

For the SPRING 2005 Semester - At Step 4 a counselor will confirm your completion of the steps and sign off on the ticket

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_ DATE: \_\_\_\_\_

**MATRICULATION STEPS TO SUCCESSFUL ENROLLMENT**

<p><b>STEP 1 ADMISSIONS APPLICATION</b>                  SUBMIT A COMPLETED APPLICATION FOR ADMISSION TO THE COLLEGE OF SAN MATEO.                  THEN PROCEED TO STEP #2.</p>	<p>Completed (date):</p>
<p><b>STEP 2 ASSESSMENT/PLACEMENT TESTS</b>                  ALL NEW AND RETURNING STUDENTS ARE REQUIRED TO BE ASSESSED PRIOR TO REGISTRATION TO DETERMINE SKILL LEVEL IN ENGLISH OR ESL, READING, AND MATHEMATICS. SAN MATEO COUNTY COMMUNITY COLLEGE PLACEMENT TESTS ARE VALID FOR ONLY TWO YEARS. (More information on Testing: Computerized testing, Paper/Pencil Testing dates &amp; times, and testing exceptions <a href="http://www.collegeofsanmateo.edu/testing">www.collegeofsanmateo.edu/testing</a>)</p>	<p><b>RETRIEVE RESULTS ON WEBSMART &amp; TAKE TO COUNSELING SESSION</b>                   Retrieve test results on WEBSMART. Use SS# or STUDENT ID and PIN (6 digit birthdate). Click on Student Records.</p>
<p><b>STEP 3 COLLEGE ORIENTATION PROGRAM</b>                  THE COLLEGE ORIENTATION IS REQUIRED AND PROVIDES INFORMATION ABOUT REGISTRATION PROCEDURES, COURSE SELECTION, EDUCATIONAL GOALS, COLLEGE POLICIES, ACADEMIC EXPECTATIONS, STUDENT SERVICES, AND MORE. WE STRONGLY SUGGEST YOU ENROLL IN A CRER COURSE TO ASSIST YOU TO ACCLIMATE TO YOUR COLLEGE ENVIRONMENT. (MORE INFORMATION on In-person Orientation Schedule and the Online Orientation Program, <a href="http://www.collegeofsanmateo.edu/orientation">www.collegeofsanmateo.edu/orientation</a> )</p>	<p>Completed (date):</p>
<p><b>STEP 4 COUNSELING/ADVISING SESSION</b>                  AFTER COMPLETING STEPS 1, 2, and 3, MEET WITH A COUNSELOR/ADVISOR TO DISCUSS YOUR ASSESSMENT AND EDUCATIONAL GOALS AND SELECT A MENU OF COURSES FROM WHICH TO ENROLL IN YOUR FIRST SEMESTER.                  (MORE INFORMATION REGARDING COUNSELING CENTER HOURS AT 650-574-6400)</p>	<p>Completed all required Matriculation Steps. Ready to receive an appointment to register for classes.</p> <hr/> <p>Counselor/Advisor                  Date:</p>
<p><b>STEP 5 REGISTER &amp; PAY FOR CLASSES</b>                  Your WebSMART account is your vehicle to register, add/drop classes, check enrollment status, pay fees, apply for financial aid, retrieve placement tests results, retrieve grades and transcripts, check your academic standing, and more! Use <a href="http://websmart.smccd.net">http://websmart.smccd.net</a></p>	<p>VIA WEBSMART</p>
<p><b>STEP 6 FOLLOW UP – AFTER THE SEMESTER BEGINS .....</b>                  SECURE YOUR PERSONALIZED STUDENT EDUCATIONAL PLAN.                  GO TO THE COUNSELING CENTER AND SCHEDULE A "FOLLOW UP" APPOINTMENT TO MEET WITH A COUNSELOR. A COUNSELOR WILL WORK WITH YOU TO DEVELOP A SEMESTER BY SEMESTER LIST OF COURSES TO COMPLETE TO MEET YOUR EDUCATIONAL GOALS.</p>	

LEAVE YOUR COMPLETED MATRICULATION TICKET AT THE COUNSELING CENTER RECEPTION DESK TO RECEIVE AN APPOINTMENT TO REGISTER FOR SPRING 2005 CLASSES.