

## Enroll

To enroll at SMC, students should start by going to *smc.edu/EnrollInfo* to get ready. Students can find a listing of Frequently Asked Questions and video tutorials on how to enroll and use various tools available to students at *smc.edu/faq*.

While students may enroll at any time after their enrollment date and time, they are encouraged to enroll as close to their assigned date and time as possible, since students who come after them in priority will quickly fill classes.

All enrollment transactions at SMC take place online via Corsair Connect at *smc.edu/cc*. Students may enroll from any location with Internet access, as well as from any computer in the Admissions Office lobby, the SMC Library, or the Cayton Computer Lab (which requires a valid A.S. sticker and password).

To enroll in classes — as well as add or drop classes — students should go to Corsair Connect at *smc.edu/cc* and enter their username and password, then follow the instructions provided.

To confirm enrollment in the selected classes, students should click on “Transaction Receipt” in the menu on the left side of the screen, verify the information is correct, and print out a copy of the receipt. The printout is necessary to contest any discrepancies.

Additional enrollment details can be found in the “Enrollment” section of the Schedule of Classes.

### ENROLLMENT PRIORITY

State and local regulations, combined with other factors, determine the order in which a student’s enrollment date and time are assigned. Details about this policy and the specific order of enrollment appointment assignment can be found at *smc.edu/admissions*. **Students may lose their priority enrollment status if they do not complete SMC’s placement process (*smc.edu/placement*), online orientation (*smc.edu/orientation*), or an abbreviated education plan (if a new or first-time-in-college student) or a comprehensive education plan (if a student who will have earned 15 degree-applicable units by the end of the term). Students may complete their education plans on their own (go to *smc.edu/ep*) or with the assistance of a counselor.** Students who are on academic or progress probation for two consecutive semesters/terms or who have accumulated excessive units or who owe fees from previous terms will also lose enrollment priority. Students who hold seats for others or who buy or sell seats in a class will lose all priority enrollment and be subjected to other disciplinary actions. For more information, students can refer to *smc.edu/admissions* (click on ‘Policies and Procedures Index’ under the Policies section).

## Fees and Tuition

**IMPORTANT: All fees are subject to change without notice. Fees published in this catalog were current at the time the catalog went to press. See *smc.edu/fees* for the latest details.**

The California residency status of students determines whether they are required to pay tuition *in addition* to enrollment and other fees. See the Residency information above for details on residency.

### ENROLLMENT FEE

ALL students — both resident and nonresident — enrolling in credit or graded classes must pay a State-mandated enrollment fee of \$46 per unit (*subject to change without notice*).

*New students who are California residents and recent California high school graduates enrolling at SMC as full-time students* are exempt from enrollment, Health Services, Student Benefits, Associated Students Resource, and Student Representation fees, if they apply for an SMC Promise Grant. NOTE: The SMC Promise Grant does NOT cover nonresident tuition or upper-division coursework fees. Program requirements must be met.

*Second-year students who qualified for the SMC Promise grant in their first year, are California residents, and completed 12 or more units in both fall and spring semesters of their first year (or meet alternate unit completion criteria)* may be exempt from paying enrollment fees as long as they enroll in and complete courses on a full-time basis in the fall and spring of their second year. Program requirements must be met.

*Other continuing SMC students who are California residents* may be exempt from paying enrollment fees (but not the fees below) if they file an application and qualify for a California College Promise Grant (CCPG). For more information about these grants and their eligibility requirements, visit *smc.edu/financialaid* or contact the Financial Aid Office before starting enrollment procedures. NOTE: The CCPG does NOT cover the Health Services fee, Student Benefits fee, Associated Students Resource fee, nonresident tuition, or upper-division coursework fees.

