

Admission Policies and Information



Admission Information

ELIGIBILITY

Any person who has graduated from high school, or who is 18 years of age or older, may be admitted to Santa Monica College if he or she can profit from the program.

Students 16 or 17 years of age may also be admitted to Santa Monica College if they have passed the California High School Proficiency Examination and present the “Student Score Report” or a certificate of proficiency when they apply for admission.

Please see the College Policies, Rules, and Regulations section of this catalog for important details regarding California residency requirements and how they apply to students attending Santa Monica College.

APPLYING FOR ADMISSION

A student who has never attended Santa Monica College (New Student) or has been away from SMC for two or more consecutive semesters (Returning Student) must file an application for admission. The application—available online at www.smc.edu (click on the “Apply Online” link under “Resources & Services”)—provides the College with information that satisfies State registration requirements and initiates the education planning process. New students are strongly encouraged to arrange for official transcripts from the most recent school or college they have attended to be sent directly to the SMC Admissions Office. New students are also required to complete the assessment process for English (or ESL) and for math (go to www.smc.edu/prep2test for details). Transcripts from previous schools and assessment results will be used by counselors to create an education plan for students and to assist them in scheduling classes.

A student who has attended SMC within the past two semesters (Continuing Student) does not need to reapply for admission.

High School Concurrent Program

Students still in high school—on the recommendation of their high school’s principal—may attend Santa Monica College and receive credit for SMC courses. For further information, call the Admissions Office at (310) 434-4240.

Former SMC Students

Students in good standing: Former SMC students who were in good standing at the time they left the College and have been away for two or more consecutive semesters must follow the same admission procedures as new students.

Disqualified students: Students who have been disqualified (dismissed) from Santa Monica College for poor academic performance or unsatisfactory progress **and who have been away from SMC for one semester or less** must complete and submit a ‘Disqualified Student Petition for Reinstatement to Probationary Status.’ Students who petition for reinstatement to SMC may or may not be allowed to return, depending on reinstatement guidelines. To complete the reinstatement petition, students must go to www.smc.edu and log in to Corsair Connect, then go to ‘SMC Quick Links,’ click on ‘DQ Student Petition,’ and follow the instructions. A confirmation message

will appear once the petition is successfully completed and submitted, and the petition will be saved in the Corsair Connect account. To have a reinstatement petition reviewed and processed, a student **MUST** meet in person with a counselor. The counselor will determine whether reinstatement is possible and what conditions the student must meet in order to enroll at SMC. The counselor will also specify how many units the student may enroll in, up to a maximum of 6 units per academic term.

Disqualified students **who have been away from SMC for two consecutive semesters (one year) or longer** must file BOTH an SMC Admission Application and a ‘Disqualified Student Petition for Reinstatement.’ Students may go to www.smc.edu/apply to complete and file both of these. Detailed instructions and the steps for completing and filing the forms are listed under “Admission/Readmission of Disqualified Students” in the Academic & Progress Probation & Disqualification Policies section of this catalog.

Students who were disqualified from another college must also fax a copy of their unofficial transcripts (or arrange for official transcripts to be sent to SMC) from ALL colleges attended. Fax transcripts to (310) 434-4007, or mail to the Transfer/Counseling Center, ATTN: Readmission Committee, Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405. PLEASE NOTE: The reinstatement process will NOT continue OR be complete until all transcripts are received. After a student’s transcripts are received, an SMC counselor on the Readmission Committee will review the petition and email the decision—along with any further instructions—to the student’s SMC email account. Once students are readmitted, they are required to arrange for all official transcripts to be **sent directly by the previous college(s)** to Santa Monica College, ATTN: Admissions, 1900 Pico Blvd., Santa Monica, CA 90405-1628.

Students who have been disqualified from SMC **more than once** will be required to take a break from attending SMC for a period ranging from one semester (after a second disqualification) up to a maximum of one year (after a third disqualification).

Please see www.smc.edu/DQProbationPolicies for information on other requirements for disqualified students seeking admission/readmission to SMC.

International Students

SMC’s International Education Center welcomes applications from international students who wish to attend Santa Monica College. More than 3,400 international students from more than 100 countries are currently enrolled at the College. SMC offers a number of distinct advantages to international students beginning their university education in the United States. As the leading community college in California, Santa Monica College transfers the most students to the University of California system. SMC also offers a lower tuition cost than many other colleges and universities offering comparable educational programs. Finally, SMC provides a highly accessible and supportive learning environment.

