

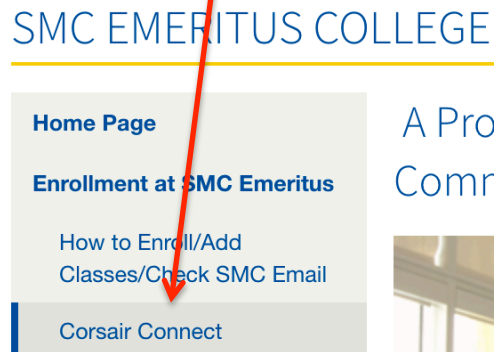


## Online Enrollment Instructions for SMC Emeritus Classes



(Updated 1/28/2019)

1. Logon to the SMC Emeritus website: **www.smc.edu/emmeritus**
2. Click on **Corsair Connect**



3. Type in your **Student ID Number** and **Password** and then click **Login**

**Note 1:** If this is the first time you are using Corsair Connect, then your initial password will be your 6-digit date of birth (MMDDYY) and you will then be asked to convert your 6-digit date of birth password to a new alphanumeric password. You are responsible for retaining your new password and for printing your online enrollment transaction receipt. If you have forgotten your ID number or password, click on “I cannot access my account” on the Corsair Connect login screen and follow the next directions to retrieve your login information.

4. Your **Student Profile and Preferences** for the semester may appear anytime during your enrollment process. If it appears, review the information on the screen and edit anything that needs updating.

The screenshot shows the 'Student Profile and Preferences' page for Fall 2014. On the left is a navigation menu with options like 'Change Semester', 'Search for Classes', 'Add a Class', 'Wait for a Class', 'Drop a Class', and 'Fees Assessment'. The main content area has a header 'Student Profile and Preferences' and a sub-header 'Student Profile and Preferences for Fall 2014'. Below the header is a message: 'The following information is collected by SMC so that we can contact you when needed, and to ensure that the college provides the kinds of services and assistance that students require. Please take a minute to fill in any blank spaces and make all appropriate changes.' A red warning text says: 'Please DO NOT FORGET to click on the "Submit Changes" button at the bottom of the form TO SAVE YOUR CHANGES.' There are several checkboxes for 'SMC Foundation', 'Four-Year College', 'Military', and 'My Former High School', each with a '(check if you agree)' label. At the bottom, there are 'Submit Changes' and 'Reset Changes' buttons.

5. After reviewing and/or editing your **Student Profile and Preferences**, click **Submit Changes** at the bottom of the Student Profile and Preferences screen.

This close-up shows the bottom of the form. A red arrow points to the 'Submit Changes' button. To the right is the 'Reset Changes' button. Above the buttons are several checkboxes for 'SMC Foundation', 'Four-Year College', 'Military', and 'My Former High School', each with a '(check if you agree)' label. The text 'I DO permit SMC to communicate about issues related to my enrollment and educational records with:' is visible above the checkboxes.

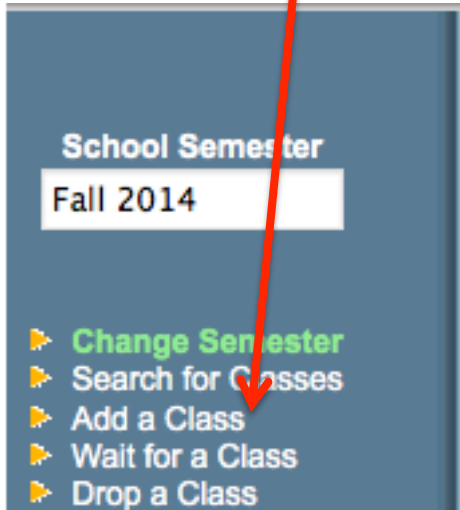
6. On the Enrollment screen, click the icon of the up and down arrows to display the drop down list of **School Semesters**.

The screenshot shows the 'Enrollment' screen. On the left is a navigation menu with options like 'Change Semester', 'Search for Classes', 'Add a Class', 'Wait for a Class', and 'Drop a Class'. The main content area has a header 'You are Currently Viewing Information for the Fall 2014 School Semester' and a sub-header 'Class Schedule'. Below the header is a message: 'Please use the drop down list if you wish to select a different School Semester to view or enroll.' A dropdown menu is open, showing 'Fall 2014' selected. A red arrow points to the dropdown arrow icon.

