

WebSMART

How to Register Online



Go to the Cañada College website at www.canadacollege.edu and look for the  icon on the lower right corner of the web page or go directly to <https://websmart.smccd.edu/>

- STEP 1** Click on **WebSMART**. You must be admitted to Cañada College and have received an appointment to register.
- STEP 2** LOGIN using your Student ID number (G00...) and your PIN (usually your birthday unless you have changed it) mm/dd/yy.
- STEP 3** At the WebSMART menu, select **Student Services and Financial Aid**.
- STEP 4** On the Student Services menu, select **Registration**.
- STEP 5** At the next menu, click on **Registration - Add/Drop classes**.
- STEP 6** Scroll down the screen to the registration boxes. Select the classes you want to take. Enter the Course Reference Number (CRN) in the box. Enter all CRNs for the classes you want.

Once classes start, the process is LATE REGISTRATION. There are two boxes: one for the CRN and one for the Authorization Code. The Authorization Code is a 4 digit number given by the instructor based on class space availability.

- STEP 7** After entering all CRNs, scroll to the bottom of the screen and Click **Complete Registration**.
- STEP 8** Print your account statement. Pay your registration fees online with a **CREDIT CARD PAYMENT** or by applying for a **BOARD OF GOVERNOR'S FEE WAIVER** at the link shown under payment option above your fee summary – see the Financial Aid Office for assistance.
- STEP 9** Click on the link at the bottom of the screen to print a detailed schedule of your classes.
- STEP 10** Exit from WebSMART

@ USE YOUR STUDENT EMAIL ACCOUNT!!

- ✓ The San Mateo County Community College District (Cañada College, College of San Mateo and Skyline College) has partnered with Google to provide all students with a **my.smccd.edu** Google email account. The account is FREE and contains no advertising. Each account has over 7.5 GB of storage with spam and virus protection.
- ✓ There are many cool features: calendars, docs (presentations, spreadsheets, word processing), chats, communication with instructors, email for life, and more!
- ✓ All email correspondence with Cañada College will be sent to your new email address.

How to access your new email account:

- At <https://websmart.smccd.edu> log in using your USER ID G# number, and PIN - the default PIN is your -6 digit date of birth (mmddyy).
- Click on Student Email or the my.SMCCD icon at the bottom of the page.
- Your new email address, user name, and password is displayed.
- To log in to your new account visit <http://my.smccd.edu>.
- The first time you access your new my.smccd email account you will be required to complete a page to “set up your account”. On this page you will fill out a form that matches a series of jumbled letters. This step is intended to block hackers. Once complete, to access your account, click on the button to accept the terms of service from Google.
- If you prefer, you can forward your new account to any existing email account you want. Information about how to do this is available on <http://my.smccd.edu> under the heading “Tutorials”.
- To change your password, at <http://my.smccd.edu>, log in, click on Settings at the top right corner, click on Accounts, click on Change Password and enter new password.

Steps to Success at Cañada

1 APPLY TO ATTEND

Complete an online application for admissions: www.canadacollege.edu/admissions/howto.html. You will receive an email confirming your application. See page 6.

2 APPLY FOR FINANCIAL AID

You may qualify for financial aid (if you are a US citizen, permanent resident, or other eligible non-citizen). Go to www.fafsa.ed.gov. See page 8.

NEW STUDENTS

Never been to college before, or only attended while in high school, and have a goal/plan of:

- Associate Degree or Certificate
- Transfer to 4-Year School
- Basic English/Math/Reading Skills
- Undecided Goal

OTHER STUDENTS

- Returning Students
- Transfer-in Students
- Taking Classes for Personal Enrichment/Job Training
- Taking Classes to Fulfill Another College's Requirements

3 ASSESS YOUR SKILLS IN READING, WRITING AND MATHEMATICS (Required)

To determine which classes are right for you, you will need to complete assessment tests. See page 10.

3 MEET WITH A COUNSELOR TO DISCUSS AND/OR CLEAR PREREQUISITE REQUIREMENTS BEFORE REGISTERING FOR CLASSES (As Needed)

4 ATTEND ORIENTATION AND ADVISING SESSION (Required)

Register for the Orientation and Advising Session online using WEBSMART or by calling 650-306-3452. See page 11.

4 SUBMIT TRANSCRIPTS FROM OTHER COLLEGES (IF ANY), OTHERWISE GO TO STEP 5

ALL STUDENTS

5 REGISTER FOR CLASSES (Required)

Instructions for registering using WEBSMART (websmart.smccd.edu) are on page 11.

6 PAY FEES (Required)

See page 13.

7 ARRANGE TRANSPORTATION AND PARKING

See page 15.

8 PURCHASE OR RENT BOOKS (Required)

See page 15.

9 GET INVOLVED AND USE SUPPORT SERVICES

See page 15.

10 ATTEND CLASSES (Required)