



SANTA MONICA COLLEGE

Corsair Connect Guide



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Corsair Connect Training Manual

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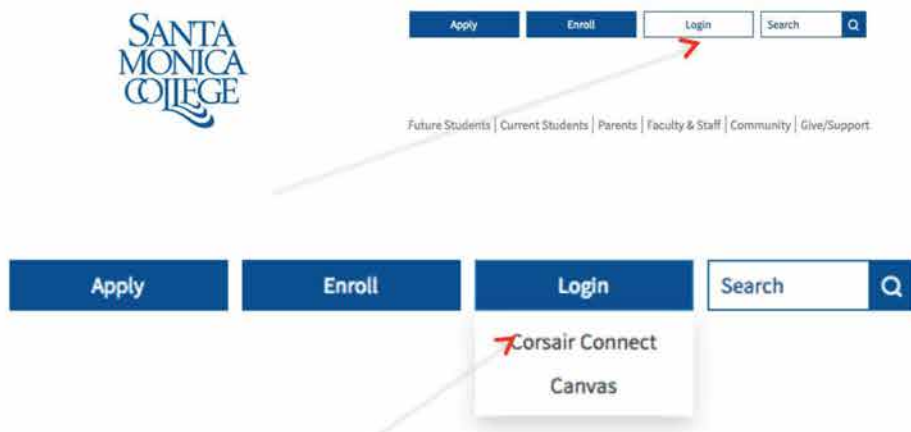
Corsair Connect

Log into your student account.

ACCESSING CORSAIR CONNECT

Access your class schedule, SMC student email, add and drop classes, pay your fees, apply for financial aid, view your student records, and keep up to date with course dates and deadlines.

1. Go to **www.smc.edu**, and click on the login at the top of the page, then **Corsair Connect**.



2. Log in with your SMC student ID number and password.

The image shows the Corsair Connect login interface. At the top, there is a header with the 'Corsair Connect' logo and navigation links for 'SMC Home', 'Apply to SMC', and 'Close'. Below the header, there are two input fields: 'Student ID Number' and 'Password'. To the right of the 'Password' field is a blue 'Login' button. Below the input fields, there is a link that says 'cannot access my account | Help'. In the center of the page, there is a mobile phone icon and a yellow button that says 'Click Here to Enroll With Your Mobile Device NOW!'. At the bottom of the page, there is a small text link: 'If you experience difficulty viewing and/or using this page please follow this link: [HAVING BROWSER PROBLEM](#)'.

• **Forgot your ID number?** Please refer to your SMC Admissions letter to retrieve your student ID number. If you are unable to find the initial welcome letter, stop by or email the Admissions & Records office at admissions@smc.edu using the email address you used on your application.

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
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 for 'I cannot access my account | Help' is visible. At the bottom, there is a link to 'Click Here to Enroll With Your Mobile Device NOW!' and a note about browser problems.

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

The notification box has a yellow header with the text 'YOU NEED TO UPDATE YOUR SMC NETWORK SINGLE SIGN-ON ACCOUNT'. The main text explains that 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. A 'Update My Account' button is at the bottom.

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

The 'Sign in to SMC' page has a red heading: 'To protect your account, please (re-)enter your login information.' Below this are two input fields: 'Enter your current SMC ID' and 'Enter your current Password', followed by a 'Sign In' button. A link for 'Exit Account Update Process' is at the bottom.

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

The policy page is titled 'SMC STUDENT COMPUTER USE POLICY'. It states that users agree to follow acceptable use policies established by the College. The policy lists several rules, including: 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 'I Decline' and 'I Accept' buttons.

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 'Create Challenge Question' page asks the user to answer at least 3 of 5 questions. The questions are: '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?'. There are 'Exit' and 'Submit' buttons at the bottom.

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 'Change Your Password' page has a 'Please Note' section with the following requirements:

- 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 requirements are three input fields: 'Enter your Current Password:', 'Enter a New Password:', and 'Re-enter your New Password:'. There are 'Exit' and 'Submit' buttons at the bottom.

Forgot Password?

Follow these simple steps to retrieve it.

RETRIEVING YOUR PASSWORD

1. Sign in to Corsair Connect at 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, 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.

SMC Student Email

How to add your SMC student email to your ios phone.