### NONRESIDENT TUITION FEE

Students classified as NONresidents (including students who are citizens of a foreign country and hold only temporary resident status in the United States) are REQUIRED to pay tuition *in addition to enrollment and other fees*. Tuition for nonresidents is \$331 per semester unit (with \$46 enrollment fee, total is \$377 per semester unit). Tuition for students who qualify for an Assembly Bill 947 exemption is \$307 per semester unit (with \$46 enrollment fee, total is \$353 per semester unit). The mandatory tuition is subject to change without notice. See the residency requirements at *smc.edu/residency* or contact the residence specialist in the Admissions Office for AB 947 exemption details.

For more information about fees for nonresident students, contact the Cashier’s Office, Admissions Office, or International Education Center. To find current deadline dates for paying all fees or receiving refunds, students should check their class schedule at Corsair Connect (*smc.edu/cc*), consult the College Policies section of the Schedule of Classes, or see the Fees webpage (*smc.edu/fees*).

International students please note: The cost of tuition and fees is approximately \$11,000 a year (spring and fall semesters). For living expenses, it is estimated that students will need an additional \$17,500.

**IMPORTANT: Tuition and fees are subject to change without notice. Below is a breakdown of tuition and fees for each semester, calculated at the time this catalog went to press:**

Nonresident tuition	\$3,972 (\$331 per unit x 12 units)
Enrollment fee	\$552 (\$46 per unit x 12 units)
Medical insurance	\$1,020 (for 6 months)
Other student fees (Student Benefits, Associated Students Resource, Health Services, Student Representation fees)	\$55.50
<b>Total per semester</b>	<b>\$5,599.50</b>
<b>Total per academic year \$5,599.50 x 2 semesters = \$11,199</b> (fees subject to change)	

### UPPER-DIVISION COURSEWORK FEE (B.S. IN INTERACTION DESIGN)

The mandatory upper-division coursework fee for students pursuing the Bachelor of Science degree in Interaction Design is \$84 per graded unit. This fee is IN ADDITION TO the \$46 per unit enrollment fee, for a total of \$130 per graded unit for students classified as residents. Students classified as nonresidents must pay the mandatory upper-division coursework fee of \$84 per graded unit in addition to the \$46 enrollment fee AND the \$331 tuition fee, for a total of \$461 per graded unit. Students who qualify for an Assembly Bill 947 exemption must pay the mandatory upper-division coursework fee of \$84 per graded unit IN ADDITION TO the \$46 enrollment fee AND the \$307 tuition fee, for a total of \$437 per graded unit. Please note that SMC Promise and California College Promise Grants do NOT cover upper-division coursework fees.

### OTHER FEES

All students — both resident and nonresident — in credit or graded classes pay a \$55.50 fee during the fall and spring semesters (\$53.50 during winter and summer sessions). The fee includes \$21 (\$18 in winter and summer) for Health Services, \$22.50 for Student Benefits fee, \$10 for Associated Students Resource fee, and \$2 for the Student Representation fee. The Health Services fee is mandatory. The fees for the SMC Student Benefits, Associated Students Resource, and Student Representation are optional, but provide special benefits. Students wishing to opt-out of paying the Student Benefits and Associated Students Resource fees should email a request to [cashier@smc.edu](mailto:cashier@smc.edu). **Students who qualify for the SMC Promise Grant are exempt from paying Health Services, Student Benefits, Associated Students Resource, and Student Representation fees.**

### Health Services Fee

The mandatory fee of \$21 during the fall and spring semesters (\$18 during winter and summer sessions) provides a variety of health services to students. See the “Health Services Center” listing in the Special Programs and Support Services section of this catalog for details. Students who are exempt from paying the Health Services fee are:

- Students enrolled exclusively in noncredit or not-for-credit courses;
- Students who qualify for the SMC Promise Grant; and

- Students who declare through a personally-signed statement that they depend exclusively on prayer for healing in accordance with the teachings of a bona fide religious sect (documentation of such an affiliation is required).

Students who are eligible for financial aid through the Financial Aid Office and who need assistance to pay this fee should contact the Financial Aid Office.

