

New Student Enrollment Steps

How to register for classes at College of San Mateo

STEP 1 APPLICATION FOR ADMISSION

- Go online to www.collegeofsanmateo.edu/apply to complete an Application for Admission to CSM
- You will receive a Student ID number ("**G**" number) to be used for accessing all college services

STEP 2 ASSESSMENT / PLACEMENT TESTS

Schedule a testing appointment:

- In person at the Assessment Center in Building 1, Room 130
- Or online using your **WebSMART** account. The User ID is your "G" number, and the PIN number is your 6-digit birth date
- Select the link for [Schedule Appointments](#)
- A photo ID is required when arriving for your placement tests
- For sample test questions, go to www.collegeofsanmateo.edu/testing
- Students transferring from another college may submit a Prerequisite Equivalency form to the Assessment Center

STEP 3 COLLEGE ORIENTATION & COURSE SELECTION WORKSHOP

- Your workshop appointment is scheduled immediately after your Placement Tests are completed
- Participation is required, and you must arrive on time
- You are also required to bring your Placement Test results with you to the workshop
- The workshop is designed to be both your orientation and your initial counseling appointment
- You will be ready to register for classes at the conclusion of the workshop

STEP 4 REGISTER AND PAY FOR CLASSES

- Register for classes and pay the enrollment fees using your WebSMART account
- Explore what additional information and services are available to you in WebSMART