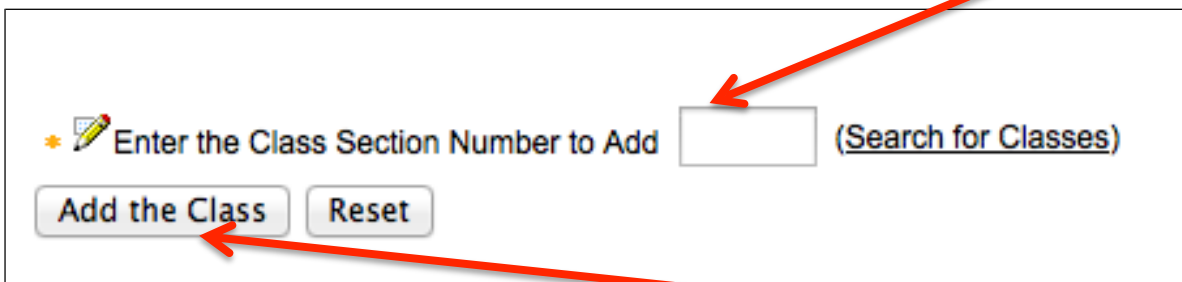
7. In the drop down menu, click the **Semester** you are enrolling in.

This close-up shows the dropdown menu for 'School Semesters'. The menu is open, showing the following options: 'Fall 2014', 'Spring 2015', 'Fall 2014', and 'Summer 2014'. A red arrow points to the 'Fall 2014' option, which is highlighted in blue.

8. Click **Add a class** from the left-side menu.

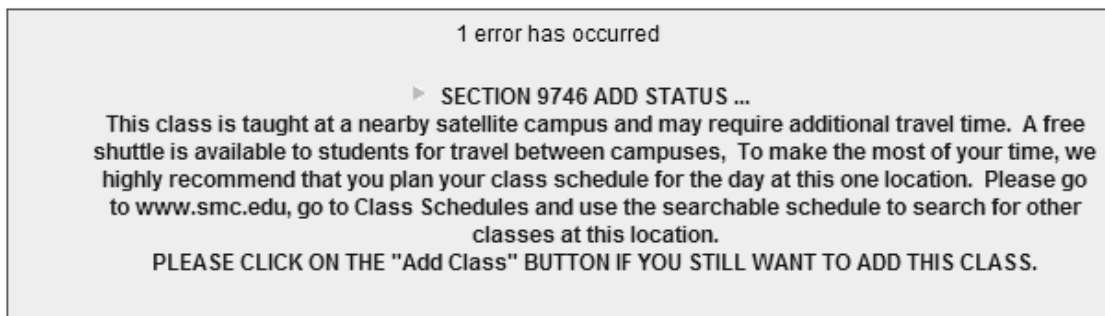


9. Enter the Class Section Number of the class you want to add.

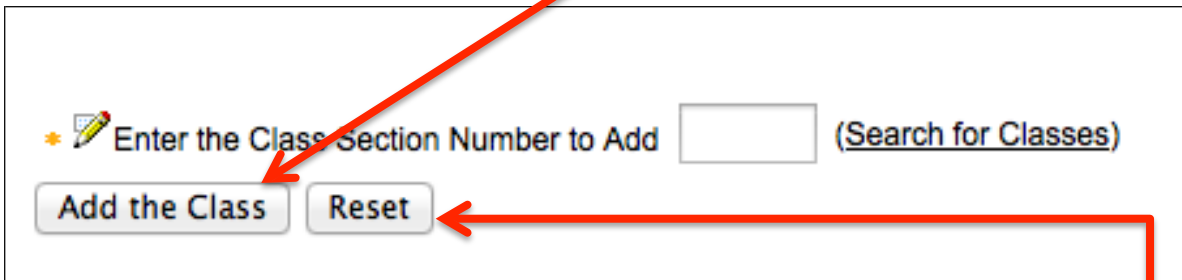



10. After entering the Class Section Number, click **Add the Class**

11. An error message may appear



12. Click **Add the Class** button again if you want to add the class anyway after reading the error message



\*  Enter the Class Section Number to Add  ([Search for Classes](#))

**Add the Class** **Reset**

**NOTE:** After clicking **Add the Class**, you should receive a message that you have successfully enrolled in the class or that the class is full.

- To add another class, click **Reset** and repeat steps 9 – 12

13. To print your class schedule, click **Print** button under your list of classes.



### Enrolled Classes

Section	Course	Units	Meeting Time	Mtg Days	Beg Wk	End Wk	Location	Instructor
9739	ENGL E24	0	02:00PM-03:50PM	....Th..	1	16	N/A SM SYNG	MARX, A

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