY

**SMC Financial Aid and Scholarships**

**9** **START HERE GO FURTHER**  
FEDERAL STUDENT AID<sup>SM</sup>

**Need Money for College?**  
Apply for Financial Aid or verify your Financial Aid application status [HERE](#)

**Do you want to apply for a scholarship?**  
Click [HERE](#) to see if you qualify for an SMC Foundation Scholarship

**SMC Library**

**Books and Other Library Materials**  
Library Catalog - Quick Search

**Articles in Journals, Newspapers, Magazines**  
Article and Reference Databases

**Course Materials on Reserve**  
Library Catalog - Reserves Search

**Journals, Newspapers & Magazines by Name**  
Journal Name Search

**Doing Research**

- Library Online Catalog
- Library Databases
- Research Topic Guides
- Guide to Library Research
- Citation Style Guidelines

Ask a Librarian

**SMC Network Account**

**11** **Computer/Network Username:** LASTNAME\_FIRSTNAME\_MIDDLENAME  
Use your Computer/Network Username to log into Lab Computers, Wireless, Library, etc.

**SMC E-mail Address:** LASTNAME\_FIRSTNAME\_MIDDLENAME@student.smc.edu  
Your SMC e-mail address is **REQUIRED** to communicate with SMC faculty and to conduct college business

**College / Legal Holidays**

February 19, 2018
April 9, 2018
May 28, 2018

**Stay Connected**

- SMC Social Media Index
- Join Us on Facebook
- SMC on Twitter
- iTunes U
- YouTube Channel

- 1 Create and view your educational plans
- 2 Register for a Tutoring appointment
- 3 SMC Student Email Account
- 4 Access your IRS 1098-T Form
- 5 Course Dates & Deadlines
- 6 Enrollment Date & Time
- 7 Add/Drop/Swap classes & Pay fees, view your records
- 8 Login to your Canvas account
- 9 Apply For Financial Aid (FASFA)
- 10 Check your Financial Aid status
- 11 Username for Canvas, Wifi, Access to on campus computers

# Enrollment Services

Add/Drop courses, pay fees, and view records.

## NAVIGATING YOUR ENROLLMENT SCREEN

Once you have successfully logged into Corsair Connect you will be directed to the “Home Screen”. On the Home Screen, in the middle of the page you will see the “Enrollment Services” tab, click on the tab and you will be taken to your enrollment screen.

**School Semester**  
Spring 2018

**Change Semester**

- Profile / Preferences
- Enrollment**
  - Search for Classes
  - Go to Schedule Planner
  - Add a Class
  - Drop a Class **3**
  - Swap a Class
  - Wait for a Class
  - Request a Class
- Fees**
  - Fees Assessment
  - Pay Fees Online **6**
  - Fee Postponement
  - Apply for California College Promise Grant (formerly Board of Governors) Fee Waiver
  - Buy Parking Decal
  - Transaction Receipt
- Student Records
- Counseling Services
- Evaluate Instructors
- Request for Free Satellite & Shuttle Transit Parking Decal

**You are Currently Viewing Information for the Spring 2018 School Semester**

Please use the drop down list if you wish to select a different School Semester to view or enroll.

Spring 2018

**Class Schedule**

Section	Course	Units	Meeting Time	Mtg Days	Beg Wk	End Wk	Location	Instructor	Drop Class?
4269	MATH 20	5	07:35PM-10:00PM	..T.Th..	1	18	MC 73	ORTEGA J A	

Today is WEDNESDAY March 28, 2018  
It is Day 45 Week 7 of **SPRING 2018**

You can enroll for Spring 2018 beginning - NOVEMBER 22, 2017 @ 08:00 AM

Spring 2018 Semester Started - FEBRUARY 12, 2018  
Spring 2018 Semester Ends - JUNE 12, 2018

**Spring 2018 Legal / College Holidays**

February 19, 2018
April 9, 2018
May 28, 2018

- Update your contact information, major, and needed services.
- Add a course using the 4-digit section number.
- Remove a course from your schedule.

- Drop a currently enrolled course & replace with a different class.
- See your current balance due.
- Pay your fees online.
- Postpone current semester fees.

