SMC Dual Enrollment Instructions

❖ *You will need an email account to register. You may use your own personal account or an account through a web-vendor such as yahoo. Once you have an email account and are ready to register online for your SMC classes, log on to the Web and follow the instructions below.*

STEP 1

DUAL ENROLLMENT CONSENT FORM

- Read and fill out the form completely and do not forget to sign it.
- Obtain the signatures from your parents.

SMC ONLINE APPLICATION

Necessary Information: Social Security Number
- You will need your Social Security Number to complete the application (please see your counselor if you do not have a SSN)
- Go online and visit the SMC website at www.smc.edu/apply
- Go to "New/Returning Student"
- Click on "Apply Now".
- Click on "Apply to SMC Today".
- Click on "Create an Account" through the OpenCCC webpage.
- You must have an email address and then click on "Begin Creating My Account"
- Once you have created an OpenCCC account continue to the online application and remember to select **Santa Monica College** as desired school to attend.
- Keep in mind, for "enrollment status" you will click on "Special Admit, currently enrolled in K-12". For the residency section, keep in mind that all the questions pertain to your parents since you are under 19 years of age.
- After you have completed the application (filling in every field), you will be required to review and type your name on the bottom of the page.

STEP 2

CHECK EMAIL USED TO SUBMIT ONLINE APPPLICATION

- Once you submit your application, you will receive your SMC ID number via Email within an hour. Please print that page for your records and add your ID number to the Dual Enrollment Consent Form. Keep this number in a safe place as you will need to use it during the enrollment process.

STEP 3

SUBMIT PAPERWORK TO COLLEGE CENTER

Please submit signed Dual Enrollment Consent Form to Debora Parks.
If you get an error message or do not receive an email contact David Mendoza at 310-434-3501 or Mendoza_David@smc.edu