

Santa Monica College FAQ's: Spring 2012

Below are Frequently Asked Questions during the first few weeks of school. If you have any additional questions, please contact the Admissions Office or the Welcome Center.

I'D LIKE TO ADJUST MY SCHEDULE OR "SHOP" FOR SOME CLASSES. WHAT DO YOU RECOMMEND?

DO NOT DROP & SHOP! Don't drop your class until you have an add code for the next course you'd like to take, or you might not have any classes at all. If you chose to "crash" a class or shop, there are no guarantees that you'll be able to get into the course because of the new wait pool system. **Keep in mind the important refund and drop deadlines still apply!**

WHERE CAN I GET A COPY OF MY CLASS SCHEDULE? OR A COPY OF MY RECEIPT? You can print one yourself through the Corsair Connect, or visit the Bursar's Office to get a duplicate copy of your receipt/list of classes (a \$3.00 fee is assessed). Please note: you will no longer be sent your receipt and semester sticker in the mail. You will need to pick up your sticker at a swiping location.

HOW DO I RIDE THE BIG BLUE BUS WITH MY SMC ID? Students must pay all their fees and get their ID card "swiped" to be able to ride the BBB "Any Line. Any Time." Locations to get your card "swiped" are: By the main SMC Bus stop for the first 2 weeks of school, Admissions Office, Bursar's Office, Auxiliary Services, AET, Bundy Campus and PAC. **Details?** www.smc.edu/swipe/ For help finding the route you should take, please go to: <http://www.bigbluebus.com/>

WHERE SHOULD I PARK? Students, staff and faculty are encouraged to find alternative ways to get to campus to help alleviate the traffic and parking congestion. The Big Blue Bus is available to all students, faculty and staff who have their ID cards "swiped". **If you must drive, please park for FREE at any of the satellite campus locations and ride the Big Blue Bus to and from the main campus.** *Students may also pay \$10 to park at the Daily Lot on 14th and Pico.

WHEN IS THE SMC BOOKSTORE OPEN? Regular hours (M-Th. 8a.m.-7p.m. and Friday 8a.m.-3p.m.). You can also order your books online through the bookstore website at <http://www.smc.edu/bookstore/>.

The bookstore will also be open Saturday February 25th from 11am-3pm.

WHERE CAN I GET MY STUDENT PHOTO ID CARD? You can get your student ID (and your picture taken) behind the Bursar's office. This office is located next to the Counseling Complex near Pearl Street. The ID costs \$13*. **You can also get your ID picture taken during the first two weeks of school next to the Admissions Office in the Bursar's Annex!** *Fees subject to change.

WHERE DO I BUY MY PARKING DECAL? You can purchase your parking decal ONLINE through Corsair Connect. You can immediately PRINT THE RECEIPT and put it in the dashboard to avoid getting a ticket until the decal arrives in the mail. You may also purchase your parking at the Bursar's office on the main campus.

WHAT DO I NEED TO DO TO BE A STUDENT AT SMC?

Step 1: Apply online

Step 4: Visit the Welcome Center to see a Counselor

Step 2: Complete the Online Orientation (allow 1 ½ hours to complete)

Step 5: Enroll online for your classes!

Step 3: Take your Assessment Tests (Liberal Arts room 109)

HOW DO I ENROLL INTO CLASSES AT SMC? Students can enroll THEMSELVES into open classes up until the night before the second class meeting without the instructor's approval. After the second class meeting, the instructor must give you an APPROVAL CODE. You will use this code when you enroll through Corsair Connect online.

WHERE DO I PAY MY FEES? You can pay your fees online through Corsair Connect or in person at the Bursar's office (310 434 4664) on the main campus. Avoid the long lines and pay online if possible.

WHAT IS THE ASSOCIATED STUDENTS (AS) FEE? HOW MUCH IS IT? WHY SHOULD I PAY IT? The AS fee is \$19.50*. Here are some of the many benefits: Associated Students Computer Lab: Internet Usage, E-Mail Access, and printing. Campus Concerts, Speaker Series, Club Row and Celebrate America. Join one of our 50 plus clubs or Start a Club! Leadership Opportunities (Elected or Appointed). This fee supports the "Any Line, Any Time" Big Blue Bus initiative. Without the support from AS, this initiative will not continue here at SMC. *All fees are subject to change.