### Student Benefits, Associated Students Resource, and Student Representation Fees

The Student Benefits \$22.50 fee supports campus technology and transportation options (including the free “Any Line, Any Time” rides on the Big Blue Bus and free rides on Metro lines when Metro fares resume), the Associated Students Resource \$10 fee funds activities and services for SMC’s entire student body, and the Student Representation fee supports the efforts of student government representatives. All three fees are optional. Students who do not wish to pay the Student Benefits or Associated Students Resource fees should contact the Cashier’s Office at time of enrollment by sending email (with full name and SMC student I.D. number) to [cashier@smc.edu](mailto:cashier@smc.edu). Students who wish to opt out of the Student Representation fee may do so through Corsair Connect ([smc.edu/cc](http://smc.edu/cc)).

The optional \$22.50 Student Benefits fee supports access to technology (campus WiFi, computer lab, printing, Chromebook loan program), transportation options (Big Blue Bus free intercampus shuttle service, the free Big Blue Bus “Any Line, Any Time” program, free rides on Metro lines when Metro fares resume, and a selection of rideshare and bike programs), and the LiveSafe app.

The optional \$10 Associated Students (A.S.) Resource fee supports SMC’s many student clubs and other activities that foster academic achievement, campus life and social events, campus sustainability programs, basic needs programs, and Cayton Center renovations.

The optional \$2 Student Representation fee, mandated by Assembly Bill (AB) 1504, provides support for student government representatives who may be presenting positions and viewpoints to representatives, offices, and agencies of local, district, and state governments. The fee is divided, with \$1 going to the Associated Students, and \$1 for use by the Student Senate of the California Community Colleges (SSCCC).

Students who qualify for the SMC Promise Grant are exempt from paying the Student Benefits, A.S. Resource, and Student Representation fees.

### SMC Student I.D. Card

The SMC student I.D. card is a photo I.D. that offers a convenient way to check out materials from the Library and access the campus tutoring labs and learning resource centers, as well as purchase discount tickets for selected student events or activities.

Students may obtain one SMC student I.D. card FREE of charge through the Cashier’s Office. Instructions on how to obtain a student I.D. card are available by sending email to [cashier@smc.edu](mailto:cashier@smc.edu) with “Student I.D.” in the Subject line.

If the SMC student I.D. card is lost, a replacement card may be purchased at the Cashier’s Office for \$20.

## Materials and Supplies Fees

Some classes require additional fees for materials and supplies. Students should consult the class listings in the Schedule of Classes to determine whether any such fees are required. Fees for materials and supplies are not refundable.

## ON-CAMPUS AND SATELLITE CAMPUS PARKING

**NOTE: Due to the pandemic, parking at ALL lots remains FREE — with a virtual permit — through the end of the 2021 fall semester.**

SMC uses a parking system that requires signing up for a virtual parking permit. Virtual parking permits (free and paid) can be obtained online at [smc.edu/parking](http://smc.edu/parking).

All SMC parking areas — even the free parking areas at the Bundy and Airport Arts campuses — require a virtual parking permit based on the vehicle's license plate. Vehicles with license plates that have not been registered for a virtual parking permit will be subject to a parking citation.

After the 2021 fall semester ends, students who wish to use the on-campus parking facilities at the main SMC campus, the SMC Performing Arts Center, and the Center for Media and Design must purchase a virtual parking permit. Funds from parking fees are used to maintain and improve the parking facilities.

Fees for virtual parking permits vary according to the time of year, and discounts are available for students who receive a California College Promise Grant (CCPG) because they or their family receive benefits under CalWORKs/Temporary Aid to Needy Families (TANF) or SSI/SSP (Supplemental Security Income) or General Assistance/General Relief.

Parking at the SMC Airport Arts and Bundy campuses is FREE for students attending classes there, but requires a virtual parking permit.