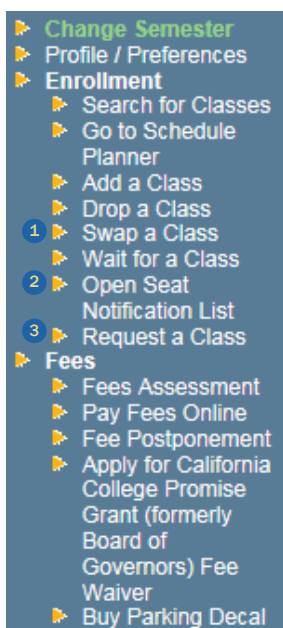
- Apply for an enrollment fee waiver.
- Parking on all SMC campuses
- Access your unofficial grades & transcripts
- Apply for free parking at the Bundy Campus.

# Enrollment Services

Features available during enrollment period.

## ENROLLMENT SCREEN OPTIONS

### WHEN ENROLLMENT OPENS



#### 1. Swap a Class

The added "swap a class" function allows students to "swap" (switch) a class currently enrolled in for another class (does not have to be the same course number). Swapping allows you to add and drop the two classes at the same time.

#### 2. Open Seat Notification List

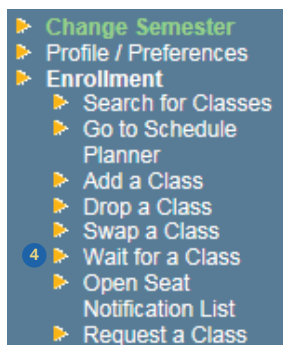
Students may now join the "Open Seat Notification List" once the class section has closed. All students in the notification list will receive an email alerting them of an open seat. Being on a notification list does not guarantee an actual seat to anyone. Enrollment for the open seat is on a "first come, first to enroll" basis.

#### 3. Request a Class

You may request a class to let the college know what additional courses they need to offer. However, this does not mean a new class may be added. Students will request the class by course name and preferred schedule (morning, afternoon, evening, no preference). Students will be allowed to request up to 4 courses per term.

Academic Affairs will have the ability to email students in the Open Seat Notification List, Wait List, and Request a Class Section list whenever a new section for a given course is created. The email's purpose is simply to alert them that the new section was created.

### 2 WEEKS BEFORE THE START OF THE SEMESTER



#### 4. Wait for a Class

The Wait List for a class opens up to students **two (2) weeks** before the start of a term—first come, first served. The maximum capacity for a wait list is approximately 25% of the maximum seat capacity for the class. The wait list will be updated as students enroll in the class or remove themselves from it.

Students will be able to join a single wait list per course (**only one section of the course**), subject to any course/section eligibility requirements (e.g., prerequisites, time conflicts).

The wait list is in chronological order: the name of the student joining the wait list the earliest will be included at the top (#1). Instructors may use this information when considering granting Authorization (add) Codes once the class starts. Students will be able to see their position in the wait list ("Wait List Rank") in Corsair Connect.

#### 5. Crash a Class

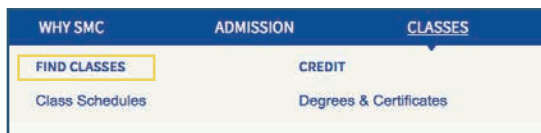
If a class is full, you can show up to the first day of class to see if the instructor will provide you an add code to get into the course. It is best to return to that same class multiple times; this increases your odds of getting added into the class.

# Searching For Classes

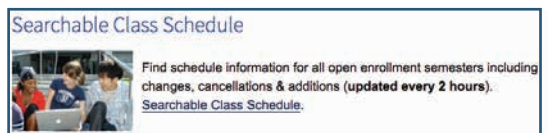
See what's open, plan your schedule, and get your books.

## NAVIGATE THROUGH THE SEARCHABLE CLASS SCHEDULE

1. Go to [smc.edu](http://smc.edu) and click the "classes" link.



2. Click the "Searchable Class Schedule" link.



3. Select the semester, class type, and class status needed to enroll.

**Search Criteria**

\* **Semester**

\* **Class Type**

\* **Class Status**

4. Select the subject you want and then click the search button.

**Subject**

- Accounting
- American Sign Language
- Anthropology
- Art
- Art History
- Astronomy
- Biological Sciences
- Business
- Chemistry
- Communication Studies

5. Once the results appear, check the day(s), times, length, and location of the courses. Find course descriptions, and links to the required textbooks along with 4-digit section number needed to enroll.

