

Admissions & Records Forms

Due to COVID-19, all Admissions forms may be emailed or mailed directly to Admissions.

EXPAND | COLLAPSE

4 New Online Forms, Portal, & Instructions

2 Student Forms

Forms may either be in PDF's format or fillable online forms (log in required). For PDF forms, first download the form and save it to your computer. Then, open the form in Adobe Acrobat Reader [☞](#).

SMC embraces the concepts of universal design and user-friendliness. However, some documents may not be machine-readable text. If you are a person with a disability who needs additional assistance to fully access the contents of a document on this website, feel free to contact the Center for Students with Disabilities office at (310) 434-4265, or email them at ds@smc.edu.

Forms that require log in:

Log in with your SMC username and password. Your username is the first part of your SMC email address—everything before the “@” symbol. Same username you use for Canvas.

- [Administrative Regulation 4313 \(Grade Appeals Committee\) ☞](#)
- [Associate & Bachelor Degree Petition ☞](#) (log in required)
- [California Nonresident Tuition Exemption Request \(All\) \(S40\) ☞](#) (log in required)
- [Change Request Form \(log in required\) ☞](#) - use this form to update legal name, date of birth, gender, or social security number.
- [Certificate of Achievement Petition ☞](#) (log in required)
- [Certificate of Completion Petition ☞](#) (log in required)
- [Certificate of Competency Petition ☞](#) (log in required)
- [Change of Address ☞](#) (log in required)
- [College Reports and other Transfer Documents ☞](#)
- [Cross Enrollment Verification Form \(log in required\) ☞](#)
- [CSU General Education Certification Petition ☞](#) (log in required)
- [Duplicate Certificate Request Form ☞](#)
- [Duplicate Diploma Request Form ☞](#)
- [Enrollment Priority Appeal Form \(log in required\) ☞](#)
- [Enrollment Verification Request Form ☞](#) (log in required)
- [Enrollment Verification Online Request Form \(for third parties only\) ☞](#)
- [Explanatory Notice on Probation and Disqualification ☞](#)
- [Grade Appeal Hearing Details ☞](#)
- [Grade Appeal Procedures ☞](#)
- [High School Concurrent Enrollment Application ☞](#) (log in required): Winter 2022 HSCE applications can be submitted starting October 5th. Spring 2022 HSCE applications can be submitted starting October 16th.
- [High School Concurrent Enrollment Application - Additional Courses Request ☞](#) (log in required)
- [Intersegmental General Education Transfer Curriculum \(IGETC\) Petition ☞](#) (log in required)
- [Pass/No Pass Petition ☞](#) (log in required)
- [Petition for Late Withdrawal \(log in required\) ☞](#)
- [Release of Information to Third Party Authorization ☞](#) (log in required)
- [Residency Questionnaire ☞](#) (log in required)
- [Special Consideration Petition ☞](#) (log in required)
 - [Appeal of Decision to Dean of Enrollment Services ☞](#) (log in required)
- [Study Abroad Petition Verification Form ☞](#)
- [Transcript Request Form ☞](#) : Use this form when requesting transcripts in person through the Admissions office. For faster service, [Order Transcripts Online ☞](#). To check the status of your order, visit [Check Online Transcript Order ☞](#).
- [Time Conflict Form ☞](#) (log in required)
- [Enrollment in Overlapping Class Attendance Log](#)
- [Use of Non-Accredited Coursework Petition ☞](#)
- [Veterans Nonresident Enrollment Fee Exemption Form \(VACA\) ☞](#) (log in required)

4 Instructor & Counselor Forms