Parking at the SMC Bundy shuttle lot is FREE for SMC students, but requires a virtual parking permit. Student virtual parking permits are NOT valid for faculty/staff parking areas.

The display of a DMV accessible placard AND a license plate registered to a valid SMC virtual parking permit allows students to park in any accessible, student, or staff parking space.

Inter-campus shuttle service is FREE. In addition, SMC students who have paid the Student Benefits fee, registered for the SMC mobile pass, and downloaded the Token Transit app to their smartphone can ride ANY Big Blue Bus ANY time for FREE! Students can also request a TAP card if they do not have a smartphone. Metro service is currently free, but when fares resume, SMC students can request a special TAP card and ride for free. See [smc.edu/transportation](http://smc.edu/transportation) for up-to-date details.

Cars with activated alarms in the SMC parking areas will be TOWED IMMEDIATELY at the car owner's expense.

The Schedule of Classes and [smc.edu/transportation](http://smc.edu/transportation) offer up-to-date information on parking requirements and fees, instructions on how to obtain a virtual parking permit in person or online, inter-campus shuttle information, and links to commuter bus schedules, route maps, and a variety of transportation options.

## RETURNED PAYMENTS AND OUTSTANDING BALANCES

Returned checks and rejected credit card payments are subject to a fee of up to \$25 and are taken care of at the Auxiliary Services Office, located at 1738 Pearl St. An administrative hold will be placed on a student's records until the matter is resolved. A student who leaves SMC owing a balance and does not pay the amount owed will be responsible for paying all collection costs and/or attorney's fees. This debt may also be reported to all three major credit bureaus.

## REFUNDS

Students can find current refund deadline dates listed next to their classes at Corsair Connect ([smc.edu/cc](http://smc.edu/cc)). Additional information is available in the College Policies section of the Schedule of Classes. A refund will be processed automatically and mailed to students once the refund process for the term takes place. If fees are owed, the College will deduct the amount owed and refund the difference. Students should ensure their mailing address is up to date to prevent delays from receiving their refund.

### Refund Schedules

Refunds are processed approximately 45 days after the start of the term. Students should allow 1-2 weeks after the scheduled refund to receive their refund in the mail.

**Summer session:** Week 4

**Fall semester:** Week 5 and Week 11

**Winter session:** Week 2

**Spring semester:** Week 5 and Week 11

### Withdrawal Refund Schedule

#### Enrollment Fee

No refunds of enrollment fees are available to students who paid enrollment fees and who withdraw after the posted refund deadlines. Each class has its own refund and drop deadlines, which are posted on each student's class schedule at Corsair Connect. Students who withdraw prior to this deadline will receive a 100% refund of enrollment fees, minus a processing charge of \$10. See the Fees webpage at [smc.edu/fees](http://smc.edu/fees) for more information on withdrawal refunds.

#### Nonresident Tuition

Nonresident students who withdraw from Santa Monica College before the published refund deadline will receive a 100% refund of their nonresident tuition, minus any relevant processing fees. Students should apply for tuition refunds at the Cashier's Office.

#### Health Services, Student Benefits, A.S. Resource, and Student Representation Fees

Students who paid Health Services, Student Benefits, A.S. Resource, and Student Representation fees and who withdraw from Santa Monica College before the published refund deadline will receive a 100% refund of the \$21 Health Services fee (for fall or spring semesters; \$18 for winter or summer sessions), a 100% refund of the \$22.50 Student Benefits fee, a 100% refund of the \$10 A.S. Resource fee, and a 100% refund of the \$2 Student Representation fee.

### On-Campus Parking Permit Fee

Parking permit fees are not refundable after the first 10% of the term. To obtain the refund, a student must present the parking permit receipt at the Cashier's Office.

## Student Equity and Achievement Program and Matriculation

Student success is the responsibility of the student and the institution, supported by well-coordinated and evidence-based student and instructional services to foster student academic success. The goal of the SMC Student Equity and Achievement Program is to increase California Community College student access and success through the provision of core matriculation services, including placement, orientation, counseling, advising, and other educational planning services to provide students with the support services necessary to assist them in achieving their education goal and identified course of study.