I HAVE A QUESTION ABOUT FINANCIAL AID. WHERE DO I GO? Please visit the Financial Aid office in the Student Services complex next to Drescher Hall, behind the “Coffee Spot”. A great deal of helpful information can also be found on their webpage <http://www.smc.edu/EnrollmentDevelopment/FinAid/pages/default.aspx> .

WHAT ARE THE *FEES ASSOCIATED WITH COMING TO SCHOOL AT SMC? *All fees are subject to change. In general, these are the fees most students are responsible for. Please contact the Bursar’s office for more details.

Student Type	Enrollment Fee	Non Resident Tuition	Capital Surcharge	AS Fee (optional)	ID Fee (Optional)	Health Fee
Resident	\$36 per unit*	NA	NA	\$19.50	\$13	\$16
Non-resident	\$36 per unit*	\$217 per unit*	\$22 per unit*	\$19.50	\$13	\$16
International (F1)	\$36 per unit*	\$217 per unit*	\$22 per unit*	\$19.50	\$13	\$16 plus insurance

WHERE DO I UPDATE MY PASSWORD? Go to Corsair Connect (where you enroll in classes). If you have not completed the process yet, you will be prompted to go through the steps to change your password and pick at least three security questions to answer.

SHOULD I USE MY COMPUTER/NETWORK USERNAME OR STUDENT ID TO LOGIN? That’s easy! Use your Computer/Network Username everywhere except Corsair Connect. Example: most SMC services like Computers, Library Resources require Computer/Network Username. This username is listed in Corsair Connect at the bottom of the main page.

Example: Smith_Suzie

WHAT ABOUT LOGGING INTO MY ONLINE CLASSES? You log into your online classes through Corsair Connect (where you enroll in classes). Click on the **SMC Online** link in Corsair Connect in the center of the page.

WHAT IF I DON’T KNOW MY STUDENT ID NUMBER? You will need to go to the Admissions Office with a photo ID to get this information or email the Admissions office from the email address you put in your application. Your student ID number will be emailed to you. **NOTE: Email requests may take 48-72 business hours to process.**

I CAN’T LOG IN? WHAT DO I DO NOW?!

- First don’t panic—password recovery is available online through Corsair Connect.
- Go to Corsair Connect (where you enroll in classes) <http://www.smc.edu/students>
- Try your original password (hint- this is your birth date MMDDYY)
- Did you already change your password? If yes—click on the “**I cannot access my account**” process below the login area to recover your password. Be sure you are typing it in correctly because it’s case sensitive.
- If you don’t recall your security answers you’ll need to visit the admissions office with a valid picture ID to reset your password.

I DON’T KNOW WHAT CLASSES TO ENROLL IN. HOW CAN I GET HELP? If you are a **new student** at SMC, please visit our helpful counseling staff at the **Welcome Center** located in the Cayton Center. The Welcome Center is open Monday-Thursday, 8:00a.m.- 5:00p.m. and Friday from 8:00a.m.-1:00p.m. **Continuing students** should visit a counselor in the **Transfer/Counseling center**, or if involved in a special program see the counselors there.

WHERE DO I TAKE MY MATH, ENGLISH OR ESL ASSESSMENT TESTS? New students can enroll in up to 6 units (no Math or English courses) before you will have an Assessment hold on your enrollment. You will need to go to room 109 in the Liberal Arts building to take your assessment. **No appointments are necessary. Save time and money! Prepare before the tests so you score and place more accurately into courses.**

I HAVE AN ORIENTATION HOLD ON MY ENROLLMENT. WHAT DO I DO? You must go through the online orientation process. You can find this link on the Admissions webpage under “Orientation” on the right menu. Please allow one and a half hours to complete the entire orientation and be sure you’re answering all the quiz questions.

WHERE CAN I ACCESS A COMPUTER ON CAMPUS? Students can use the computers in the Library, the Cayton Center (2nd floor), the Welcome Center and the Admissions office. **Please Note: The A.S. sticker is required to use computers in the Cayton Ctr.**

For more detailed information, please visit the SMC website at: www.smc.edu