The College defines an “international student” as a student who is admitted to the United States with an F-1 student visa to attend SMC. Students in F-1 status from other schools may enroll at SMC on a limited basis. Please consult with the International Education Center for more information. Students with

other types of visas (not F-1) may enroll through the Admissions Office. Students who are currently on a B visa are not permitted to enroll until they have changed to F-1 or another status with education privileges.

To be accepted at SMC, an international student must:

- Be at least 18 years old by the first day of classes;
- Provide proof of English proficiency (for a list of tests and other ways to prove proficiency, go to www.smc.edu and click on the "International Students" link);
- Submit a completed International Student Application for Admission to SMC;
- Submit a 500-word autobiographical essay describing the student's reasons for applying to SMC;
- Submit a financial statement proving ability to meet education expenses of being a student (minimum \$27,000); and
- Submit official transcripts and a nonrefundable application fee. Transferability of coursework from other institutions will be reviewed after a student has been admitted to Santa Monica College.

Students who do not have the required English proficiency are encouraged to apply to SMC's Intensive English Program.

The International Student Application for Admission to SMC is available online (www.smc.edu/iapp).

In order to maintain their F-1 visa status, all international students accepted at Santa Monica College MUST enroll in AND complete a course load in the Fall and Spring semesters of twelve (12) or more units, which may include only ONE online class of 3 or fewer units. Summer and Winter sessions are optional for continuing students. International students who choose to begin their studies during a Summer or Winter session must enroll in and complete a minimum of four (4) units during that first session. In addition, international students **must** take Counseling 11 (Orientation to Higher Education for International Students) **during their first semester at SMC**, and may be required to take special English as a Second Language (ESL) classes.

The cost of tuition and fees is approximately \$9,500 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	\$3,468 (\$289 per unit x 12 units)
Enrollment fee	\$552 (\$46 per unit x 12 units; subject to change)
Medical insurance	\$600 (for 6 months)
Other student fees (Student ID card, Associated Student Activities, Health Services fee)	\$51.50
Total per semester	\$4,671.50

Total per academic year \$4,671.50 x 2 semesters = \$9,343 (fees subject to change)

All students accepted for admission must participate in an information seminar before the semester begins and undergo assessment of their English/ESL and math skills to determine the most appropriate English and math class for placement. Students must also participate in a group counseling session. Students whose English skills are below university level are placed in academic ESL classes while they are taking other courses, such as mathematics and computer science.

Veterans

Santa Monica College is approved as an institution for higher learning for veterans and veterans' dependents entitled to education assistance from the Veterans Administration (VA). The College cooperates with the VA in helping veterans. Veterans are urged to take advantage of the many student support services and educational programs offered by Santa Monica College. SMC offers academic, career, and transfer counseling, as well as priority enrollment, tutoring, and other services to support veterans in achieving their education goals.

To receive VA education benefits, students must be determined to qualify for benefits *by the Veterans Administration*.

Students receiving VA education benefits should see the Veterans' Counselor **before enrolling in any classes**.

To secure full VA education assistance benefits under Title 38, United States Code, students must comply with Veteran Regulations Section 21.4135, 21.4235, and 21.4277 regarding the attendance and progress requirements they must meet. For example, VA regulations not only require students receiving VA education benefits to meet the same academic standards as all other students at SMC, but also place certain restrictions on those students. Students who fail to achieve a semester grade point average of 2.0 will be placed on academic probation. After two semesters on academic probation, students may lose their VA education benefits. For additional details about benefits under Chapters 33 and 35 of the GI Bill, please visit the Veterans Resource Center or see the VA website (www.gibill.va.gov).

Information on the services the Veterans' Resource Center offers can be found in the Programs & Services section of this catalog, in the Campus Services section of the Schedule of Classes, and online at the Veterans' Resource Center website (www.smc.edu/vet).

Students with Disabilities

Printed SMC materials are available in alternate media upon request. To request publications in alternate formats for disability accommodation, send e-mail to DSCcontact@smc.edu or call (310) 434-4265. The information contained in this catalog is also available online (go to www.smc.edu/catalog/default.htm).

Students who wish to use the specialized counseling services provided through the Center for Students with Disabilities should call (310) 434-4265 before they start admission procedures. The video phone number is (866) 957-1809.