ACCESSING YOUR STUDENT EMAIL ON YOUR IOS DEVICE

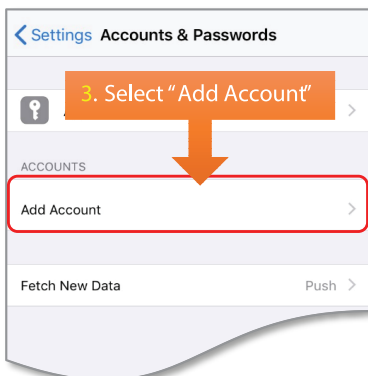
1. Open "Settings" on your mobile device



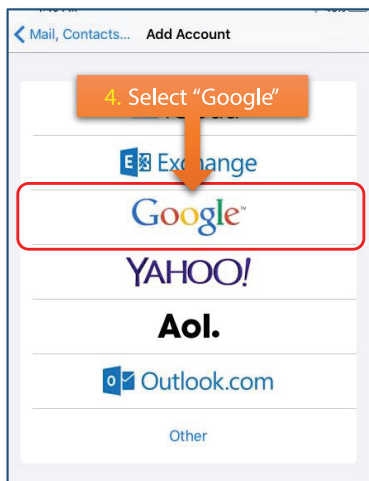
2. On iOS 11 scroll down the settings panels and select "Accounts & Passwords"



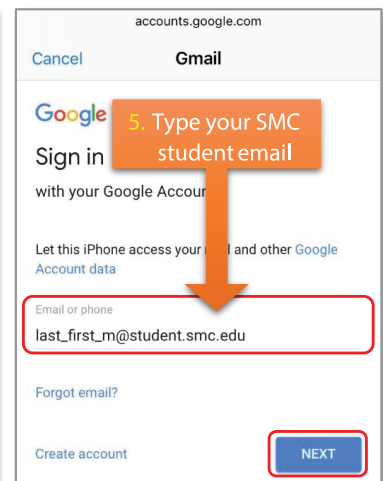
2. Or, on older iOS versions, select "Mail, Contacts, Calendars"



3. Select "Add Account"

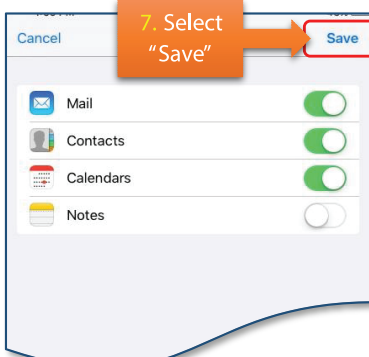
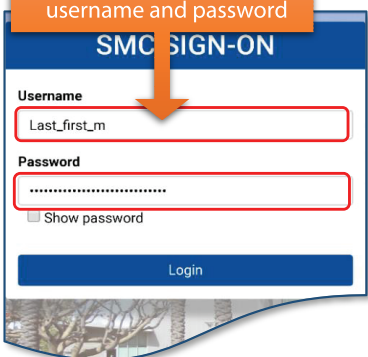