Course Name	Course Title	Section	Status	Schedule	Campus	Location	Instructor	Begin-End Week	Begin-End Date	Books
ART 10A	Design I	1051	OPEN	MTWTh 8 a.m.-11:30 a.m.	Main	A 118	BADGER C P	1 - 6	06/18 - 07/26	<a href="#">Books</a>
ART 10A	Design I	1052	OPEN	MTWTh 8:30 a.m.-12 p.m.	Main	A 220	Staff	1 - 6	06/18 - 07/26	<a href="#">Books</a>
ART 10A	Design I	1053	OPEN	MTWTh 12:30 p.m.-4 p.m.	Main	A 118	Staff	1 - 6	06/18 - 07/26	<a href="#">Books</a>
ART 10C	Computer Design	1054	OPEN	MTWTh 12:30 p.m.-4 p.m.	Main	A 119	OBIAMIWE D D	1 - 6	06/18 - 07/26	<a href="#">Books</a>
ART 13	3D Design	4004	OPEN	TWTh 6 p.m.-9:30 p.m.	Main	A 124	BROMBERG T L	1 - 8	06/19 - 08/09	<a href="#">Books</a>
ART 20A	Drawing I	1055	OPEN	MTWTh 8:30 a.m.-12 p.m.	Main	A 102	Staff	1 - 6	06/18 - 07/26	<a href="#">Books</a>
ART 20A	Drawing I	1056	OPEN	MTWTh 12:30 p.m.-4 p.m.	Main	A 120	BADGER C P	1 - 6	06/18 - 07/26	<a href="#">Books</a>
ART 20A	Drawing I	4005	OPEN	TWTh 6 p.m.-9:30 p.m.	Main	A 102	Staff	1 - 8	06/19 - 08/09	<a href="#">Books</a>
ART 20B	Drawing II	4006	OPEN	TWTh 6 p.m.-9:30 p.m.	Main	A 120	Staff	1 - 8	06/19 - 08/09	<a href="#">Books</a>
ART 40A	Sculpture I	1057	OPEN	MTWTh 8:30 a.m.-12 p.m.	Main	A 124	HARTMAN D G	1 - 6	06/18 - 07/26	<a href="#">Books</a>

- 1 Transferable Credit
- 2 Prerequisite/Skills Advisory
- 3 Course Description
- 4 Course Section Number
- 5 Course Restriction

**ECON 1, Principles of Microeconomics** 3 units

1 Transfer: UC, CSU  
 2 IGETC AREA 4 (Social & Behavioral Sciences)  
 3 Prerequisite: None.  
 4 Skills Advisory: MATH 31 or MATH 49 and Eligibility for English 1.  
 5 This course introduces students to the supply and demand model, the concept of elasticity, productivity and cost structures. Within the Supply and Demand framework, the class studies the impact of government intervention on markets. The class evaluates alternative market structures in terms of prices, efficiency, and the role of the government.  
 Students may take Econ 1 and Econ 2 in any order, or even at the same time.

1265 8:00a-10:05a MTWTh HSS 156 Lee Sam

Above section 1265 is part of the Scholars Program and enrollment is limited to program participants. See Special Programs section of class schedule or [smc.edu/scholars](http://smc.edu/scholars) for additional information.

# Adding Courses

Adding a class in the enrollment screen.

## HOW TO ADD A CLASS

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)
2. Click the “Enrollment Services” link in the center of the page:

The screenshot shows the Corsair Connect homepage with various navigation links and a class schedule table for Spring 2018.

**Tools for Success**

- "MONICA" YOUR PRE-ENROLLMENT GUIDE
- MYEDPLAN Educational Planning Tool
- SCHEDULE PLANNER
- TUTORING APPOINTMENTS

**E-mail & Calendar**

- SMC @Mail
- Google calendar
- Google Docs

**Class Schedule for SPRING 2018**

Section	Subject	Meeting Time	Days	Week	Location	Refund Deadline	Avoid W Deadline	Drop Deadline
4190	FILM 20	06:45PM-09:50PM	..T....	1-18	CMD 109	25-FEB-18	25-FEB-18	13-MAY-18

[Print Schedule](#)

**Enrollment Services** | **Canvas for Students**

Classes (Add/Drop) | Fees | Parking  
Student Records | Profile  
Emeritus College

Go to Canvas for Students  
For students enrolled in online, hybrid and on ground classes on Canvas platform ONLY

3. Select the correct semester from the drop down semester menu:

The screenshot shows a dropdown menu for selecting the school semester. The current selection is Spring 2018.