Information on the services the Center for Students with Disabilities offers can be found in the Programs & Services section of this catalog, in the Campus Services section of the Schedule of Classes, and online at the Center for Students with Disabilities website (www.smc.edu/disabledstudent).

Orientation

To acquaint students with Santa Monica College's variety of programs, services, and activities, and to assist students in planning their educational endeavors, SMC's Welcome Center acts as a "one-stop shop" for admission, enrollment, orientation, academic counseling, and more. A comprehensive orientation program is also available online, where students can view it 24 hours a day, using any computer with a browser and Internet access.

ORIENTATION

SMC's orientation program (online at www.smc.edu/orient) provides information on a wide range of topics, including:

- SMC's programs and services;
- How to obtain a Certificate of Achievement and/or an Associate in Arts or Science degree;
- How to transfer to a four-year college or university;
- How to select first-semester courses;
- How to complete the enrollment process at SMC; and
- Strategies for becoming a successful student.

The orientation program consists of five modules and takes about two hours to complete.

All new students—as well as former SMC students who have been away from the College for four or more semesters—are required to complete the orientation process before they will be permitted to enroll in classes. Disqualified students who have been away from SMC for a year or more must also complete orientation as part of their reinstatement process. Since the College's programs, policies, and procedures are subject to change without notice, continuing students are strongly encouraged to review the orientation at the start of each semester.

For additional information about the orientation process—as well as information on special orientation sessions held on campus—please drop by SMC's Welcome Center (located in Room 110 of the Cayton Center), see the Center's webpage (www.smc.edu/welcomecenter), or call (310) 434-8101.

Assessment

Assessment is essential in evaluating the education skill levels of students and assisting them in their selection of courses that lead to achieving their education goals.

Assessment is used *only* to generate placement recommendations, and *not* to advance students to higher-level courses. Once students officially enroll in an English, ESL, math, or chemistry course, they are not permitted to undergo assessment again as a means for advancing to higher-level courses. Students who believe they already possess the educational background and skills needed to succeed in higher-level courses must meet with a counselor to discuss exemption from prerequisites and how to file a Prerequisite/Corequisite Challenge Petition. See the College Policies, Rules, and Regulations section in this catalog for details on challenging prerequisites and corequisites.

For detailed information on the assessment process at Santa Monica College, see the Assessment Center website (www.smc.edu/assessment), call (310) 434-8040, or visit the Assessment Center, located in Room 109 of the Liberal Arts building.

ENGLISH, ESL, & MATH ASSESSMENT

Santa Monica College requires students to undergo the assessment process in English or ESL and in math if they are:

- First-time college students who are enrolling in more than six (6) units during their first semester at SMC (regardless of their academic goals);
- Continuing students who are enrolling for their second semester at SMC, but who have not yet completed the assessment process;
- Students who are enrolling in an English, ESL, or math course for the first time, even if they are not first-time college students; or
- Students who are enrolling in courses with recommended English or math preparation; or
- High school concurrent enrollment students taking courses other than designated activity/performance courses. The math assessment will only be required if the intended course has a math prerequisite, advisory, or corequisite.

Based on their assessment scores, students will receive an English, ESL, or math placement recommendation.

Students with an Associate or higher degree from a US-accredited institution may be exempt from assessment. However, if they are planning to take English, ESL, or math courses, they must discuss their plans with an academic counselor.

WAIVERS & PLACEMENT RECOMMENDATIONS

Santa Monica College provides placement recommendations and assessment/prerequisite waivers to students on the basis of their past coursework or, in some cases, assessment results from other colleges. For example:

- Students may be exempt from English or ESL assessment if they have completed a college-level English or ESL composition course with a grade of C (2.0) or better;
- Students may be exempt from math assessment if they have completed a college-level math course with a grade of C (2.0) or better;
- Students may be exempt from selected English or math prerequisites if they have completed applicable college-level courses with a grade of C (2.0) or better (or P, if they took the courses on a P/NP basis) and the courses are equivalent to SMC courses that recommend English or math preparation;
- Students may be exempt from assessment or from selected prerequisites if they have completed applicable college-level courses with a grade of C (2.0) or better (or P, if they took the courses on a P/NP basis) and the courses are equivalent to SMC courses that require or recommend the assessment of skill levels;

- Students may be exempt from assessment or may receive waivers for selected prerequisites if they participated in another college's assessment program recently and the tests are the same as the ones in use at SMC (see Waivers Based on Placement Test Results, below, for details), or if they received a particular score on an applicable College Board AP test (see Waivers Based on Advanced Placement Exam Results, below).

