

REGISTRATION TICKET – Spring 2010

For information about MATRICULATION REQUIREMENTS refer to the Class Schedule

LAST NAME: _____ FIRST NAME: _____ STUDENT ID#: _____

ADDRESS: _____

PHONE NUMBER(S): _____ Email ADDRESS: _____

At each step secure a signature and then proceed to the next step

<p>STEP # 1</p> <p>COMPLETE COLLEGE APPLICATION</p>	<p>Submit an online application at: http://websmart.smccd.edu</p> <p>If you have submitted your application go to Step 2</p> <p>You will receive a Student ID/G #, (G00-00-000), once your application has been processed.</p> <p><u>IMPORTANT:</u> You will not be able to continue to the next step if you do not submit an Application for Admissions</p>	<p>Completed</p> <hr style="width: 80%; margin: auto;"/> <p>STUDENT SIGNATURE</p>	<hr style="width: 80%; margin: auto;"/> <p>DATE</p>
<p>STEP # 2</p> <p>PLACEMENT TEST</p> <p>To make Appointments: Online: websmart.smccd.edu Click Schedule Appointments</p> <p>or Call 650-306-3452</p>	<p>PLACEMENT TEST DATES are available in the Spring 2010 Class Schedule and online: http://www.canadacollege.edu/admissions/testdates.html</p> <p><u>IMPORTANT:</u> You MUST bring your Student ID (G number) and a Photo ID to testing, or you will NOT be able to take the placement test.</p> <p>Your placement results will print immediately following the test and will also be available on WebSMART within 20 minutes of finishing the test. Your application must have been processed in order for you to retrieve your test scores.</p> <p><u>TO RETRIEVE YOUR TEST RESULTS ONLINE:</u></p> <ul style="list-style-type: none"> Go to https://websmart.smccd.edu Login with your Student ID/G# and your PIN # (PIN# = birth date (mmddy)) Click on STUDENT SERVICES Click on STUDENT RECORDS Click on PLACEMENT TEST RESULTS <p>If you feel you should be exempt from the English/ESL and/or Math placement test, refer to the Spring 2010 Class Schedule for exemption eligibility.</p>	<p>Completed Placement Tests</p> <p><input type="checkbox"/> ENGLISH</p> <p><input type="checkbox"/> ESL</p> <p><input type="checkbox"/> MATH</p> <hr style="width: 80%; margin: auto;"/> <p>STAFF SIGNATURE</p>	<hr style="width: 80%; margin: auto;"/> <p>DATE</p>
<p>STEP # 3</p> <p>COLLEGE ORIENTATION</p>	<p>The College Online Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services.</p> <p>ACCESS the ONLINE COLLEGE ORIENTATION at: http://www.canadacollege.edu/admissions/orientation.html</p> <p>**Print your Orientation Certificate and Checklist and bring to the Counseling Session</p>	<p>Completed</p> <hr style="width: 80%; margin: auto;"/> <p>Counselor SIGNATURE</p>	<hr style="width: 80%; margin: auto;"/> <p>DATE</p>
<p>STEP # 4</p> <p>COUNSELING APPOINTMENT</p>	<p>Once you have completed your placement test, you must make an appointment to schedule your...</p> <p style="text-align: center;"> <input type="checkbox"/> NEW STUDENT GROUP Counseling <input type="checkbox"/> Counseling </p> <p>In person: BLDG 9, 1st floor, Information Desk.</p> <p>Bring your placement test scores and transcripts from colleges previously attended. If you are a recent high school graduate, bring a copy of your high school transcripts.</p>	<p>Completed</p> <hr style="width: 80%; margin: auto;"/> <p>Counselor SIGNATURE</p>	<hr style="width: 80%; margin: auto;"/> <p>DATE</p>
<p>STEP # 5</p> <p>REGISTER FOR CLASSES</p>	<p style="text-align: center;"><i>NOW YOU'RE READY TO REGISTER FOR CLASSES!</i></p> <p>Take this COMPLETED REGISTRATION TICKET to the Admissions Office, Building 9 – 1st Floor, to receive a REGISTRATION APPOINTMENT date. Once you have received your registration appointment date, you can register on WebSMART.</p>	<p>Completed!</p> <hr style="width: 80%; margin: auto;"/> <p>Admissions SIGNATURE</p>	<hr style="width: 80%; margin: auto;"/> <p>DATE</p>

STUDENTS WITH DISABILITIES WHO NEED ASSISTANCE WITH ANY PART OF THE MATRICULATION PROCESS SHOULD CONTACT THE **DISABLED STUDENTS SERVICES PROGRAM** AT (650) 306-3259, TDD (650) 306-3161.

MATRICULATION EXEMPTIONS: IF YOU WISH TO REQUEST AN EXEMPTION OF ANY MATRICULATION REQUIREMENT, PETITIONS ARE AVAILABLE IN THE ADMISSIONS AND RECORDS OFFICE.