**You are Currently Viewing Information for the Spring 2018 School Semester**

Please use the drop down list if you  School Semester to view or enroll.

- Fall 2018
- Summer 2018
- ✓ Spring 2018
- Winter 2018

4. Click the “Add a Class” link and enter the 4 digit section number, and click the “Add Class” button.

The screenshot shows the 'Enrolled Classes' screen. The school semester is set to Spring 2018. A search for class section number 3448 is shown.

**School Semester**  
Spring 2018

- Change Semester
- Profile / Preferences
- Enrollment
  - Search for Classes
  - Go to Schedule Planner
  - Add a Class

**Enrolled Classes**

no classes found

Enter the Class Section Number to Add  (Search for Classes)

[Add the Class](#) [Reset](#)

5. You should receive a message saying you are successfully enrolled in the class.

The screenshot shows the 'Enrolled Classes' screen with a successful enrollment message for Section 3448 (AHIS 1).

**Enrolled Classes**

Section	Course	Units	Meeting Time	Mtg Days	Reg Wk	End Wk	Location	Instructor
3448	AHIS.1	3	ARRANGE-6.5HRS	.....	10	17	N/A ONLINE	HALL RE S

**You are successfully enrolled in Section 3448 (AHIS 1).**  
All applicable fees are due immediately or a hold will be placed on your records and future enrollment.  
Check **Fees Assessment** for balance due.

Please select the **"Pay Fees Online"** option to pay your fees, or the **"Transaction Receipt"** option to print an enrollment transaction receipt, or click on the **"Reset"** button to continue adding classes.



# Adding Courses

Common alerts when trying to add your courses.

## ALERTS WHILE ADDING COURSES

1. The following message alerts you that this course has a skills advisory, this does not prevent you from enrolling in this course. You will need to just click “continue add” to enroll.



**Enrolled Classes**

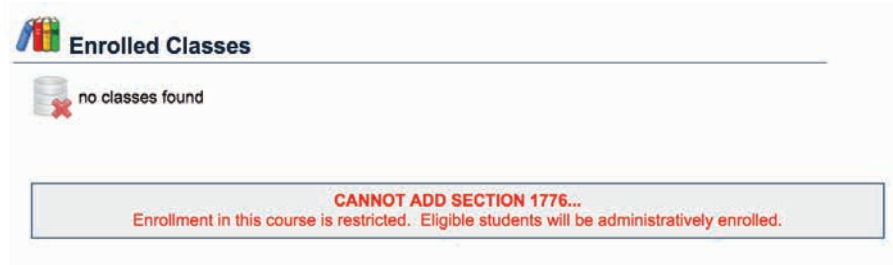
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**SECTION 3448 ADD STATUS...**

This course requires the following prerequisites/advisories:  
Skills Advisory: Eligibility for English 1.


PLEASE CLICK ON THE "Continue Add" BUTTON IF YOU STILL WANT TO ADD THIS CLASS

2. The following message alerts you that you that you do not meet the following criteria to enroll in this course. For example, prerequisite has not been met, part of a special program, time conflicts.



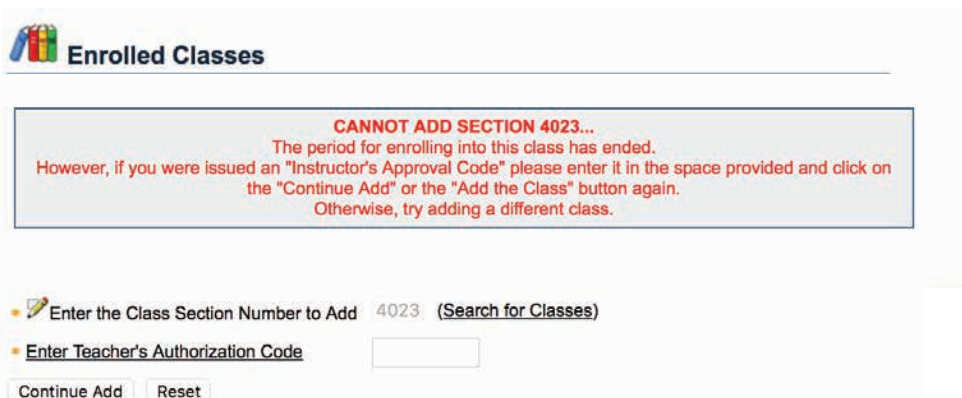
**Enrolled Classes**

---

 no classes found

**CANNOT ADD SECTION 1776...**  
Enrollment in this course is restricted. Eligible students will be administratively enrolled.


