

### Dear Students,

As we approach the start of the spring semester on Tuesday, January 19, we'd like to provide you with some quick tips to prepare for a successful semester. In a few days, you'll receive another message with a full list of student services and resources that you can reference throughout the semester. We look forward to seeing you soon!

#### **SIGN IN AND USE YOUR @MY.SMCCD EMAIL**

All college electronic communications will come to your [my.smccd.edu](http://my.smccd.edu) email address. Log into your [WebSMART](#) student account to find your email address and password. If you wish, you may forward your my.smccd.edu emails to a personal email account. For more information about email forwarding, see the [Email Forwarding tutorial](#).

#### **USE WAITLISTS**

You will only have 24 hours from the time you have been notified via email (your [my.smccd.edu](http://my.smccd.edu) account) to register. Please review your email daily if you are on a waitlist. If you do not register for the class within 24 hours, you will be dropped off the waitlist. You may also receive waitlist notifications via text message if you sign up to receive other non-emergency information via text message.

#### **SIGN UP FOR TEXT MESSAGE NOTIFICATION**

To receive important college communications via text message on your device, log in to [WebSMART](#). Click on "Student Services", then on "Update Your Goal/Major and other Student Information".

#### **CLOSED CLASSES**

If a class you want is filled to capacity, you should [contact the instructor](#). If the instructor has space in the class, they may provide you with an authorization code to add the class.

#### **SUBMIT AUTHORIZATION CODES IMMEDIATELY**

If you receive an authorization code from an instructor to add a class, be sure to register immediately via [WebSMART](#). You will need both the authorization code and the CRN# for the class in order to enroll. Some instructors may honor your authorization code for a short period of time only. If you have not officially registered for the class, you may be denied entry.

### **BORROW TECHNOLOGY**

Current students who need access to internet and technology equipment or software required to complete coursework, are eligible to borrow available equipment such as Chromebooks, hotspots, and graphing calculators. [Submit a request for technology.](#)

### **ORDER TEXTBOOKS ONLINE**

[Search and purchase textbooks](#) by Course Reference Number (CRN) to get them shipped to you from the [Cañada College Bookstore](#).

### **IF YOU MISS THE FIRST CLASS, CONTACT YOUR INSTRUCTOR**

If you were unable to get to your first class meeting please [contact your instructor](#) immediately to avoid the possibility of being dropped for non-attendance.

### **VISIT THE VIRTUAL CAMPUS WEBSITE**

Our [Virtual Campus website](#) provides you with online education resources and information on how to access student services online. It's a one-stop resource for many student needs.

### **USE TELEMEDICINE RESOURCES TO MAINTAIN PHYSICAL & MENTAL WELLNESS**

Schedule online health and personal counseling appointments at the [Wellness Center website](#).

### **USE DRIVE-UP WI-FI ON CAMPUS**

Free Wi-Fi access for students at all three campuses. The service allows students to park in a specially designated parking lot on the campus of their choice, where they can access Wi-Fi to attend online classes or do schoolwork. Make reservations and learn more at the [Drive-Up Wi-Fi website](#).

## Still have questions?

**Do you need general assistance? Need help adding or dropping classes, or would you just like to speak with a student ambassador for some advice?** Login through <https://canadacollege.edu/outreach/onlinehours.php> | **To schedule a Zoom appointment on a specific day/time**, please call 650-306-3444 or email [canadaoutreach@smccd.edu](mailto:canadaoutreach@smccd.edu).