Following the submission of the admission application, all students will participate in the matriculation process unless specifically exempted from selected components of the process. Failure to fulfill the required components may result in a hold on a student's enrollment or loss of enrollment priority until the services have been completed. The matriculation components consist of Placement, Orientation, and Counseling/Advising/Other Educational Planning Services/Education Plan Development (collectively known at SMC as Counseling).

### MATRICULANT STATUS

Matriculation status will be determined for all new students at the time they submit their application for admission to the College. Their status will be either "matriculant" or "exempt matriculant." Students are considered matriculants if they are enrolling at Santa Monica College for the first time and their goal is to earn a degree at SMC, transfer to a four-year college or university, complete a certificate, pursue basic skills instruction, or are undecided about their goal.

Any student who is exempt from placement, orientation, and counseling will still be given the opportunity to participate in these services. Exempt students may be subjected to the loss of priority enrollment.

### Matriculant

After filing an application for admission to SMC, all students are required to participate in all parts of the matriculation process unless specifically exempted from particular components. Students who fail to complete required components will have their enrollment placed on hold or will lose their enrollment priority until the components have been completed. The matriculation components consist of placement, orientation, and counseling (which includes counseling, advising, and other education planning services and education plan development).

Students filing as matriculants must:

1. Complete the placement process for math and English or ESL, and if they wish to enroll directly in other

courses with enforced prerequisites, complete the relevant challenge exam or prerequisite course(s);

2. Complete the orientation program provided online at [smc.edu/orient](http://smc.edu/orient) to become familiar with the College and its programs;
3. Arrange for transcripts of previous college work (or high school transcript if they have no previous college work) to be sent to the Admissions Office; and
4. Create an education plan prior to enrollment and receive academic counseling about class selections.

New college students must complete these procedures before they will be permitted to enroll in classes, and are encouraged to make arrangements to have the appropriate transcripts from other institutions sent directly to the Admissions Office. Transcripts should be received by SMC at least four weeks before the start of the semester. New applicants will receive a notice from the College specifying which matriculation steps are mandatory for them.

### MATRICULATION PROCESS AND COMPONENTS

**Orientation:** Orientation informs students about the wide range of services and support that SMC provides, including academic counseling to help sort out education and career goals, health and psychological services, financial aid, scholarships, job referral services, tutoring services, and support programs for students with special needs. As a convenience for students, Santa Monica College provides its orientation program online, which may be accessed 24 hours a day at [smc.edu/orient](http://smc.edu/orient) using any computer with Internet access.

**Placement Process for of English, ESL, and math:** To help students get the most out of their education goals, the College requires first-time college students to complete the placement process. All new students at SMC are required to undergo the placement process in these areas. Assessment in chemistry (by challenge exam) is required for students who wish to enroll directly into Chemistry 11, without taking the Chemistry 10 prerequisite course, and is also required for waivers of prerequisites for selected life sciences courses (see a counselor for details).

Santa Monica College provides an online process to assist students in selecting an education goal and developing a course of study to reach that goal. Students have an opportunity to develop education plans that are either abbreviated or comprehensive.

**Abbreviated student education plans** are one-to-two academic terms in length and designed to meet the immediate needs of students.

**Comprehensive student education plans** take into account a student's interests, skills, career and education goals, major, potential transfer institution(s), and the steps needed to complete the identified course of study. The comprehensive plan includes, but is not limited to, addressing the education goal and course of study requirements — such as the requirements for the major, transfer, certificate, program, and applicable course prerequisites or corequisites — as well as need for basic skills, assessment for placement results, and the need for referral to other support and instructional services when appropriate.

Santa Monica College requires that all matriculants develop an abbreviated education plan prior to enrollment in their first semester. After completing 15 degree-applicable