3. The following message alerts you that the enrolling period for this course has ended, in order to add the course you will need a nine digit authorization code from the instructor.



**Enrolled Classes**

---

**CANNOT ADD SECTION 4023...**  
The period for enrolling into this class has ended.  
However, if you were issued an "Instructor's Approval Code" please enter it in the space provided and click on the "Continue Add" or the "Add the Class" button again.  
Otherwise, try adding a different class.

•  Enter the Class Section Number to Add 4023; ([Search for Classes](#))

• Enter Teacher's Authorization Code

Continue Add Reset

# Dropping Courses

Dropping a class in the enrollment screen.

## HOW TO DROP A CLASS

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)
2. Click the “Enrollment Services” link in the center of the page:

Section	Subject	Meeting Time	Days	Week	Location	Refund Deadline	Avoid W Deadline	Drop Deadline
4190	FILM 20	06:45PM-09:50PM	..T....	1-18	CMD 109	25-FEB-18	25-FEB-18	13-MAY-18

Make sure to pay attention to important drop deadlines.

3. Select the correct semester from the drop down semester menu:

4. Click the “Drop a Class” link and enter the 4 digit section number, and click the “Drop Class” button.

5. You should receive a message saying you have successfully dropped the course.

# Swapping Courses

Swapping a class in the enrollment screen.

## HOW TO SWAP A CLASS

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)
2. Click the “Enrollment Services” link in the center of the page:

The screenshot shows the Corsair Connect homepage with various navigation links and a class schedule table for Spring 2018.

**Tools for Success**

- “MONICA” YOUR PRE-ENROLLMENT GUIDE
- MYEDPLAN EDUCATIONAL PLANNING TOOL
- SCHEDULE PLANNER
- TUTORING APPOINTMENTS

**E-mail & Calendar**

- SMC @Mail
- Google calendar
- Google Docs

**Class Schedule for SPRING 2018**

Section	Subject	Meeting Time	Days	Week	Location	Refund Deadline	Avoid W Deadline	Drop Deadline
4190	FILM 20	06:45PM-09:50PM	..T....	1-18	CMD 109	25-FEB-18	25-FEB-18	13-MAY-18

[Print Schedule](#)

**Enrollment Services**

Classes (Add/Drop) | Fees | Parking  
Student Records | Profile  
Emeritus College

**Canvas for Students**

Go to Canvas for Students  
For students enrolled in online, hybrid and on ground classes on Canvas platform ONLY

3. Select the correct semester from the drop down menu and click the “Swap A Class” option:

The screenshot shows a dropdown menu for selecting the school semester. The text reads: "You are Currently Viewing Information for the Spring 2018 School Semester". Below this, it says "Please use the drop down list if you" followed by a dropdown menu with the following options: "Fall 2018", "Summer 2018", "Spring 2018" (selected), and "Winter 2018". To the right of the dropdown, it says "School Semester to view or enroll."

4. Enter the 4 digit section number of the course you want to drop and the one you want to add. Then click the “Swap Classes” button.

The screenshot shows the "Swap a Class" interface in Corsair Connect. It includes a sidebar with navigation options like "Change Semester", "Profile | Preferences", "Enrollment", "Search for Classes", "Add a Class", "Drop a Class", "Wait for a Class", "Request a Class", "Fees", "Payment", "Pay Fees Online", "Add Pre-Enrollment", "Apply for Admission", "College Programs", "Board of Governors", and "Financial Aid". The main content area has a "Swap a Class" heading and a description: "What is 'Swap a Class'? The swap a class function allows you to 'swap' (switch) a class you are currently enrolled in for another course you would like to get into (does not have to be the same course number). All requirements for the new course will be enforced when you attempt to enroll, including prerequisites, time conflicts, and maximum unit limitations. Just enter the course section number you wish to drop, followed by the section number you wish to add, and click the 'Swap Classes' button. Note: your fees will be adjusted if the number of total units changes." Below this, there are input fields for "Enter the Class Section Number to Drop" and "Enter the Class Section Number to Add", and a "Swap Classes" button.