4. Select "Google"

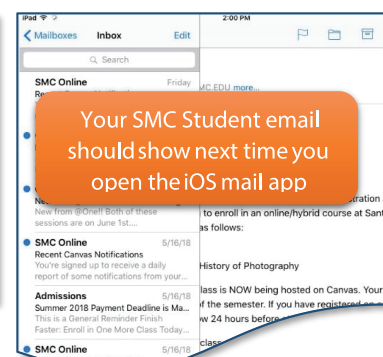


5. Type your SMC student email

6. Enter your SMC username and password



7. Select "Save"



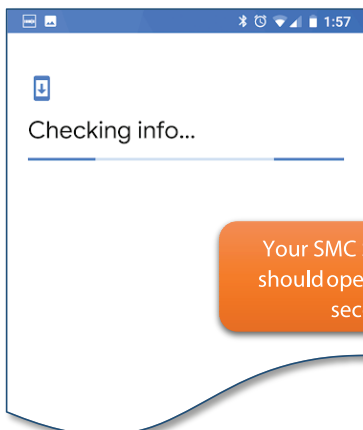
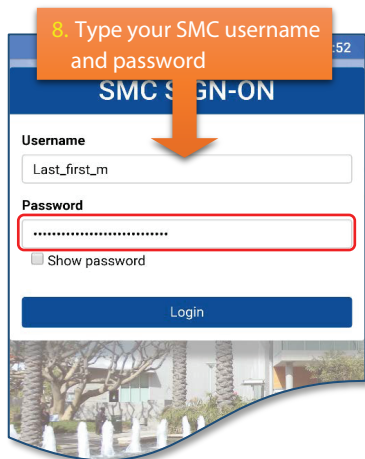
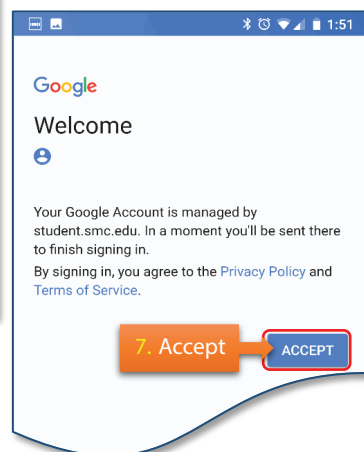
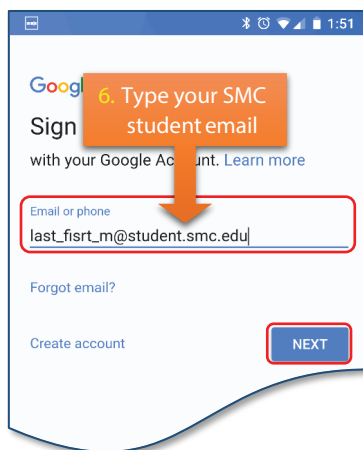
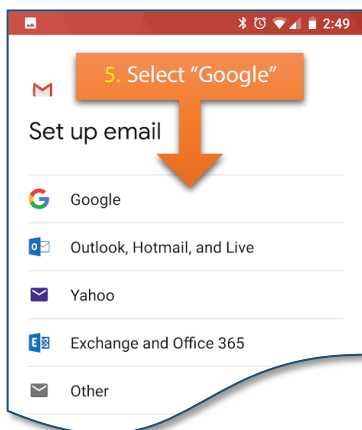
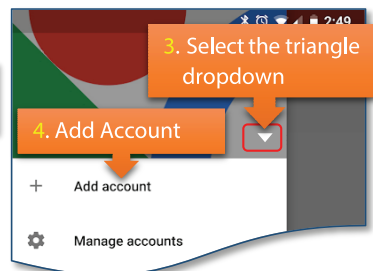
Your SMC Student email should show next time you open the iOS mail app

SMC Student Email

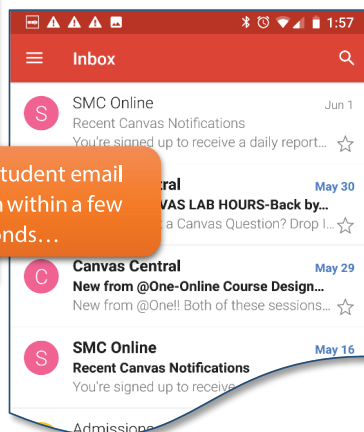
How to add your SMC student email to your android phone.

ACCESSING YOUR STUDENT EMAIL ON YOUR ANDROID DEVICE

1. Open the Gmail App
(download it from the Play Store if it's not on your mobile)



Your SMC Student email should open within a few seconds...



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 various search options, and 'SMC Network Account' with login information. A sidebar on the left contains 'Tools for Success' (MYEDPLAN, SCHEDULE PLANNER, TUTORING APPOINTMENTS, E-mail & Calendar) and 'SMC Quick Links' (Academic Programs, Admissions, All Student Services, etc.). A right sidebar shows a calendar for March 2018, 'YOUR ENROLLMENT PRIORITY DATE FOR SUMMER / FALL 2018', and 'College / Legal Holidays'. A bottom sidebar lists 'Stay Connected' options like social media and iTunes U.

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

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

Tools for Success

"MONICA"
Your Pre-Enrollment Guide

Be our next Student Commencement Speaker!
Applications due April 1

March 2018

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 YOUR ENROLLMENT PRIORITY DATE FOR SUMMER / FALL 2018
Date:
Time:

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

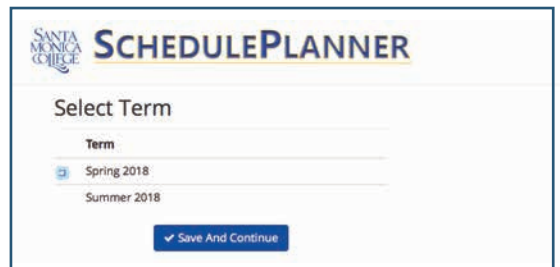
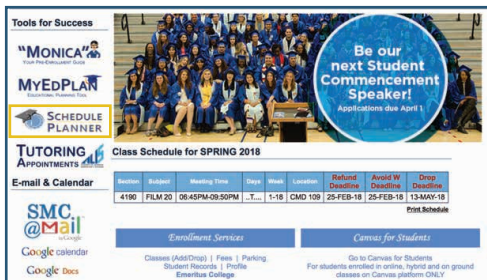
Using Schedule Planner

