

# NEW STUDENTS - Students who have not previously enrolled at CSM or in the SMCCCD.

**MATRICULATING STUDENTS:** All students who plan to complete at CSM or in the San Mateo County Community College District, an associate degree, a vocational certificate, transfer to a university, or are undecided and considering one of the aforementioned goals must follow the 4 enrollment steps below to be eligible for a priority registration appointment.

**NON-MATRICULATING STUDENTS:** 1) Student who are primarily a student at another college or university and attending CSM only to meet requirements for the home institution; or 2) taking courses from personal enrichment or to upgrade job skills; or 3) are special admits (high school concurrent enrollment program); and 3) do not intend to complete an associate degree or certificate at College of San Mateo are NON-matriculating students and need only to complete Steps 1 and 4 below and do not receive priority registration appointments.

## MAY 31 – AUGUST 31, 2011

**Step 1 - COMPLETE AN ADMISSIONS APPLICATION FOR CSM** on line at [www.collegeofsanmateo.edu/apply](http://www.collegeofsanmateo.edu/apply).

- When your application is processed you receive a student identification number that is sent to the email address you provide on CCCApply.
- You need your student identification number (which begins with a “G”) to conduct all college business.

**Step 2 - COMPLETE PLACEMENT TESTS IN MATH AND ENGLISH OR ESL.**

- Log into your websmart account to schedule an appointment to take placement tests.
- Your user ID is your “G” number. Your PIN code is your 6 digit birth date.
- In websmart click on STUDENT RECORDS and select STUDENT APPOINTMENTS.
- Schedule your placement test at CSM at this location.
- After you complete the placement tests in English or ESL and math, you can schedule a reservation for Step 3.
- If you are transferring from another college or university in the United States, have already successfully completed math and English classes, and think you do not need to complete placement tests in English and/or math at CSM, complete the PREREQUISITE EQUIVALENCY FORM available at [www.collegeofsanmateo.edu/FORMS](http://www.collegeofsanmateo.edu/FORMS). If your form is approved you may schedule a reservation for Step 3

**Step 3 - COMPLETE A COLLEGE ORIENTATION AND COURSE SELECTION WORKSHOP**

- Attend a College Orientation and Course Selection Workshop to receive a priority appointment to register for classes. This 2 hour workshop covers college goals, how to use placement test results to select courses, selecting courses for your first semester, how to register and manage your enrollment and more.
- To schedule a workshop present placement test results at the Counseling Center, Bldg 10-340.
- You are required to bring placement test results to the College Orientation and Course Selection Workshop. Arrive on time as latecomers are not admitted.
- At the conclusion of the workshop you are eligible to register.
- **ONLY STUDENTS WHO HAVE COMPLETED THE COLLEGE ORIENTATION AND COURSE SELECTION WORKSHOP HAVE ACCESS FOR FOLLOW-UP COUNSELING APPOINTMENTS. If you wish to meet with a counselor you must first attend a workshop.**

**Step 4 - REGISTER FOR CLASSES**

- As a matriculating student you receive a priority registration appointment and acquire priority registration for future semesters.