5. You should receive a message saying you have successfully swapped courses and enrolled.

The screenshot shows the "Enrolled Classes" confirmation message. It displays a table with the following information:

Section	Course	Units	Meeting Time	Req. Days	Req. Wk.	End Wk.	Location	Instructor
3448	AHIS 1	3	ARRANGE-6.5HRS	.....	10	17	N/A ONLINE	HALL RE S

Below the table, a green checkmark icon is followed by the text: "You are successfully enrolled in Section 3448 (AHIS 1). All applicable fees are due immediately or a hold will be placed on your records and future enrollment. Check Fees Assessment for balance due." At the bottom, it says: "Please select the 'Pay Fees Online' option to pay your fees, or the 'Transaction Receipt' option to print an enrollment receipt, or click on the 'Reset' button to continue adding classes."

# Wait-List For A Class

Adding yourself to a waitlist in the enrollment screen.

## HOW ADD YOURSELF TO A WAITLIST

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)
2. Click the “Enrollment Services” link in the center of the page:

3. Select the correct semester from the drop down menu and click the “Wait For A Class” option:

4. Enter the 4 digit section number and click the “Wait For Class” button. If the Waitlist is still open the system will allow you to add yourself to the waitlist and indicate what number you rank on the list.

*The Wait List for a class opens up to students two (2) weeks before the start of a term.*

# Request A Class

Requesting a class in the enrollment screen.

## HOW TO REQUEST A CLASS

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC)
2. Click the “Enrollment Services” link in the center of the page:

**Tools for Success**

**"MONICA"**  
YOUR Pre-Enrollment Guide

**MYEDPLAN**  
EDUCATIONAL PLANNING TOOL

**SCHEDULE PLANNER**

**TUTORING APPOINTMENTS**

**E-mail & Calendar**

**SMC @Mail**  
by Google

**Google calendar**

**Google Docs**

**Be our next Student Commencement Speaker!**  
Applications due April 1

**Class Schedule for SPRING 2018**

Section	Subject	Meeting Time	Days	Week	Location	Refund Deadline	Avoid W Deadline	Drop Deadline
4190	FILM 20	06:45PM-09:50PM	..T....	1-18	CMD 109	25-FEB-18	25-FEB-18	13-MAY-18

[Print Schedule](#)

**Enrollment Services**

**Canvas for Students**

Classes (Add/Drop) | Fees | Parking  
Student Records | Profile  
Emeritus College

Go to Canvas for Students  
For students enrolled in online, hybrid and on ground classes on Canvas platform ONLY

3. Select the correct semester from the drop down menu and click the “Request A Class” option:

**You are Currently Viewing Information for the Spring 2018 School Semester**

Please use the drop down list if you  School Semester to view or enroll.

Fall 2018  
 Summer 2018  
 Spring 2018  
 Winter 2018

4. Enter The course you need, select the preferred schedule and time and indicate whether you want a regular course (in person) or an online section and then press the request a class button.

**Request Submitted!**

**Request a Class**

The following information is collected to help us determine if additional classes should be opened for the Spring 2018 term. Please use this option if you NEED to get into a class that is full or that has been canceled. You are allowed to request up to four (4) courses per semester.

**Requested Classes**

Course Name	Preferred Schedule	Preferred Class Type	Remove
ANTHRO 4, Methods of Archaeology 3 units	Afternoon	Regular	
MATH 54, Elementary Statistics 4 units	Afternoon	Regular	

**⚠️** Your request to add additional classes has been submitted for consideration. You will be notified via email if new sections are created for the courses you requested. We cannot guarantee we will be able to offer the courses.

Select a Course that you Need

Preferred Schedule  (optional)

Preferred Class Type  (optional)

**Request a Class** **Cancel**

# Fees Assessment

Avoid the lines, pay fees online.

## PAY FEES ONLINE

1. Sign in to Corsair Connect at [www.smc.edu/CC](http://www.smc.edu/CC) and click the enrollment services link.

2. In the enrollment screen click on the fees assessment link to view account balance.

3. In the enrollment screen click on the pay fees link and select "pay total dues."

4. You will see a new page confirming your total due. Click "continue" to enter your payment information.

5. Enter your personal information, and mailing address on this page.

6. Enter the payment method and billing information, and make sure to confirm your payment.