

Instructions for Enrolling in Dual Enrollment Courses

Step 1: Apply to SMC Online

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.

- Before you start you must have your SSN.
- Go online and visit the SMC website at
- www.smc.edu/admissions/application.htm
- Click on “Launch Online Application”.
- Read the “Before you start the application...” to ensure that you have the proper documentation to complete the application process.
- Click on “Start Application” at the bottom.
- 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. Once you submit you application, you will receive your SMC ID number. **Please print that page for your records.**
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Step 2: Consent Form

- Print the Dual Enrollment Consent/Add Form
- Fill it out, sign it, and obtain one of your guardian’s signatures.
- You must also get your Advisor’s signature at the bottom of the form (if it’s for summer school, your House Principal must sign it).

Step 3: Registration

Please submit the signed consent form to Mr. Green, SAMOHI Dual Enrollment Coordinator, in B101.