

# Apply for CSM Admissions

This guide will help you apply for admissions, complete the assessment requirements, online orientation and set you up for your counseling appointment to build your educational roadmap.



## A checklist to help you apply for VA Education Benefits:

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### APPLICATION

- Apply by completing the college admissions form
  - <http://collegeofsanmateo.edu/admissions/apply.asp>
  - You will receive your student ID number within 24 hours via email

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### ASSESSMENT

- In order to register for Math And English courses, all students must complete the Math and English Assessment:
  - If you completed math and English classes at a prior institution you may be able to use those classes in lieu of placement testing or for prerequisites for higher level classes.
  - For more information call (650) 574-6175 or visit <http://collegeofsanmateo.edu/assessment>

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### ORIENTATION

- Complete the college orientation by logging into your WebSMART account.
  - <https://websmart.smccd.edu/> → Click on STUDENT Tab → Orientation

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### TRANSCRIPTS

- All TRANSCRIPTS from prior institutions must be submitted to our Certifying Official before the end of your first semester.
  - <http://collegeofsanmateo.edu/admissions/apply.asp>

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### COUNSELING APPOINTMENT

- Meet with a CSM academic counselor to review and set up your educational goals. The counselor will create a Student Education plan (SEP) to help you build your roadmap towards your education goal.  
**To make an appointment: CALL 650-574-6675**

### G NUMBER

Keep your G number handy, you will need it for the next steps.

### PRIOR COLLEGE?

If you have completed college level Math and English courses, you can complete the Equivalency Form.

### TRANSCRIPTS?

You must submit ALL transcripts from prior institutions by the end of your first year.

### S.E.P.

SEP must be updated at least every semester to receive priority registration.

**YOU MUST COMPLETE EACH STEP BEFORE PROCEEDING TO THE NEXT ONE**

# Information you'll need to know to access your student portal and register for classes:

## LOG ONTO WEBSMART (YOUR STUDENT PORTAL)

Go to [collegeofsanmateo.edu](http://collegeofsanmateo.edu) → Click on “W” on the A-Z Index → Find **WebSMART**

- Use your **G Number** and **Password (6 Digit Birthday)** ie *mm/dd/yy*
- Explore different tabs to familiarize yourself with the options offered.

## FIND STUDENT EMAIL ACCOUNT AND PASSWORD

Log onto your WebSMART account. At the bottom on the initial screen, you will see the link to your *my.smccd.edu* email account, as well as your password.

## HOW TO REGISTER FOR CLASSES?

You can use the GI Bill for more than just academic programs. You can also use it for advanced programs, trainings, certifications and national exams.

Log onto your WebSMART account

- Click on **STUDENT SERVICES**
- Click on **REGISTRATION**
- Click on **Registration - Add/Drop Classes**
- Add 5 –digit course number in the box at the bottom of the page and then click **SUBMIT CHANGES**.

For Additional information, please visit:

<https://collegeofsanmateo.edu/admissions/registration.asp>

## 3RD PARTY PAYER

Third Party Payer allows students to protect their registration by confirming that their tuition and fees will be paid by a third party institution ie. V.A. This will prevent students from being dropped from classes due to “non-payment”.

Log onto your **WebSMART** account:

- Click **STUDENT SERVICES**
- Click **UPDATE GOAL/MAJOR STUDENT INFORMATION**—Select Term
- Click on **THIRD PARTY PAYER** (Blue Box on top of page)
- **Select the GI Bill Benefit** that applies to you → Click **UPDATE**

## VETERANS PRIORITY REGISTRATION

At the College of San Mateo, veterans have the opportunity to receive priority registration when selecting classes. In order to receive priority registration, **please follow the following steps every Fall and Spring semester:**

- Meet with an academic counselor and update your SEP
- The SEP Update should reflect the classes you will take the following semester(s)

*You can lose your priority registration if fall below a 2.0 GPA or are on academic probation.*

## OTHER QUESTIONS YOU MIGHT HAVE

### HOW TO VIEW YOUR STUDENT EDUCATION PLAN (SEP)

**Log onto your WebSMART:** Click → **STUDENT** tab  
→ Click on **Degree Works** tab  
→ Click on **ED Plan** on top, left hand corner.

### HOW DO I SEE MY EDUCATION PROGRESS ON DEGREEWORKS?

**Log onto your WebSMART:** Click → **STUDENT** tab  
→ Click on **Degree Works** tab  
→ Your page will open onto the “**Degree Works Audit Page**”  
→ You can track your progress on the “**Degree Progress Bar**”

Make sure your **GOAL** and **MAJOR** are updated and correct on the main Audit page.

### HOW CAN I SEE CLASSES BEING OFFERED FOR FUTURE SEMESTERS

You can check out classes from CSM and our sister colleges, times, course numbers and other details by visiting the WebSCHEDULE page on the District website.

**Visit :**

<https://webschedule.smccd.edu/>