Here is a simple approach to registering for Emeritus College classes on your computer. **IMPORTANT:** You must have a Student ID number & current semester online enrollment appointment date/time in order 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 Emeritus College Enrollment Services Office. *You may not enroll prior to that period.*
2. Know the **section numbers** of the class(s), *(that’s the 4 digit number beginning with 9)* in which you wish to enroll. You need a current schedule of classes or you may access the schedule of classes and searchable schedule at [www.smc.edu/emeritus](http://www.smc.edu/emeritus)
3. Have access to a computer and be able to connect to the Internet.

**To Register For A Class On-Line**

**Step 1** – In the address bar of the internet browser type in:  
[www.smc.edu/emeritus](http://www.smc.edu/emeritus)

Press ENTER. This will take you to The Emeritus College homepage on the SMC website.

Look to the left-hand side of the page; you may have to scroll down.

Now click onto **Corsair Connect- the Student Self Service System** link.

**Step 2** – You will now be taken to the **Student Login** section.

Enter your SMC/Emeritus **Student ID# & password** as shown in the figure to the right. If you haven’t already, you will be asked to convert your 6-digit date of birth password to an alphanumeric password upon entering the system. You are responsible for retaining your new password. If you’re not sure what your ID number or password is, email the SMC Admissions office at admissions@smc.edu from the email address you entered into your **Student Profile Preferences** record in the SMC online enrollment system and they will send your information via email.

In the example above, type your SMC/Emeritus **Student ID #** in the **Login ID** field then, using the **TAB** key on you keyboard, go to the **Password** field and type in your **password**. Click on the **Login** button.
The Simple Steps For On-Line Enrollment

Step 3 – You may see this next screen to your right. The Corsair Connect- SMC Student Self-Service Enrollment System. If necessary, please take the time to update your personal information in the Student Profile and Preferences for (Semester/Date) screen and add your email address if you have one.

By adding your email address, the SMC Admission department will be able to assist you, whenever you need retrieval of the information when you email at admissions@smc.edu.

Step 4- After you have completed your Student Profile and Preferences information you will then be given the options to enroll (add) 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, you will see:

You are Currently Viewing Information for the (Current Season) 2010 School Semester

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

In the blue windowpane to the left of the screen, position your mouse and click on **Add a Class**.

**Step 6** – You are now in the **Enrolled Classes** section of the Corsair Connect- 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

Note: The section number appears in either the **Emeritus College Schedule of Classes** catalogue or on line at **www.smc.edu/emeritus**

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.

**NOTE:** This is a very normal message, even though it states, “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. SMC/Emeritus College 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 be able to complete a Continuing Student Enrollment/“Add” Card.

**Acceptance to the class, as an add, is 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!
The Simple Steps For On-Line Enrollment

Frequently Asked Questions (FAQs)

**QUESTION**
I do not have access to a computer. Does Emeritus College have a place where I can go to access a computer for enrollment purposes?

**ANSWER**
Emeritus College provides students with online enrollment assistance in the Emeritus College computer mini lab, room # 209 during the enrollment period. We also have one Self-Service Enrollment Workstation in its Enrollment Services Office on the 1st floor for students to access the internet on their own for enrollment purposes. Please note: Students may only gain access to the mini-lab if there is a computer volunteer on duty.

**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. SMC/Emeritus College DOES NOT MAIL CONFIRMATIONS OF ENROLLMENT RESULTING FROM ON-LINE ENROLLMENT.

Sample Confirmation Message:

![Sample Confirmation Message](image_url)
Your class shows up as added to your personal schedule as seen below:

**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 On-Line**

**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*. 