Please see www.smc.edu/waivers for detailed instructions on how to obtain a waiver or request an exemption, then consult with a counselor at the Transfer/Counseling Center. Assessment/prerequisite waiver requests are reviewed on an individual basis.

PLEASE NOTE: Students who may be exempt from assessment still must successfully complete—or receive waivers for—any prerequisite courses (or their equivalent) that are required for classes in English (or ESL), math, chemistry, Anatomy 1, Biology 21/22/23, Microbiology 1, Physiology 3, and physics. Please consult a counselor at the Transfer/Counseling Center for further information.

Waivers Based on Completed Course Work

Placement recommendations and permits to enroll in English, ESL, math, chemistry, or selected Life Sciences and physics courses may be issued to students if they have completed a relevant college-level course with a grade of C (2.0) or better.

Students seeking a placement waiver for English, ESL, math, Chemistry 11, or Anatomy 1 should take a copy of their college transcript and course description to the Transfer/Counseling Center or Welcome Center. A counselor will evaluate the course in question and, if appropriate, issue a waiver.

Students seeking a placement waiver for other Life Science, chemistry, and physics courses should call (310) 434-4788 for specific instructions (or go to www.smc.edu/waivers).

Students seeking a waiver to repeat a course at Santa Monica College due to a substandard grade (i.e., F, D, NC, NP) or a W, MW, or FW from another institution must demonstrate that the relevant prerequisite for that course was completed successfully.

Waivers Based on Placement Test Results

Santa Monica College does not automatically accept assessment results from other institutions. Exceptions may be made under the following very limited circumstances, and only on a case-by-case basis:

- **Out-of-State Students Applying to SMC:** Students who are eligible to enroll at SMC and planning to move to California to attend SMC may be allowed to complete placement tests at another institution, but ONLY if those assessment tests are the same as the ones in use at SMC (see below for test names) AND the students have completed the test(s) *within the past calendar year*. However, SMC will apply its own "cut" scores in determining a student's placement eligibility.
- **Students Who Meet the Above Criteria Must Take:** For English: ACCUPLACER Reading Comprehension and Sentence Skills tests; for ESL: ACCUPLACER Language

Use **and** Reading Skills **and** Sentence Meaning test; for math: COMPASS Math test; for chemistry: California Chemistry Diagnostic Test.

- Placement test results must be faxed directly by the institution to (310) 434-8019. Results that are mailed, hand-carried or faxed by the student will NOT be accepted.

Waivers Based on Advanced Placement Exam Results

College Board Advanced Placement test results may be used to determine the eligibility of students for English, math, and chemistry courses. Students must bring their original AP test results to the Assessment Center or to the Transfer/Counseling Center. Placement/prerequisite waivers will be issued under the following conditions:

- A score of 3, 4, or 5 on the AP English Language & Composition or Composition & Literature exam will qualify students for English 2 and give 3 units of credit for English 1;
- A score of 3, 4, or 5 on the AP Statistics exam will give 4 units of credit for Math 54 [Note: A placement waiver for Math 54 only may be issued if a student wishes to enroll in Math 54 and the student has NOT been granted AP Statistics credit at SMC. Duplication of course credit (Advanced Placement and SMC coursework) will not be permitted.];
- A score of 3 on the AP Calculus AB exam will qualify students for Math 7 and give 5 units credit for Math 2;
- A score of 3 on the AP Calculus BC exam will qualify students for Math 8 and give 5 units credit for Math 7;
- A score of 4 or 5 on the AP Calculus AB exam will qualify students for Math 8 and give 5 units credit for Math 7;
- A score of 4 or 5 on the AP Calculus BC exam will qualify students for Math 10/11/13/15 and give 5 units credit for Math 8; and
- A score of 3, 4, or 5 on the AP Chemistry exam will qualify students for Chemistry 11 and give 5 units credit for Chemistry 10 (no lab requirement met).

