

**Registration**

Student Success Process

Steps to Success

Class Schedule and  
WebSCHEDULE

Online Learning

Learning Communities

WebSMART

Registration Policies

Course Repetition

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## Steps to Success

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### Step #1 - Apply to Attend

Complete an online application for admission at [www.canadacollege.edu/admissions](http://www.canadacollege.edu/admissions). You will receive an email confirming your application and containing your student identification number ("G" number).

### Step #2 - Apply for Financial Aid

You may qualify for state and/or federal financial aid. US citizens, permanent residents, and other eligible non-citizens should apply using the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). AB540 students who are unable to complete the FAFSA should apply for state aid using the California Dream Application at <https://dream.csac.ca.gov>. Have the results sent to Cañada College (school code 006973).

### Step #3 - Attend New Student Orientation

Orientation provides an overview of Cañada's programs and services.

Visit <https://canadacollege.edu/orientation> once you are a registered student and have your G-number to view instructions for your online orientation session. Call the Welcome Center at (650) 306-3452 if you have any challenges completing your online orientation.

**⚠ If you are one of the categories below, you can skip this step!**

- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College's Requirements
- Student that has earned an Associates or higher degree from an accredited institution

### Step #4 - Complete Placement

We look forward to helping you succeed in your academic career by helping you find the English, Math, and English as a Second Language (ESL) courses that will maximize your success.

As a California Community College student, you have the right to begin your education in transfer-level English and math courses, which will allow you to finish these courses within a year and graduate faster.

**Here's how we help you find the right courses:**

1. We will use the information you entered into CCCApply when you applied to Cañada. This typically includes your overall High School Grade Point Average (GPA) and which English and Math courses you took in high school.
2. If you did not submit this information in CCCApply, you can submit it (or update it) any time in WebSMART:
  - Go to [WebSMART](#)
  - Go to the top of the page and Click on the "Student" tab, and under the "Student Services" section, select the link for "Student Records"
  - In the "Student Records" page, select "High School Transcript Information"
  - Fill out the appropriate fields in this section.
3. You can also send us an email that includes your G Number, High School GPA, and High School Math and English course titles and grades along with your unofficial High School Transcripts. Please send your email to: [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu)
4. You can also submit electronic copies of the following documents when you meet with an academic counselor
  - AP Scores (Results may not be conditional)
  - Unofficial Transcripts from another College or University
  - Military Transcripts

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**English Recommended Placement Based on High School Achievement**

Group	H.S. GPA	Recommended Placement
1	$\geq 2.6$	ENGL C1000
2	1.9 to 2.6	ENGL C1000E (Including additional academic and concurrent support)
3	$< 1.9$	ENGL C1000E (Including additional academic and concurrent support)

**Statistics for Liberal Arts Recommended Placement Based on High School Achievement**

Group	H.S. GPA	Recommended Placement
1	$\geq 3.0$	MATH 145, MATH 201, STAT C1000
2	2.3 to 2.9	STAT C1000 + STAT 800 (Including additional academic and concurrent support)
3	$< 2.3$	STAT C1000 + STAT 800 (Including additional academic and concurrent support)

**Business or STEM (Science, Technology, Engineering, Math) Recommended Placement Based on High School Achievement**

Group	H.S. GPA	Recommended Placement
1	$\geq 3.4$ or... $\geq 2.6$ & previously enrolled in a HS Calculus course	MATH 125, 130, 150, 225, 241
2	$\geq 2.6$ or... previously enrolled in a HS Pre-Calculus course	MATH 130 + 830 MATH 225 + 825 MATH 241 + 841 (Including additional academic and concurrent support)
3	$\leq 2.6$ and no previous Pre-Calculus	Same as Group 2, above

If you are planning to take English as a Second Language (ESL) courses please contact the Welcome Center at (650) 306-3452 or email [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu) to arrange an appointment complete the ESL placement process.

### Step #5 - Attend a Counseling Session

To schedule your own virtual counseling appointment click on your student success link in your OneLogin student portal account. Or you can schedule a counseling appointment by visiting the Welcome Center on the first floor of Building 9 or by calling (650) 306-3452 or emailing [canadawelcomecenter@smccd.edu](mailto:canadawelcomecenter@smccd.edu).

If you are one of the categories below, you can skip this step!

- Taking Classes for Job Training/Personal Enrichment
- Taking Classes to Fulfill Another College's Requirements
- Student that has earned an Associates or higher degree from an accredited institution

**⚠ Please note:** A Counseling appointment may be required to clear pre-requisites.**Submit Transcripts from Institutions outside of SMCCCD**

Submit transcripts from colleges and universities outside of SMCCCD, and/or military transcripts to [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu), to Admissions & Records, or otherwise go to **Step 4**. Speak to a Counselor about the Transcript Evaluation Service.

### Step #6 - Register for Classes

New non exempt students will receive their registration appointment once they have completed the College Orientation, Assessment and Counseling session. Use [WebSMART](#) to register for classes. Complete information regarding registration dates and procedures is available in the College Schedule of Classes.

After you have registered and paid for classes, you are officially enrolled at Cañada College. Be sure to attend the first class meeting and work with your professors to meet the challenges and demands of each class. Use Counseling services regularly by scheduling an appointment at least once a semester to meet with your counselor to discuss:

- Progress towards your educational goals
- Develop or update your Student Educational Plan (SEP)
- Learn about important student services that enhance student success

**Priority Registration**

Priority Registration applies to specific groups of students, as identified by the California State Chancellor's Office and the San Mateo County Community College District.

Priority status allows for early registration and is based on rules that apply the following criteria:

- Current Student Educational Plan (SEP) that is valid through the anticipated registration term(s)
- Completion of the Student Success and Support Program (if required), including Orientation, assessment and Counseling
- Academic Standing – Must be in good Academic Standing for two consecutive terms
- Units earned – Must have earned less than 100 Degree Applicable units

Rules apply to all priority groups, with the exception of Foster Youth.

Once criteria is met by the student, their registration status is determined and the appropriate registration date is assigned. Registration dates can be viewed on [WebSMART](#), during the registration cycle of a term.

To appeal the loss of priority registration, complete the "Loss of Priority Registration and/or the California College Promise Grant (CCPG) Fee Waiver Petition" ([canadacollege.edu/forms](http://canadacollege.edu/forms)). Completed petition needs to be turned into the Admissions & Records

Office.

### **Step #7 - Pay Fees (required)**

Students are required to pay registration fees at time of registration, or have other sources (financial aid, California College Promise Grant (CCPG) Fee Waiver, Third Party Payer or Payment Plan.) Students will be dropped for non-payment of fees, after seven business days, or less, depending on when classes begin. Please see website for most up-to-date information on fee deadlines. Students will not be permitted to register with an outstanding balance.

### **Step #8 - Arrange Transportation and Parking**

See additional sections on Parking in this catalog.

### **Step #9 - Purchase or Rent Books; Pick up your Student Body Card**

See additional section on the Bookstore in this catalog. Go to Building 5, Room 354, where the staff will take your picture and you your official Student Body Card. Please remember to update this card every semester you attend Cañada.

### **Step #10 - Attend Classes**

Students are expected to attend classes regularly. See Attendance Regulations section in this catalog.

### **Get Involved with Campus Clubs and Take Advantage of Support Services!**

Make time to join campus clubs and take advantage of student support services. There are many support services and campus activities for just right for you. Please visit <https://canadacollege.edu/studentservices/> or the Student Services section of this Catalog (<https://catalog.canadacollege.edu/current/services-programs/>).

Students with disabilities who need assistance with any part of the matriculation process should contact the Disability Resource Center at (650) 306-3259.