

How to Enroll in an SMC Class while at NWC (Concurrent Enrollment)

Want to take a class at SMC?

Here's how to complete the SMC Concurrent Enrollment process:

1. Go to SMC website to read about the program including term dates and application deadlines.
<https://www.smc.edu/admission-aid/apply/high-school-students/>
2. You need to apply to SMC. Here you will find the link to begin your application. <https://www.opencccapply.net/gateway/apply?cccMisCode=781>
You will get an SMC ID and user name.
3. You will do the **High School Concurrent Enrollment** application which is needed every term.
<https://www.smc.edu/admission-aid/apply/high-school-students/apply.php>

IMPORTANT - to avoid delays - You must list Dr. Clark as both principal and counselor (or Mr. Straka for Plus).

They are the only ones authorized to approve your application. They will approve your application when they get the email. SMC will take about a week to process it and then will email you next steps.

4. Once you receive the approval email from SMC Admissions and Records, you can search for classes and enroll in the term you applied for.
5. If you are taking Health at SMC, you will need to request that SMC send your final transcript to Mrs. Clark or Mr. Straka here at NWC so we can add that class to your transcript here (since health is a graduation requirement).

When you apply to college, you will need to request that SMC send your transcript to the college you will be attending.

For all SMC transcript requests:

<https://www.smc.edu/admission-aid/student-records/transcripts/>