Here is a simple approach to registering for Emeritus College classes on your computer. **IMPORTANT:** You must have a Student ID number to enroll for classes on-line.

Before registering for Emeritus classes, you must:
1. Have an **enrollment date and time** mailed to you from the Santa Monica College Registration Office. *You may not enroll prior to that period.*
2. Know the **section number** of the class(s) you wish to enroll.
3. Have access to a computer and be able to connect to the Internet.

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**Step 1** – In the address bar of the internet browser type in:

www.smc.edu/admissions.html

Press enter. This action will take you to The **Admissions** page of the SMC website.

Under **Admission Resources**, scroll down and click onto **Enrollment Instructions**, as seen on the right.

**Step 2** – You will now see a section of the webpage that looks like the one displayed to the right.

Click on: **Student Self Service system (Web Enrollment)** as seen in the circled section to the right.

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**Enrollment Services**

**ALL enrollment is done by telephone or through the web.**

**Student Enrollment Policy**

Students can enroll themselves into open classes up until the night before the class is full you must obtain an approval code from the instructor.

**Examples:**

- If a class meets on Monday, Wednesday and Friday: The students can enroll midday (because Wednesday would be the 2\textsuperscript{nd} class meeting).
- If the class meets only once a week, the students still have until the night before it begins.
- Faculty can still give approval codes out after the 2\textsuperscript{nd} class meeting if they need these codes to enroll online through the students self services system.

- The exceptions to this are online and hybrid classes. Students taking these classes can enroll until the night before the term/semester begins.

**Web Enrollment**

1. **When can I enroll?** You can enroll on, or after, your enrollment date and time. This system will only enroll you if a class is open and available. Please be sure to have your Student ID number when registering.

2. **How do I enroll?**

   - Go to the **Student Self Service system (Web Enrollment)**.
   - This can be found on the current students web page under **Enrollment System**. You will use this interactive system to enroll, view student record balances, and look up your grades and transcript. In order to use this system you need Internet Explorer 4.01 with service pack 1 or above.
The Simple Steps of On-Line Enrollment

Step 3 – You will now be taken to the Student Login section.

Type your SMC/Emeritus student ID # in the Login ID field then tab over to the Password field and type in your 6 digit password which is your date of birth: mm/dd/yy

If your date of birth is January 1, 1941 your password is: 010141

Click on the Login button.

Step 4 – You have arrived at the SMC Student Self-Service Enrollment System.

You will be given options to enroll and drop classes. Before you begin, you must be aware of the semester in which you are enrolling.

At the top center of the page (circled), you will see:

You are Currently Viewing Information for the (Current Season) 2008 School Semester

You must make sure you have indicated the correct semester for the current enrollment.

To change to the correct semester, position your mouse on the downward arrow and click to reveal a menu of optional choices, as seen to the right.
The Simple Steps of On-Line Enrollment

**Step 5** – Once you have chosen the correct semester, you are now ready to register for a class.

In the blue window pane to the left, position your mouse and click on **Add a Class**.

**Step 6** – You are now in the **Enrolled Classes** section of the SMC Student Self-Service System.

Notice the boxed area to the right, the one that says:

- ⚫ Enter or ☑ Search for the Class Section Number to Add ☑ Then Click **Add the Class**

Note: The section number appears in either the Emeritus College Schedule of Classes catalogue or on line under Emeritus College at [www.smc.edu](http://www.smc.edu).

**ENGL E23 Shakespeare**

Selected plays by William Shakespeare will be studied and discussed.

- **Section Number**
  - Section Number
  - **9746** 10:50a 10:50a 1227 1227 #107 John Achorn

Continue or renew your friendship with the greatest dramatic genius of all times. Troilus and Cressida will be studied this term.
The Simple Steps of On-Line Enrollment

Enter the section number in the box as seen here in the example to the right.

Simply position your mouse and click the Add the Class button.

You will now be notified that your class is located at an outside facility from the main campus. This is a normal message, even though it states that “1 error has occurred”.

Now, continue by positioning your mouse and clicking on the Add the Class button again.

Once you have completed this process, you will get a confirmation notice from the system that you are successfully enrolled in the requested section number.

You must print out your class confirmation/enrollment receipt for on-line enrollments. The SMC Bursar’s Office does not provide this service for students using the online enrollments option. It is important that you bring this slip to your class on the first day.

Note: Should you receive a message that the class is closed, you may complete a manual add at the Instructor’s discretion.

That’s it! That’s all there is to it. You are now officially enrolled in a class.

Enjoy your classes!
Frequently Asked Questions (FAQs)

QUESTION
I’m not comfortable with enrolling on-line, especially if it’s my first time? Is there a way I can get help while I’m doing this on-line or even by telephone?

ANSWER
Yes! There most certainly is. Emeritus College provides easy access to an on-site workstation with either a phone (for phone enrollment) or a computer (for on-line enrollment). An Emeritus staff member or volunteer will be there to assist if you have any questions.

Besides the workstation in the main registration area, we also have our computer mini-lab available to do on-line enrollment.

QUESTION
Once I get my specific date and time for enrollment, do I have a limited amount of time to register for classes? If I don’t register right away, will I lose my opportunity to get the classes I want?

ANSWER
Absolutely not! Once you are given a specific date and time for the current semester, you have an open and continuous opportunity to add (or even drop) classes 24/7, until the completion of the current semester. You can even update any personal profile information.

Caution: You can not enroll prior to your assigned date and time!

QUESTION
Once I’ve completed the registration process, how can I be sure that I’m officially enrolled in a class?

ANSWER
It’s simple! Once you’ve completed on-line enrollment, you’ll get a message similar to the one below telling you that you have successfully enrolled in the course. The best thing is that it’s immediate and automatic. PRINT OUT YOUR BURSAR RECEIPT FOR ON-LINE ENROLLMENT. THE SMC BURSAR’S OFFICE DOES NOT MAIL STUDENTS E RESULTING FROM ON-LINE ENROLLMENT

Sample Confirmation Message:

Your class shows up as added to your personal schedule as seen below:

QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture.
The Simple Steps of On-Line Enrollment

QUESTION
What about dropping a course? Can I do that as easily?

ANSWER
Absolutely! You can drop a course anytime you like within the current school semester. It’s as easy as adding a class. See below for step-by-step instructions.

To Drop a Class

Step 1 – In the Registration page go to the blue windowpane to the left, position your mouse and click on Drop a Class.

Step 2 – You will see this page with all your Enrolled Classes. You now have 2 options, as seen on the right, for dropping a class:

Option 1 – Position your mouse and click on the word Drop at the end of the row representing the course from which you wish to withdraw.

Option 2 – Enter the Section Number then position your mouse and click on the word Drop the Class.

You should get a response similar to the example on the right.
The Simple Steps of On-Line Enrollment