Automotive Registration Instructions.

This document is long but through. <u>Follow each step</u>. Screen shots were taken from a computer so there may be some differences if you are using a tablet or cell phone. The college application does ask several questions which could take 15 – 25 minutes to fill out.

What do I need to apply?

☐ **20 minutes**
It takes about 20 minutes to fill out the application. You can save and return to it later if needed.

☐ **Identification**
CCC Apply asks for Identification such as a CA Driver's License, Passport, W-9, W-2, or SSN. You will have the opportunity to decline. If you do not have the required documentation, contact the **Undocumented Community Center**.

☐ **Email Address**
Provide a current email address you can easily access.

☐ **Past Education Information**
Provide the names and dates (month and year) of all high schools and colleges you've attended

☐ **Your Educational Goal**
Tell us why you want to attend Skyline College -- to earn a degree, certificate, update job skills, etc. Explore our **Interest Areas** at Skyline College to learn more!

1. From the Skyline College automotive website (http://www.skylinecollege.edu/automotive/) click on Class Schedule that is on top navigation bar.

2. Locate the class you would like to attend for the correct semester at the top of the page. In this example scroll down to the service advisor class.

Automotive Technology

OVERVIEW   **CLASS SCHEDULE**   RESOURCES

Fall 2025

Fall 2025

Automotive Registration Instructions.

3. Locate the auto course number, CRN (Course Reference Number) number, meeting days and times.

AUTO 667SB - Digital Storage Oscilloscopes (CRN: 98554)	Sa, Su	9:00am-5:00pm	Lecture and/or Discussion	Thomas Broxholm
AUTO 667SD - 2025 Smog Check Update (CRN: 98324)	Sa, Su	9:00am-5:00pm	Online	Richard Escalambre

4. Clicking on the name of the course will open another browser tab with additional information including the description, meeting dates, building number, room number, number of Units and a link to the bookstore and a campus map.

Course Information

AUTO 667SB   Automotive Digital Storage Oscilloscopes

Units: 1.0 units
Hours/Semester: 16.0-18.0 Lecture hours; 32.0-36.0 Homework hours
Method of Grading: Pass/No Pass Only
Recommended Preparation: Professional work experience in the transportation industry on the repair side. Basic working knowledge of Automotive electrical components and systems. Designed to enhance the working professional's Digital Storage Oscilloscope (DSO) skills to aid in advanced Automotive diagnostics.

Meeting Information

Instructor	Meeting Date	Meeting Time	Days	Building	Room	Section	Section Description
Thomas Broxholm	10/11 - 10/12	9:00am-5:00pm	Sa, Su	11	107	SSH	Lecture and/or Discussion

5. Return to the classroom schedule tab by clicking on it or closing the "webschedule course details"

Automotive Technology | Science ✕   AUTO 667SB - Digital Storage O ✕   +

6. Back on the auto website Click on the Skyline College logo icon in the upper left corner.

Skyline College

Automotive Registration Instructions.

7. You should see the "Apply Now" button, click it. If the button is not there click on this URL link.
   https://skylinecollege.edu/admissions/apply.php

   Classes start August 13. There is still time to register!
   Last day to add classes is August 26.

   For San Mateo County Residents in a degree or certificate program, college is free! Questions? **Read the FAQ** or **contact Admissions.**

   | **Apply Now** | Find Classes | Late-Start Classes | **Financial Aid** |

8. Scroll down and Note the additional information and click on "New or Returning Student". Or use this URL:
   https://skylinecollege.edu/admissions/apply_new_student.php

   New or Returning Student
   - I have never attended Skyline College, Cañada College or CSM before,
   - OR it has been **more than 3 semesters** since I last attended

   If it has been **less than 3 semesters** since you last attended, you don't need to reapply.

9. Click on the "Apply Online" button. If you get an error message, use this URL with a different web browser.
   https://www.opencccapply.net/gateway/apply?cccMisCode=373

   1. Apply Online
   Create your OpenCCC account and apply to Skyline College.

   Apply Online 🗗

10. Make sure you have an email account before proceeding.

11. If you have a past Open CCC account with Skyline College and you know your login, click "Sign In" otherwise click "Create an Account"

    (There is an option to reset a password if you have an account but have forgotten the password.)

    Application for Admission to College

    Before applying to college you must first have an OpenCCC account.

