



New Student Enrollment Steps

How to register for classes at College of San Mateo

STEP 1 APPLICATION FOR ADMISSION

- Go online to 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 the College Center, Building 10, Room 370
- 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 collegeofsanmateo.edu/testing
- Students transferring from another college may submit a Prerequisite Equivalency Form to the Assessment Center

STEP 3 COUNSELING SERVICES & COURSE SELECTION WORKSHOP

- The workshop is considered the first stage of counseling and only students who complete the workshop have access to one-on-one counseling services
- 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 provides information about educational goals, college policies, registration and how to choose courses
- You will be eligible to register for classes at the conclusion of the workshop & have access to counseling services and appointments.

STEP 4 REGISTER & PAY FOR CLASSES

- Register for classes by following the Registration links in your WebSMART account
- All enrollment fees must be paid by 10:00 pm on the day you register

Important for Getting Started

Think about your educational goals:

- Earn a Certificate
- Earn an Associate Degree
- Transfer to a 4-year university
- All of the above?

What you will find in WebSMART:

- Access your Student Email
- Register for classes
- Pay fees by 10:00 pm the day you register
- View placement test scores
- View grades and transcripts
- Verify your enrollment
- Order a Parking Permit
- Purchase textbooks

Don't bite off more than you can chew:

- 1 unit = 1 hour of classroom instruction/week
- Homework averages 2 hours/week for each hour in the classroom
- Each 3-unit class will occupy about 9 hours of your time each week