

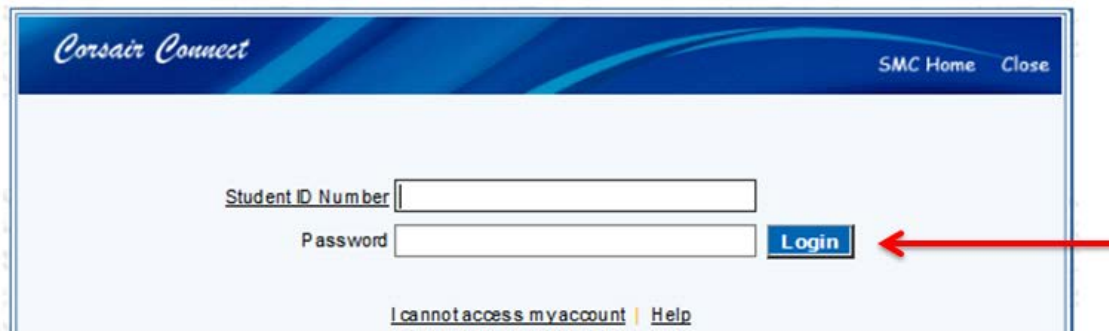
Online Enrollment Instructions for Emeritus College Classes

(Updated 4/25/17)

1. Logon to the Emeritus college website: www.smc.edu/emeritus
2. Click on **Corsair Connect (Online Enrollment & SMC Email)**.



3. Type in your **Student ID Number** and **Password** and then click **Login**.



Corsair Connect

SMC Home Close

Student ID Number

Password **Login**

[I cannot access my account](#) | [Help](#)

Note 1: If this is the first time you are using Corsair Connect, then your initial password will be your 6-digit date of birth (MMDDYY) and you will then be asked to convert your 6-digit date of birth password to a new alphanumeric password. You are responsible for retaining your new password and for printing your online enrollment transaction receipt. If you have forgotten your ID number or password, click on “I cannot access my account” on the Corsair Connect login screen and follow the next directions to retrieve your login information.

Note 2: If the SMC email window appears, go to page 5 for instructions on closing the SMC email window.

4. Your **Student Profile and Preferences** for the semester may appear anytime during your enrollment process. If it appears, review the information on the screen and edit anything that needs updating.

The screenshot shows a sidebar on the left with a 'School Semester' dropdown set to 'Fall 2014'. Below it are links for 'Change Semester', 'Search for Classes', 'Add a Class', 'Wait for a Class', 'Drop a Class', and 'Fees Assessment'. The main content area is titled 'Student Profile and Preferences' and contains a globe icon, a paragraph of text about data collection, and a red warning: 'Please DO NOT FORGET to click on the "Submit Changes" button at the bottom of the form TO SAVE YOUR CHANGES.' A blue bar at the bottom of the main content area reads 'Student Profile and Preferences for Fall 2014'.

5. After reviewing and/or editing your **Student Profile and Preferences**, click **Submit Changes** at the bottom of the Student Profile and Preferences screen.

This close-up shows the bottom of the 'Student Profile and Preferences' form. It includes several checkboxes: 'SMC Foundation' (checked), 'Four-Year College' (unchecked), 'Military' (unchecked), and 'My Former High School' (unchecked). A red arrow points to the 'Submit Changes' button at the bottom left of the form area.

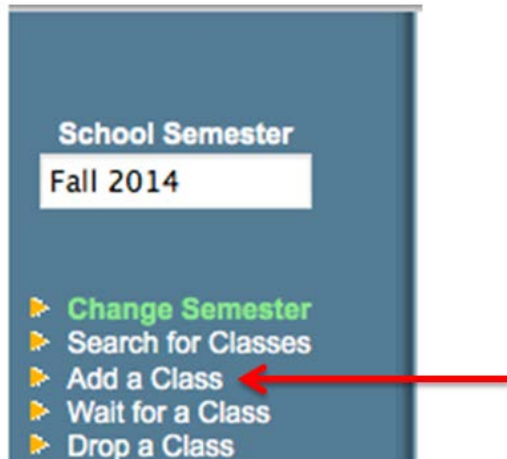
6. On the Enrollment screen, click the icon of the up and down arrows to display the drop down list of **School Semesters**.