It is VERY IMPORTANT for students to have their AP scores evaluated by a Santa Monica College counselor. The evaluation will determine whether the scores are transferable and—more importantly—will help determine whether they satisfy a requirement relevant to the student's education goals. While students can sometimes receive an immediate evaluation and decision from a counselor, the evaluation process can take 5-10 days for a decision. **To avoid taking classes they don't need, students should start the AP score evaluation process with a counselor AS SOON AS POSSIBLE.**

CHEMISTRY 10 CHALLENGE EXAM

Before enrolling in Chemistry 11, a student must either satisfactorily complete Chemistry 10 or pass the Chemistry 10 Challenge Exam. Please see the Assessment Center webpage (www.smc.edu/assessment) for testing hours and other information.

MATH PROFICIENCY ASSESSMENT (MPA)

All students who wish to earn an Associate degree must demonstrate proficiency in written communication and mathematics. Mathematics proficiency is demonstrated by:

1. Completing a minimum of an Intermediate Algebra course (equivalent to SMC's Math 18, 20, 32) taught at an accredited college; or by
2. Taking the SMC Mathematics Assessment and placing into Intermediate Algebra (Math 18, 20, 32) or higher; or by
3. Taking and passing the SMC Mathematics Proficiency Assessment (MPA) administered by the Assessment Center.

PLEASE NOTE: Students meeting the mathematics graduation requirement using the above option 2 or option 3 must also complete one course from the Associate Degree General Education Requirements Area 4B (Language and Rationality).

To take the Math Proficiency Assessment, a student must first complete a minimum of 30 units of classes that meet Associate degree requirements. The Assessment Center will verify this at the time the student goes to take the MPA by reviewing the number of completed cumulative units indicated on the student's SMC transcript. If a student has attended another college and will be using units from that college to meet the 30 unit requirement, it is the student's responsibility to inform the Assessment Center and provide us with a valid transcript. The Math Proficiency Assessment is given during normal testing hours on a first-come, first-served basis only. Students must present a valid photo ID and SMC student ID number to take the MPA. Please visit the Assessment Center webpage (www.smc.edu/assessment) for information on the Math Proficiency Assessment contents and a study guide.

The Mathematics Proficiency Assessment may be retaken ONE time only, after a waiting period of eight (8) weeks after the student first took the MPA. Additional retesting will **not** be provided under any circumstances. Students should be sure to review and prepare for the MPA.

RETESTING POLICY

Students may retest in English, ESL, math, and chemistry after a waiting period of two (2) weeks from the date they first took the test. After that, they are permitted to retest once each calendar year, but only if they have **not** started taking courses in the relevant subject. Students who enroll in any of those courses will forfeit their chance to retest. For the Math Proficiency Assessment, students may retest ONE time only after a waiting period of eight (8) weeks. See the Math Proficiency Assessment (MPA) section above for details.

EXPIRATION OF ASSESSMENT SCORES

All assessment results are valid for a period of one calendar year. Students should make sure they enroll in the courses their assessment results qualified them for **before** their assessment results expire. Once the results have expired, students will be blocked from enrolling in those courses and will need to retest.

IDENTIFICATION CARD POLICY

A valid form of government-issued photo identification (e.g., a passport, driver license, military ID) is **REQUIRED** for testing. The Assessment Center also reserves the right to request a secondary form of ID. A student ID card may be used **ONLY** as a secondary form of identification. **PLEASE NOTE:** All acts of impersonation, attempted impersonation, and/or the use of fraudulent ID cards or passports will be reported to Campus Police and Student Judicial Affairs for review and adjudication. Campus Police will refer all such cases to the Santa Monica City Attorney's Office for criminal prosecution.

Fees & 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.

The California residency status of students determines whether they are required to pay tuition *in addition to* enrollment and other fees. See the College Policies, Rules, and Regulations section of this catalog 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*). Students who are California residents may be exempt from paying enrollment fees and Health Services fees if they file a BOG Fee Waiver application with the Financial Aid Office and can document that they are recipients of CalWORKs/Temporary Assistance for Needy Families (TANF, formerly AFDC), Social Security Income (SSI) or General Relief (GR). For more information about fee waivers and their eligibility requirements, contact the Financial Aid Office before starting enrollment procedures.