A web-based tool to help plan your schedule

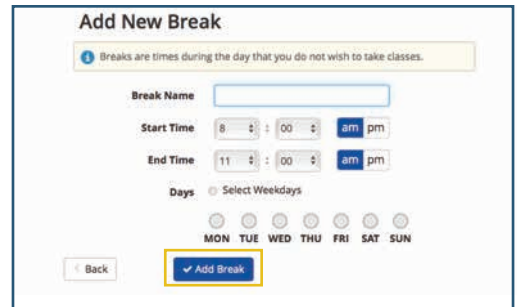
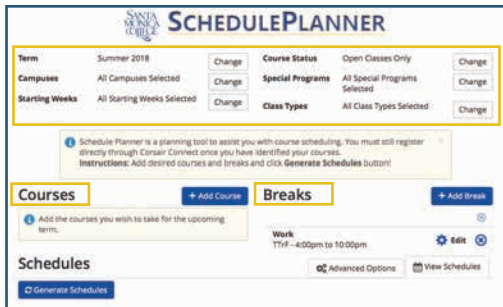
USING SCHEDULE PLANNER

Schedule Planner is a web-based tool that helps students create their preferred schedule each semester in just a few moments based on the options they select, while accounting for such things as work, family responsibilities, study segments, working out, etc. **Schedule Planner does not enroll you in classes. You must enroll via Corsair Connect.**

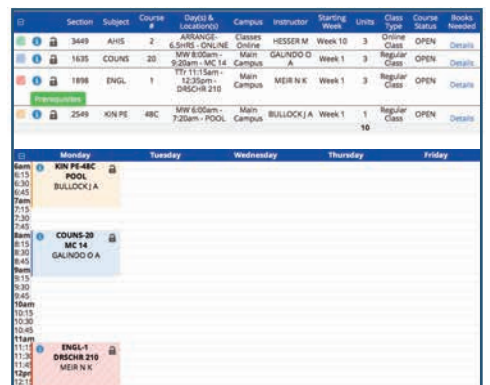
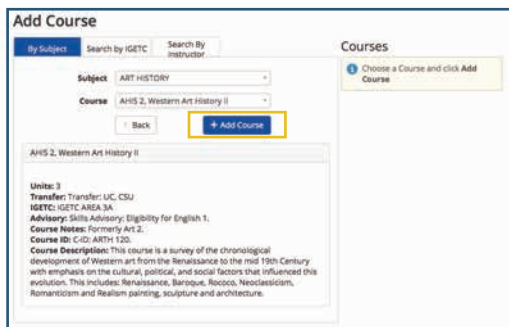
1. Sign in to Corsair Connect at www.smc.edu/CC and click the Schedule Planner link.
2. Select the Term from the Drop-Down list and click the Save and Continue button.



3. To limit your search results, use the Select Term, Select Campus, Select Starting Weeks, Course Status, Special Programs and Class Types.
4. Select the Add Break option, enter the break name and select start and end times for selected days of the week.



5. To proceed with selecting courses, click the Select Courses button. Click the Add Course button to select courses using the drop-down lists.
6. When you are done adding courses, click the Generate Schedules button. Use the View Schedule buttons to preview potential schedules.

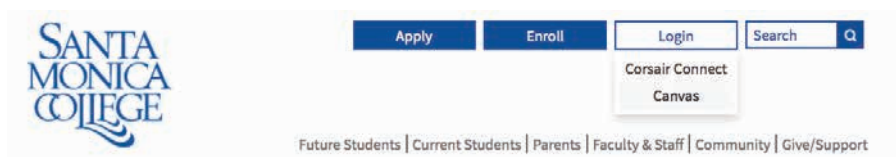


Signing into Canvas

Log into your Canvas account.