The screenshot shows the 'Enrollment' screen. On the left is a sidebar with 'School Semester' set to 'Fall 2014' and links for 'Change Semester', 'Search for Classes', 'Add a Class', 'Wait for a Class', and 'Drop a Class'. The main content area has a blue header 'You are Currently Viewing Information for the Fall 2014 School Semester' and text: 'Please use the drop down list if you wish to select a different School Semester to view or enroll.' Below this is a dropdown menu currently showing 'Fall 2014'. A red arrow points to the up/down arrow icon of the dropdown menu. Below the dropdown is a 'Class Schedule' section with a globe icon.

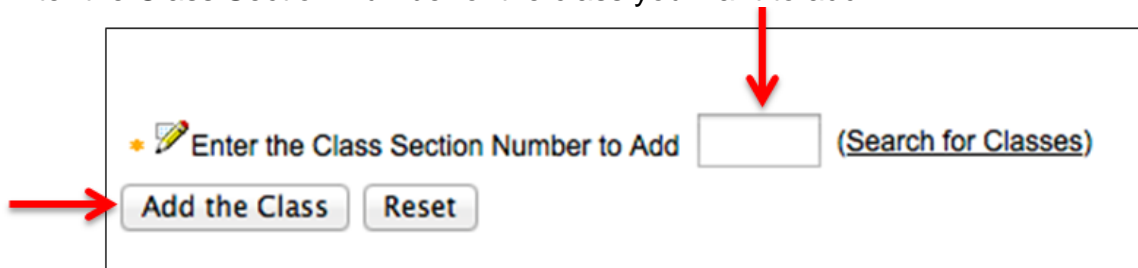
7. In the drop down menu, click the **Semester** you are enrolling in.

This close-up shows the dropdown menu from the previous screenshot. The menu is open, showing the options 'Fall 2014', 'Spring 2015', 'Fall 2014', and 'Summer 2014'. A red arrow points to the 'Fall 2014' option, which is highlighted in blue. A hand icon is shown pointing to the dropdown menu.