NONRESIDENT TUITION

Students classified as nonresidents must pay tuition *in addition to enrollment fees*. Tuition for students who are not classified as California residents is \$289 per semester unit. Tuition is \$265 per semester unit for other students classified as nonresidents eligible for AB 947 exemptions. **PLEASE NOTE:** All fees are subject to change without notice. For a breakdown of tuition and fees for a typical semester at SMC, see the International Students section above. For information about deadlines for paying all fees, the definition of legal residence, nonresident reclassification, or tuition refund policies, see the College Policies, Rules, and Regulations section of this catalog, check the SMC website (www.smc.edu), or contact the residence clerk in the Admissions Office. To find current deadline dates for paying all fees or receiving refunds, see your class schedule at the "Corsair Connect" link at the SMC website (www.smc.edu) or consult the College Policies section of the Schedule of Classes.

STUDENT ID CARD, ACTIVITIES, & HEALTH SERVICES FEES

All students—both resident and nonresident—in credit or graded classes pay a \$51.50 fee during the Fall and Spring

semesters (\$48.50 during Winter and Summer sessions). The fee includes \$19 (\$16 in Winter and Summer) for Health Services, \$13 for the SMC student ID card, and \$19.50 for Associated Students Activities fee. The Health Services fee is mandatory. The fees for the SMC student ID card and for Associated Students Activities are optional, but both provide special benefits.

The SMC student ID card is a photo ID that offers a convenient way to speed up checking out books and materials from the Library and the campus tutoring labs and learning resource centers. Students who pay all of the fees (including Associated Students Activities) can ride “Any Line, Any Time” for FREE on the Big Blue Bus by “activating” their student ID card at the Bursar’s Office, Admissions Office, and other campus locations (check the Schedule of Classes for specific details).

The Associated Students (AS) Activities fee supports more than 60 student clubs, along with student scholarships, a number of special events at SMC, and a variety of other activities that foster academic achievement, social interaction, and community involvement. The AS Activities fee also provides discounts on tickets purchased at the SMC Events office for selected movies, theme parks, and music, dance, and theater performances. Students who do not wish to pay the fees for the SMC student ID card and/or Associated Students Activities should see the Admissions Office at time of enrollment.

ON-CAMPUS & SATELLITE CAMPUS PARKING DECALS

To use the on-campus parking facilities at SMC’s main campus, a student is required to purchase a parking decal. Funds from parking decal fees are used to maintain and improve the parking facilities. Parking decal fees vary according to the time of year, and discounts are available for students who receive a BOG A Fee Waiver 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 an SMC satellite campus—Airport Arts, Bundy, or the Performing Arts Center (note that the Academy of Entertainment & Technology is closed for construction)—is FREE for students attending classes there, but requires a decal.

Parking at the satellite campuses and the shuttle lot is FREE for SMC students, but requires a decal. Student parking decals are NOT valid for faculty/staff parking areas.

Inter-campus shuttle service is FREE. In addition, SMC students who have paid their fees and “activated” their current student ID card can ride ANY Big Blue Bus ANY time for FREE!

Please see the information at www.smc.edu/transportation or consult the Schedule of Classes for up-to-date information on parking decal requirements and fees, instructions on how to obtain a parking decal in person or online, inter-campus shuttle information, and links to commuter bus schedules and route maps.

REFUNDS

For specific details about refunds of enrollment, tuition, or other fees (including fees for on-campus parking decals), please see the College Policies, Rules, and Regulations section of this catalog. For current refund deadline dates, go to the “Corsair

Connect” link at the SMC website (www.smc.edu) and see the class schedule, or consult the College Policies section of the Schedule of Classes.

Matriculation

MATRICULATION PHILOSOPHY

For the typical student at Santa Monica College, education represents a serious commitment of personal time and energy. To help students pursue their education goals and dreams, the College has a planned education process called “matriculation.” All students are encouraged to go through the matriculation process, which includes orientation, educational assessment, and academic counseling to design a program of courses that meets their education goals. Matriculation is an ongoing process that helps students attain success and achieve their education goals. Regardless of their matriculation status, all students must complete the admission process.

MATRICULANT STATUS

Students who are taking courses leading to degrees or certificates, or who intend to transfer to a four-year college or university, or who wish to participate in orientation or take advantage of the benefits of academic counseling, should apply to SMC as a matriculant and take part in the matriculation process. Students may, however, opt to defer their matriculation process until the semester before they enroll for their 16th unit of credit.

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 assessment and placement, orientation, counseling (which includes counseling, advising, and other education planning services and education plan development), and a variety of follow-up services for at-risk students.

