

# ADMISSION AND ATTENDANCE INFORMATION

## APPLY FOR ADMISSION

A student must apply for admission if the student has never attended Santa Monica College (New Student), or the student has been away from SMC for two or more consecutive semesters (Returning Student), or the student applied for a previous term but did not enroll. The application — available online at [smc.edu/apply](https://smc.edu/apply) — 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 high school(s) and college(s) they have previously attended to be sent directly to the SMC Admissions Office (1900 Pico Blvd., Santa Monica, CA 90405). New first-time college students enrolling in more than six (6) units are also required to complete the placement process for English (or ESL) and for math in the student portal, Corsair Connect, at [smc.edu/cc](https://smc.edu/cc). All students will be placed in transfer-level classes. Transcripts from previous schools and placement 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.

Students who have been away from SMC for two or more years will lose access to the Corsair Connect student portal, and will be unable to retrieve unofficial transcripts. Students may regain access by reapplying for admission.

### High School Concurrent Program

Students who have completed 8th grade or who are currently attending high school may attend Santa Monica College and receive credit for SMC courses. For further information, refer to [smc.edu/hsce](https://smc.edu/hsce) or visit the Admissions Office.

### 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.

**Dismissed students:** Students who have been 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 “Petition for Returning Students.” Students who petition for reinstatement to SMC may or may not be allowed to return, depending on reinstatement guidelines. To file the reinstatement petition, students must go to [smc.edu/apply](https://smc.edu/apply) and click on the “Returning Students” link, then on “Petition for Reinstatement.” 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 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 semester.

Dismissed students **who have been away from SMC for two consecutive semesters (one year) or longer** must file BOTH an SMC Admission Application and a “Petition for Reinstatement.” Students may go to [smc.edu/apply](https://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 Dismissed Students” in the Academic and Progress Probation and Dismissal Policies section of this catalog, as well as in the Admission section of the Schedule of Classes.

Students who were dismissed from another college should email a legible copy of their unofficial transcripts to [readmit\\_committee@smc.edu](mailto:readmit_committee@smc.edu) and include their full name and SMC ID number. 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, their OFFICIAL transcripts must 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 dismissed 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 dismissal) up to a maximum of one year (after a third dismissal).

Please see [smc.edu/DQProbationPolicies](https://smc.edu/DQProbationPolicies) for information on other requirements for dismissed 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 2,000 international students from more than 90 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 education 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 or F-2 Visa status to attend SMC. 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 16 years old by the first day of classes (NOTE: Students who are 16 or 17 years old must be high school graduates) and have a guardian who lives within 75 miles of the main SMC Campus (1900 Pico Blvd., Santa Monica);
- Provide proof of English proficiency (for a list of tests and other ways to prove proficiency, go to [smc.edu/international](https://smc.edu/international));
- 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 (see [smc.edu/international](https://smc.edu/international) for requirements); 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 ([smc.edu/iapp](https://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.

All students accepted for admission must participate in an information seminar before the semester begins and complete the placement process for English and math to determine the most appropriate English and math class for enrollment. 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 education 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 §§ 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 Success Center or see the VA website ([gibill.va.gov](http://gibill.va.gov)).

Information on the services the Veterans Success Center offers can be found in the Programs and Services section of this catalog, in the Campus Services section of the Schedule of Classes, and online at the Veterans Success Center website ([smc.edu/vet](http://smc.edu/vet)).

Eligible nonresident veteran students may qualify for resident fees. See VACA Exception heading in the Residency section above for details.

## 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 [dsps@smc.edu](mailto:dsps@smc.edu) or call 310-434-4265. The information contained in this catalog is also available online (go to [smc.edu/catalog](http://smc.edu/catalog)).

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.

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