8. Click **Add a class** from the left-side menu.

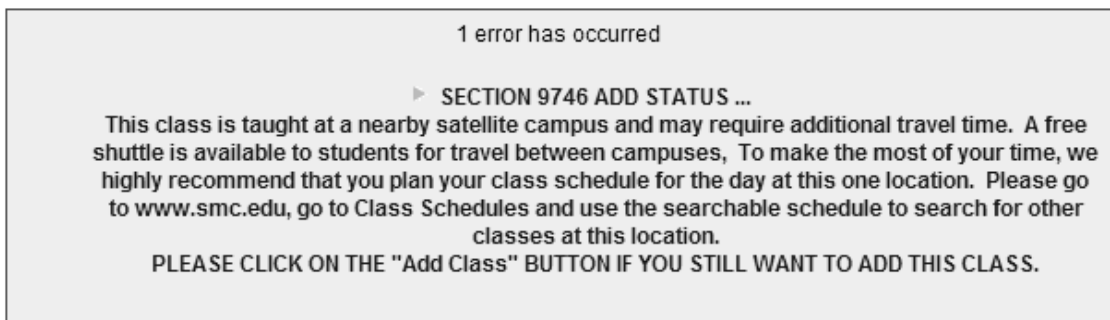


9. Enter the Class Section Number of the class you want to add.



10. After entering the Class Section Number, click **Add the Class**.

11. An error message may appear



12. Click **Add the Class** button again if you want to add the class anyway after reading the error message.

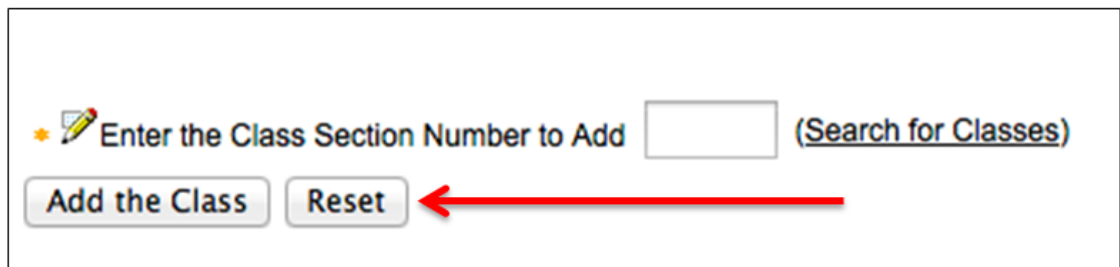



*  Enter the Class Section Number to Add ([Search for Classes](#))

Add the Class **Reset**

NOTE: After clicking **Add the Class**, you should receive a message that you have successfully enrolled in the class or that the class is full.

- To add another class, click **Reset** and repeat steps 9 – 12



*  Enter the Class Section Number to Add ([Search for Classes](#))

Add the Class **Reset**

13. To print your class schedule, click **Print** button under your list of classes.

 **Enrolled Classes**

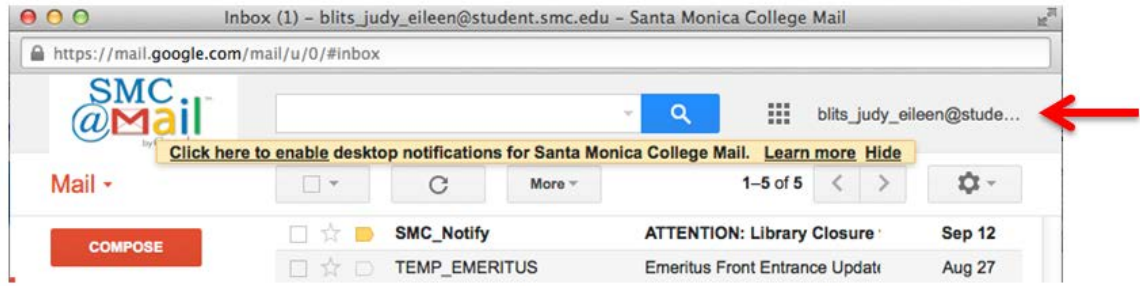
Section	Course	Units	Meeting Time	Mtg Days	Beg Wk	End Wk	Location	Instructor
9739	<u>ENGL E24</u>	0	02:00PM-03:50PMTh..	1	16	N/A SM SYNG	MARX J A

 **Print**

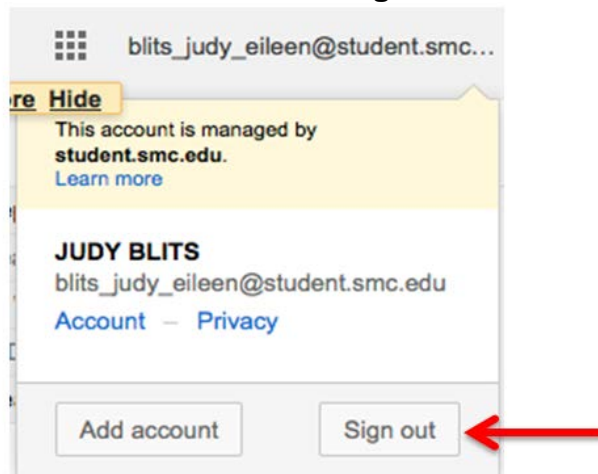
SMC Email in Corsair Connect

NOTE: When trying to enroll, your SMC email window may appear on top of the enrollment page instead of the Corsair Connect screen.

1. To exit your SMC email, click on your email address in the upper right hand corner



2. On the next screen, click **Sign out**



3. The Corsair Connect login screen appears. Click **Close**