Students filing as matriculants must:

1. Complete the assessment for math and English or ESL, and if they wish to enroll directly in Chemistry 11, Chemistry 12, Anatomy 1, Biology 21/22/23, Microbiology 1, or Physiology 3, complete the relevant challenge exam or prerequisite course(s);
2. Complete the orientation program provided online at www.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. Receive academic counseling about class selections and create an education plan prior to enrollment.

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 requested at least four weeks before the start of the semester.

Deferred Matriculant

Students who have had prior college experience and/or do not plan to transfer, obtain an Associate degree, or complete an occupational course of study, may opt to defer participating in selected components of the matriculation process until the semester before they enroll in their 16th unit of credit, at which time their status changes from deferred matriculant to matriculant. When their status changes, students must participate in the matriculation components they have not previously completed.

As deferred matriculants, students must file an application **online** for admission online and are encouraged to complete the orientation program online to become familiar with the College and its programs. SMC also recommends that deferred matriculants request to have any appropriate transcripts from other institutions sent directly to the Admissions Office.

Deferred matriculants are not required to participate in any formal academic counseling. They may wish to do so, however, and are encouraged to visit SMC's Welcome Center or call (310) 434-8101. Assessment is also optional, but strongly recommended for most deferred matriculants. Deferred matriculants who plan to take an English, ESL, or math class, however, are required to undergo the appropriate assessment process before they will be permitted to enroll.

MATRICULATION PROCESS & 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 www.smc.edu/orient using any computer with Internet access.

Assessment of English, ESL, and math skills and of educational background: To help students get the most out of their education by planning an education program that is realistic and in line with their level of academic preparation and experience, the College requires assessment of a student's skill in math and English or English as a Second Language (ESL). All new students at SMC are required to undergo assessment in these areas. Assessment in chemistry is required for students who wish to enroll directly into Chemistry 11, without taking the Chemistry 10 prerequisite course, and assessment is also required for waivers of prerequisites for selected life sciences courses (see a counselor for details). The assessment process helps students select education programs that are in line with their level of academic preparation and experience.

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 for whom a comprehensive plan is not appropriate.

Comprehensive student education plans take into account a student's interests, skills, career and education goals, major, potential transfer institutions, and the steps a student needs to take 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 semester units or prior to the end of their third semester, all matriculants are required to complete a comprehensive education plan.

Definition and development of education and career goals: While some students arrive at Santa Monica College with a very clear and firm idea of what their education goals are, most have several different areas they wish to explore or pursue, and others have no particular direction at all, often because they have too many different interests.

- **Students who are focused on a specific education goal and anxious to pursue it in the most direct way possible:** These students design a study program that leads directly to their transfer to a four-year institution to pursue a specific major, or to their Associate degree, or to their certification in a vocational or occupational field.
- **Students with a variety of interests to explore before settling into one particular field:** Most students fall into this category. As they learn more about particular fields and their own capabilities in those fields, they become able to sort through their interests and eventually focus on a particular program of study.
- **Students truly undecided about what education goals to pursue:** These students need help to sort out their values, interests, and what they want their education to contribute to their life and wellbeing.

Academic counseling: The College provides a professional staff of academic counselors to help students identify their education plan and how to pursue it. Counseling services vary according to a student's particular education goal. The Transfer/Counseling Center helps students develop an education plan that outlines the courses they need to meet a specific transfer, occupational certificate, or Associate degree goal. The Career Services Center at SMC assists students in sorting out potential majors and education goals.

Other support services: SMC provides a caring and committed faculty, Transfer/Counseling Center, Career Services Center, Latino Center, African American Collegian Center, International Education Center, athletic counseling, tutoring services, financial aid, and a number of other means to support students in their pursuit of higher education. These services are described in detail in the Programs & Services section of this catalog, online at the SMC website (see the Student Life &

Services webpage at www.smc.edu/student_life.html), and in the Schedule of Classes.

Transferring from Santa Monica College

Many students use Santa Monica College as the freshman and sophomore years of a four-year college plan. In fact, SMC is a leader in transferring students to four-year colleges and universities, including the UC and CSU systems. Each of these institutions has a list of courses that must be completed to satisfy:

- general education requirements,
- lower division pre-major requirements, and
- elective requirements.

How credit for a course at Santa Monica College transfers to another educational institution depends on how that college or university will accept the course and how clearly defined a student's transfer goal is.

