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.

• 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)

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

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

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

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.
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, 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 panel and select “Accounts & Passwords”

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)
2. Select the options icon
3. Select the triangle dropdown
4. Add Account
5. Select “Google”
6. Type your SMC student email
7. Accept
8. Type your SMC username and password

Your SMC Student email should open within a few seconds...
Navigating The Homescreen
Getting to know your student portal.

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

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.
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.

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.

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**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

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 and click the “classes” link.
2. Click the “Searchable Class Schedule” link.
3. Select the semester, class type, and class status needed to enroll.
4. Select the subject you want and then click the search button.
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.

- Transferable Credit
- Prerequisite/Skills Advisory
- Course Description
- Course Section Number
- Course Restriction
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:

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

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

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

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.

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.
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:

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.

Make sure to pay attention to important drop deadlines.
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:

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

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.

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

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

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 “Request A Class” option:

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.
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.

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.

3. Agree to the P/NP terms and submit.
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 an 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.
ACCESS YOUR STUDENT RECORDS

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

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

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