ACCESSING YOUR CANVAS ACCOUNT

1. Go to www.smc.edu, and click on the login at the top of the page, then **Canvas**.



2. Click the button that says “**Login to Canvas**.”

 A screenshot of the 'CANVAS AT SMC' login page. On the left is a sidebar with a menu: 'Canvas', 'About', 'Canvas Training Opportunities', 'Canvas at SMC' (highlighted), 'Canvas Resources', 'Are you ready to take an online course?', 'Academic Counseling for Online Courses', 'Students Only: Contact Us', and 'Faculty Only: Contact Us'. The main content area has a 'Username' field with instructions: 'Your SMC email name without @student.smc.edu or @smc.edu. Students, do not use your student ID. Example: Your username is lee_jane_doe if your email is lee_jane_doe@student.smc.edu or lee_jane_doe@smc.edu.' Below that is a 'Password' field with instructions: 'This is your regular SMC password, the same one you use for Corsair Connect.' A blue 'Login to Canvas' button is positioned below the password field. At the bottom, there is a red note: 'Students: Please allow up to 24 hours after registration to access your courses on Canvas.'

3. Type in your **username**, which is the first part of your SMC email name **without** the “@student.smc.edu.” Then, type in your **password**, which is the **same** as the one you use for Corsair Connect.

 A screenshot of the 'SMC SIGN-ON' page. The title 'SMC SIGN-ON' is at the top in a blue header. Below it are two input fields: 'Username' and 'Password'. Below the password field is a 'Show password' checkbox. At the bottom left is a blue 'Login' button. On the right side of the page is the Santa Monica College logo.

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.

Corsair Connect

Student ID Number: _____ Student Name: _____

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	Drop

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

Navigation Menu:

- School Semester: Spring 2018
- Change Semester
- 1 Profile / Preferences
- Enrollment
 - Search for Classes
 - Go to Schedule Planner
 - 2 Add a Class
 - Drop a Class 3
 - 4 Swap a Class
 - Wait for a Class
 - Request a Class
- Fees
 - 5 Fees Assessment
 - Pay Fees Online 6
 - 7 Fee Postponement
 - 8 Apply for California College Promise Grant (formerly Board of Governors) Fee Waiver
 - 9 Buy Parking Decal
 - Transaction Receipt
- 10 Student Records
- Counseling Services
- Evaluate Instructors
- 11 Request for Free Satellite & Shuttle Transit Parking Decal

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

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

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

Profile & Preferences

Update your contact information, major, and needed services.

UPDATE YOUR PROFILE & PREFERENCES

From this menu you can update your personal information such as your mailing address, contact phone number, educational goals and your major field of study.

Student ID Number: _____ Student Name: _____ Home Enrollment

Student Profile and Preferences

The following information is collected by SMC so that we can contact you when needed, and to ensure that the college provides the kinds of services and assistance that students require. Please take a minute to fill in any blank spaces and make all appropriate changes.
Please DO NOT FORGET to click on the "Submit Changes" button at the bottom of the form TO SAVE YOUR CHANGES.

Student Profile and Preferences for Spring 2018

Student Number _____
 Student Name _____
 SMC Network Username _____
 E-mail Address _____

1 U.S. Mailing Address _____
 City _____
 State: CA ▾
 Zip Code _____

2 U.S. Primary Contact Phone Number _____
 Is it okay to text you at your primary contact phone number? Yes ▾ (standard text messaging rates may apply)

3 Educational Goal: On the Job Skills-No Degree ▾

4 Major Field of Study: Graphic Design ▾

Primary language (the language you use most frequently): English ▾
 If U.S. High School, High School GPA: (select) ▾
 Employment Hours Per Week: 40 or More Hours ▾
 Are you supporting yourself? (select) ▾
 Marital Status: Single ▾
 Are you a single parent? No ▾
 Have you previously worked at home caring for your family without pay? No ▾
 Father's Highest Level of Education: High School Graduate ▾
 Mother's Highest Level of Education: High School Graduate ▾

Provide your parent's information if they claim you as a dependent in their tax return otherwise provide your own information:
 Family (Household) Size (including yourself): 1
 Total Yearly Household Income (yours if you work or your parents if you don't work): (select) ▾
 Do you prefer to receive your IRS Form 1098-T (Tuition Statement) electronically? No ▾

Do you or does your family currently receive benefits from:
 Cal Works, TANF (Temporary Assistance to Needy Families), AFDC? No ▾
 SSI (Supplemental Security Income)? No ▾
 GA (Government Assistance Program)? No ▾
 HUD Section 8 Housing Assistance (either vouchers or Section 8 Public Housing)? No ▾
 WIA (Work Investment Act)? No ▾