An overview of the transfer process and IGETC and General Education certification is presented below. For details, see the Academics section of this catalog, visit the Transfer/Counseling Center, call (310) 434-4210, or see www.smc.edu/transfer for information available online.

ABOUT TRANSFER UNITS

Typically, for admission to the UC or CSU system, a student will need to have completed 60 or more UC- or CSU-transferable semester units of study—with the required grade point average—by the end of the Spring semester for Fall admission, or by the end of the Fall semester for Spring admission. However, these institutions do not look just at the number of units that have been completed—they also look at how to apply those units to a student's education goal, e.g., how many of the units meet the general education requirements, how many of these units meet the pre-major requirements, and so on.

Santa Monica College has worked out transfer agreements—usually referred to as articulation agreements—with most local colleges and universities on how SMC's units of credit will transfer to meet these particular requirements. Students can look up this transfer information themselves (go to www.assist.org for details), but they are strongly encouraged, and will probably find it much easier, to use the assistance of a counselor at the Transfer/Counseling Center. To schedule an appointment to discuss transfer information with a counselor, call (310) 434-4210.

See the Academics section of this catalog for detailed information on transfer requirements and the transfer process.

IGETC & GENERAL EDUCATION CERTIFICATION

Nearly every college and university requires the completion of a series of lower-division general education courses prior to awarding their bachelor's degrees. Santa Monica College offers a selection of general education courses broad enough to satisfy almost any lower division general education graduation requirement. However, each college and university has a unique pattern that it requires of its native or nontransfer students.

Caution: Because there are numerous general education patterns, all potential transfer students SHOULD see a counselor to determine which pattern is best for them and to develop an appropriate transfer course plan. Students are urged NOT to attempt to plan a transfer without professional advice.

The fact that so many different patterns exist creates some problems for the community college transfer student. Fortunately, the California State University (CSU) and the University of California (UC) systems have addressed this problem. CSU has developed a general education plan for community college transfer students that meets the lower-division general education requirements for all of the CSU campuses. Also, CSU and UC have developed an Intersegmental General Education Transfer Core (IGETC) that applies to all UC and CSU campuses throughout California.

What Certification Means

Certification guarantees that no additional lower-division general education courses can be imposed on a student as a condition of graduation. "Certified" community college students are deemed to have satisfied the lower-division general education requirements of their chosen transfer institution. "Uncertified" UC and CSU transfer students will have their transfer coursework applied to the graduation requirements of their new UC or CSU campus, but will find that they must complete more lower division, general education units than are required of a "certified" transfer. For this reason, "fully certified" transfer is strongly recommended.

CSU System Certification

The California State University (CSU) system will extend Full Certification to students who have completed all sections of the CSU General Education Pattern. Partial Certification is awarded for completion of any of the five general education subsections. CSU Certification should be requested during your last semester at Santa Monica College. If you are only partially certified, most CSU campuses will allow you to work on your full certification by taking SMC courses during a summer session or during concurrent SMC-CSU enrollment.

IGETC Certification

When Santa Monica College is the last school of attendance, SMC can certify the completion of the Intersegmental General Education Transfer Curriculum (IGETC), which satisfies the lower-division general education requirements for both UC and CSU transfer students. All IGETC coursework MUST be completed before a student's transfer to receive complete IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern.

Authorization to Certify

Santa Monica College is authorized to certify students who have satisfactorily completed the required courses for the IGETC or the CSU General Education Pattern. Certification includes not only courses taken at SMC, but also selected coursework taken at other regionally accredited colleges and universities. Therefore, it is critically important for every student who transfers into SMC from another college or university to have official

transcripts sent directly from the other institution(s) to SMC's Admissions Office.

Requesting Certification

Students whose transfer plan is the IGETC or the CSU General Education Pattern should request certification during the term in which they expect to complete their general education or IGETC requirements. Requests for certification should be filed in the Admissions Office during these dates (requests will be processed ONLY during these periods):

Fall semester – October 1 to December 1

Spring semester – January 1 to July 31

Students are responsible for making the request for certification; Santa Monica College does not automatically certify. Certification request forms are available online at www.smc.edu/forms and in the Admissions Office. A minimal processing fee will be assessed (consult the Admissions Office website for details).

PLEASE NOTE: IGETC or CSU GE certification from SMC might not be completed by the transfer college's published deadline for submission of application transcripts. Students should NOT depend on this process for submission of transcripts. A separate transcript order is recommended.