FREE ENGLISH AS A SECOND LANGUAGE CLASSES

HOW TO ENROLL

- Must be 18 years or older
- No F-1 Visa students
- Fill out the Noncredit Course Registration Form online (www.smc.edu/noncreditsl) or in person at Bundy Campus
- Take your completed form to Bundy, Room 112 and sign up for orientation
- After orientation you will be given the appropriate level courses: Beginning, Intermediate or Advanced
- You will receive your registration confirmation and your student identification number (student ID number)

FEE

SMC noncredit classes are FREE. However, you will have to pay for textbooks, materials, and supplies that you will need to succeed in your class.

CHANGING CLASSES

If the class you are in does not meet your learning goals, please ask your instructor to recommend what is best for you. If your instructor recommends changing to a different class, please come to Bundy Campus Room 112 and request a change of class.

STUDENT IDENTIFICATION NUMBER

A student identification number (student ID number) is assigned to you the first time you enroll in a class at Santa Monica College. SMC uses your student ID number for your student records. You will need your student ID number to enroll each term. Please memorize your student ID number or keep it with you for easy reference.

GRADES & TRANSFER CREDIT

You will not receive a grade for noncredit courses you attend. noncredit courses do not transfer to another school or program.

ATTENDANCE

Attendance is important for successful learning and will be taken in each class. The more time and energy you put into your class, the better you will learn English.

SCHEDULE OF CLASSES

At the end of each term, the new schedule for the next term will be available in the Continuing Education Office (Bundy Campus Room 112) or online on the Santa Monica College website at www.smc.edu

FINANCIAL AID

There is no financial aid available for noncredit courses, books or supplies.

THE BIG BLUE BUS

Ride the Big Blue Bus for FREE with your student ID card and activity

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sticker! Students enrolled in SMC’s noncredit classes may purchase a student ID card ($13) and activity sticker ($19.50). The student ID card and activity sticker are NOT required, but offer many advantages. With a current student ID card and sticker, you can ride the intercampus shuttles and all Big Blue Bus lines at no cost, and you can also enjoy discounts on many of the events at SMC and other locations. To purchase a student ID card and activity sticker, take your student ID number and a current photo ID to the Bursar’s Office, located just north of the Counseling Complex on SMC’s main campus at 1700 Pico Blvd. The Bursar’s Office is open Monday and Thursday 8:30 a.m. – 5:00 p.m. Tuesday and Wednesday 8:30 a.m. – 6:30 p.m. and Friday 8:30 a.m. – 12:00 p.m.

COUNSELING

A counselor is available at the Bundy Campus to help you select courses, define educational goals and find the SMC services you need. The counseling office is in the Student Services area, next to the Computer Lab. For a list of hours, go to BUNDY 116C. You may see a counselor on a walk-in basis (if time allows) or by appointment. To make an appointment you can call Norma Torres-Gonzalez at (310) 434-8241 or torres-gonzalez_norma@smc.edu

BOOKSTORE

The bookstore is located in Room 101 (near the west entrance of the building). The bookstore is open for a limited time at the beginning of each term, so it’s a good idea to call to make sure that it is open. The bookstore has ESL books that have been requested by the teachers, as well as basic school supplies and snacks. Please stop by and see for yourself. The Main Campus bookstore has a larger selection of items; you are welcome to go there as well.

COMPUTER LAB

The Computer Lab is located in the Student Services area, BUNDY 116. The lab hours are Monday through Thursday 8:00 a.m. – 5:00 p.m., and Friday 8:00 a.m. – 4:00 p.m. All students may use the lab. You will need your student ID number for computer access. Please go to Corsair Connect to set up your logon access and follow the instructions. It will take about 30 minutes to process and activate your computer access. All computers in the lab are linked to a printer in Room 116E. Self-serve printing and photocopies cost 10 cents per page. There is NO EATING OR DRINKING in the computer lab.

FOOD COURT

The food court is available for you to enjoy your break time between classes or to meet with fellow students. Vending machines offer food and beverage options. The food court has a change and credit card machine available if you do not have the correct change for the vending machines. You are also welcome to relax at the tables and benches outside.

PARKING

Parking at our Bundy Campus is FREE for all students and staff at SMC. A parking decal is required. After you register for classes, take your proof of registration to the Student Services Area on the main floor to receive your parking decal. Place the decal on the front left window of the vehicle you drive to school. The Bundy Campus has two parking lots, one on the east side and one on the west side of the building. You are welcome to park in any space that is not specified for staff and faculty. Your car must be parked “head in” while in the SMC lots.

SHUTTLE

Daytime shuttle service between the Bundy Campus and SMC’s main campus is provided every 20 minutes between 7:00 a.m. and 5:30 p.m., Monday through Friday. Evening shuttle service is provided between 5:30 p.m. and 10:00 p.m., Monday through Thursday. See www.smc.edu/transportation for shuttle schedules and other information. Be prepared to show a current student ID card to ride the shuttle.

SECURITY

At Santa Monica College, the safety and well-being of our students, faculty, and staff are always our first priority. However, a truly safe campus can only be achieved through the cooperation of everyone who uses or visits the campus. If you need assistance or see something that concerns your safety while on campus, please contact the campus police at (310) 434-4300.