Participation in intercollegiate sports:
 Intercollegiate Sport Most Interested in Participating: (select) ▾
 Ability or Experience in Selected Sport: (select) ▾

I do NOT permit SMC to release my information to the:
 Directory Information (check if you agree)
 SMC Foundation (check if you agree)
 Four-Year College (check if you agree)
 Military (check if you agree)

I DO permit SMC to communicate about issues related to my enrollment and educational records with:
 My Former High School (check if you agree)

Name Changes - Students are required to contact the Admissions & Records office to provide required documentation in order to process a name change. Once the change has been posted the student will need to access this menu to activate the change in order to update their Network ID and SMC Student Email.

Address Changes – Students changing their address from out-of-state to CA (or vice versa) are required to fill out and sign a Change of Address form in the Admissions & Records office. Only in state address changes can be made by the student in this menu.

Enrollment Services

Features available during enrollment period.

ENROLLMENT SCREEN OPTIONS

WHEN ENROLLMENT OPENS

- ▶ Change Semester
- ▶ Profile / Preferences
- ▶ Enrollment
 - ▶ Search for Classes
 - ▶ Go to Schedule Planner
 - ▶ Add a Class
 - ▶ Drop a Class
 - 1 ▶ Swap a Class
 - ▶ Wait for a Class
 - 2 ▶ Open Seat Notification List
 - 3 ▶ Request a Class
- ▶ Fees
 - ▶ Fees Assessment
 - ▶ Pay Fees Online
 - ▶ Fee Postponement
 - ▶ Apply for California College Promise Grant (formerly Board of Governors) Fee Waiver
 - ▶ Buy Parking Decal

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

- ▶ Change Semester
- ▶ Profile / Preferences
- ▶ Enrollment
 - ▶ Search for Classes
 - ▶ Go to Schedule Planner
 - ▶ Add a Class
 - ▶ Drop a Class
 - ▶ Swap a Class
 - 4 ▶ Wait for a Class
 - ▶ Open Seat Notification List
 - ▶ Request a Class

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

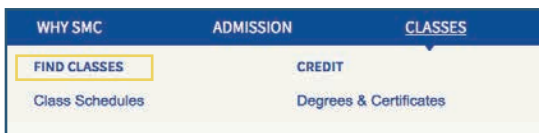
If a class is full, you can show up to the first day of class to see if the instructor will provide you an add code to get into the course. It is best to return to that same class multiple times; this increases your odds of getting added into the class.

Searching For Classes

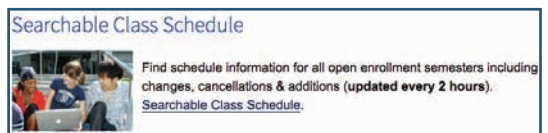
See what's open, plan your schedule, and get your books.

NAVIGATE THROUGH THE SEARCHABLE CLASS SCHEDULE

1. Go to smc.edu 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	Books
ART 10A	Design I	1052	OPEN	MTWTh 8:30 a.m.-12 p.m.	Main	A 220	Staff	1 - 6	06/18 - 07/26	Books
ART 10A	Design I	1053	OPEN	MTWTh 12:30 p.m.-4 p.m.	Main	A 118	Staff	1 - 6	06/18 - 07/26	Books
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	Books
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	Books
ART 20A	Drawing I	1055	OPEN	MTWTh 8:30 a.m.-12 p.m.	Main	A 102	Staff	1 - 6	06/18 - 07/26	Books
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	Books
ART 20A	Drawing I	4005	OPEN	TWTh 6 p.m.-9:30 p.m.	Main	A 102	Staff	1 - 8	06/19 - 08/09	Books
ART 20B	Drawing II	4006	OPEN	TWTh 6 p.m.-9:30 p.m.	Main	A 120	Staff	1 - 8	06/19 - 08/09	Books
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	Books

- 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 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
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.



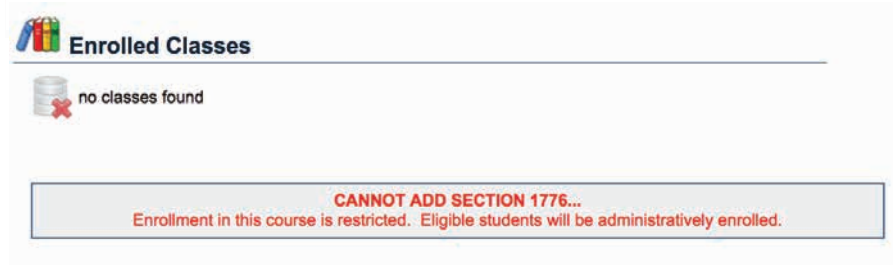
 **Enrolled Classes**


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 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.

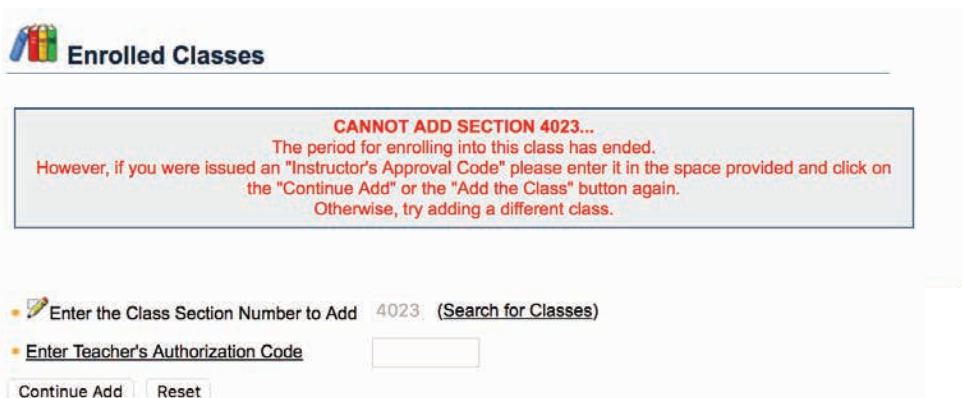



 **Enrolled Classes**

 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

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
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
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 options are Fall 2018, Summer 2018, Spring 2018 (selected), and Winter 2018. The text above the menu says "You are Currently Viewing Information for the Spring 2018 School Semester" and "Please use the drop down list if you 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 "What is 'Swap a Class'?" section, a "Currently Enrolled Classes" section with "0 classes found", and input fields for "Enter the Class Section Number to Drop" and "Enter the Class Section Number to Add". There are "Swap Classes" and "Search for Classes" buttons.

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

The screenshot shows the "Enrolled Classes" confirmation message. It displays the details for the newly enrolled class and provides instructions on how to pay fees and print a receipt.

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

Enrolled Classes

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 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
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
- Google Calendar
- Google Docs

Enrollment Services

Canvas for Students

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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](#)

3. Select the correct semester from the drop down menu and click the “Wait For 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 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.

Wait for a Class

What is a WAIT LIST? For classes that are full/closed, adding yourself into the WAIT LIST of a class will INCREASE YOUR CHANCES of getting into the class whenever a seat becomes available. Being in the class WAIT LIST however, DOES NOT GUARANTEE you a seat in the class.

Please see the Admissions web site [Wait List Information](#) for more information.

Being in a WAIT LIST for a class means that:

- When a seat opens up in the class, you will receive an email notifying you that a seat has opened up so you will have a good chance to enroll in the class.
- Once open enrollment closes, you will automatically be on the prioritized wait list appended to the class roster for use by faculty who wish to provide add codes to students.

Please visit the [Wait List Information](#) website for more details on the benefits and restrictions of joining a class WAIT LIST.

Class Wait List

Remove	Enroll	Section	Course	Meeting Time	Reg Wk	Mtg Days	End Wk	Location	Instructor	Wait List Rank
		3096	POL SC 2	ARRANGE-6.5HRS	10	17	N/A ONLINE	BUCKLEY A D	11

Warning: Depending on the number of students who will get dropped from the class, and the number of students in the class wait list, there is NO GUARANTEE that you will be able to enroll into a class even if you are in its waiting list.

Enter or Search for the Class Section Number to Wait For: 3096 Then Click [Wait for Class](#) [Cancel](#)

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
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**

Pass/No Pass Grading

How to apply to take a course as Pass/No Pass

Qualifying students may choose to be graded for a class on a Pass/No Pass (P/NP) grading basis. A "P" grade will be recorded on the transcript for performance equivalent to "C" or better and a "NP" grade for less than satisfactory performance (D or less). The deadline to submit your request is the 30th percentile of the class session.

1. Sign in to Corsair Connect at www.smc.edu/CC, then click the "Enrollment Services" link.

The screenshot shows the Corsair Connect homepage with several navigation options:

- Tools for Success:** "MONICA" Your Post-Evaluative Guide, MYEDPLAN Educational Planning Tool, SCHEDULE PLANNER, TUTORING APPOINTMENTS.
- E-mail & Calendar:** SMC @Mail, Google calendar, Google Docs.
- Class Schedule for SPRING 2018:** A table with columns for Section, Subject, Meeting Time, Days, Week, Location, Refund Deadline, Avoid W Deadline, and Drop Deadline. The first row shows Section 4190, Subject FILM 20, Meeting Time 06:45PM-09:50PM, Days ..T...., Week 1-18, Location CMD 109, Refund Deadline 25-FEB-18, Avoid W Deadline 25-FEB-18, and Drop Deadline 13-MAY-18.
- Enrollment Services:** A prominent blue button.
- Canvas for Students:** A blue button with a link to go to Canvas for Students.

2. Select the **P/NP Grading** link on the enrollment services tab. Make sure to review all eligibility requirements, then select the course from the drop down menu and click the request P/NP grading link at the bottom right hand corner.

The screenshot shows the "Request for Pass/No Pass Grading" page in Corsair Connect. The page includes:

- Student Information:** Student ID Number: 1, Student Name: AA AARON ANDREW.
- Request for Pass/No Pass Grading:** A section with a warning icon and text: "Qualifying students may choose to be graded for a class on a Pass/No Pass (P/NP) grading basis. A 'P' grade will be recorded on the transcript for performance equivalent to 'C' or better and a 'NP' grade for less than satisfactory performance (D or less). The deadline to submit your request is the 30th percentile of the class session." Below this is an "Eligibility" section with a list of requirements:
 - Part-time students are limited to 5 units of P/NP grading per term;
 - Full-time students are limited to 6 units of P/NP grading per term;
 - No more than 12 cumulative P/NP units may be taken at SMC (excludes courses graded only P/NP);
 - Students with a bachelor degree may take any number of classes/units of P/NP grading.
- Class Selection:** A dropdown menu labeled "Select the class to be graded Pass/No Pass:" with "1028 - ACCTG 2" selected.
- Buttons:** "Request P/NP Grading" and "Reset".
- Requested P/NP Grading Classes for Fall 2018:** A section showing "no classes requested".

3. Agree to the P/NP terms and submit.

The screenshot shows the "Request for Pass/No Pass Grading" page with a dialog box open for agreement. The dialog box contains the following text:

I understand that once my request to take ACCTG 2 on a Pass/No Pass grading basis has been submitted, it cannot be rescinded. A "P" or "NP" grade will show on my transcript once I complete the class. I have investigated the impact of P/NP grading on my record and educational goal plans, including transfer. I further understand that transfer universities may limit the number of courses/units that may be taken on a P/NP basis or that they may deny credit for these altogether; or they may treat NP grades as "F" and P grades as "C" when calculating my transfer GPA. I hold SMC harmless in approving my request.

At the bottom of the dialog box, there are two buttons: "Yes, I agree to the above. Change my grading to P/NP" (highlighted in yellow) and "Cancel my Request".

Fees Assessment

Avoid the lines, pay fees online.

PAY FEES ONLINE

1. Sign in to Corsair Connect at 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.

Student Records

How to obtain unofficial grades and transcripts.

ACCESS YOUR STUDENT RECORDS

1. Sign in to Corsair Connect at www.smc.edu/CC, then click the “Enrollment Services” link

Tools for Success

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Your Pre-Enrollment Guide

MYEdPLAN
Education Planning Tool

SCHEDULE PLANNER

TUTORING APPOINTMENTS

E-mail & Calendar

SMC @Mail
in Google

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Be our next Student Commencement Speaker!
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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

2. Select the “Student Records” link on the enrollment services tab.

Student ID Number: _____ **Student Name:** _____

[Home](#) [Enrollment](#)

School Semester
Spring 2018

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

no classes found

Today is **TUESDAY April 3, 2018**
It is Day 51 Week 8 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

3. You will then have access to your unofficial grades, transcripts, assessment scores etc.

Miscellaneous Student Reports

Please select the student record you wish to view.

Unofficial Transcript

Unofficial Spring 2018 Grades

Incomplete Grade Petitions

Placement History

Lab / Tutor Hours

Cosmetology Time Card