    The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.
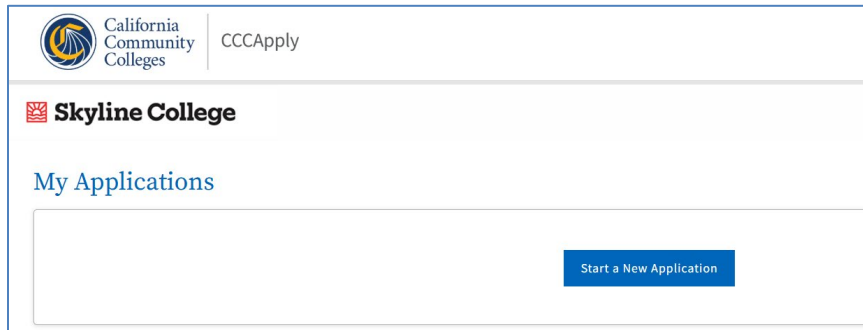
    OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

    Create an Account   or   **Sign In**

12. Follow the online instructions to create your account or to sign in to a previous account.

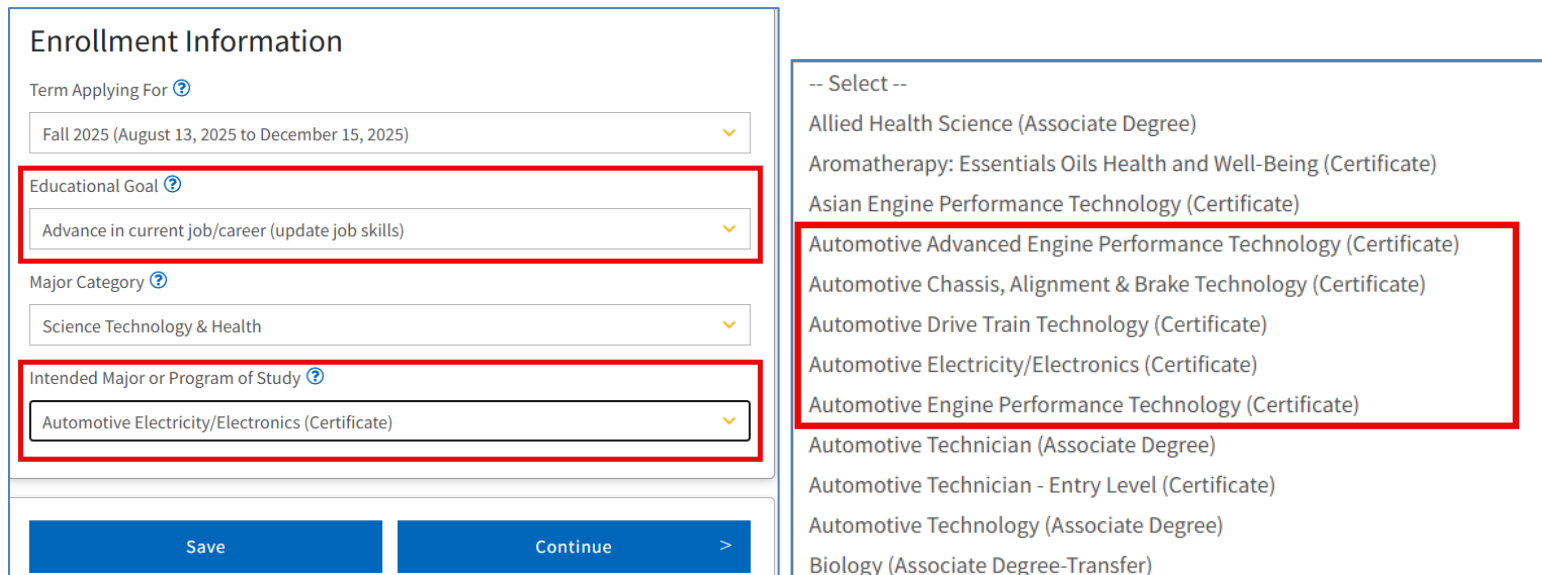# Automotive Registration Instructions.

13. Click "Start a New Application" then read the instructions.

VERY IMPORTANT ENTRY INFORMATION

14. Here are the ==**most important parts**== of the application. ==**Under "Educational Goal" make sure to select "Advance in current job/career (update job skills)".**== By doing this you won't be asked to take a placement test or see a counselor before being allowed to register for a class. ==Second, Choose an Automotive Certificate as your "Intended Major or Program of Study" if you're not seeking a degree and only want to take an Automotive class to update your skills.== See the image below.

Automotive Registration Instructions.

15. Continue with the application until all these areas have check marks. Submit it when you are finished.

   NOTE!

   a. Answer to the best of your ability. Don't get hung up on educational dates and Grade Point Averages (GPA). If you don't remember the exact information for your past education guestimate to your best recollection.

16. After submitting your "Open CCC" application You will get a "Welcome to Skyline College!" email within 24 hours of submitting your application. If you don't see it check your spam or junk mail folders.

17. You will get a second email from "websmart@smccd.edu" letting you know if you qualify for free college.

18. Open the "Welcome" email and write down your student ID number that starts with a "G". Also write down your Username. You will need this information to login and register for classes through the "Websmart" portal.

19. Within the welcome email click on the red highlighted button to "Set Up Your mySMCCD Account".

Automotive Registration Instructions.

20. Enter your birth date and click "Submit".

Hi,

Welcome to mySMCCD Portal account setup.

Enter your date of birth in **MM/DD/YYYY** format

MM/DD/YYYY
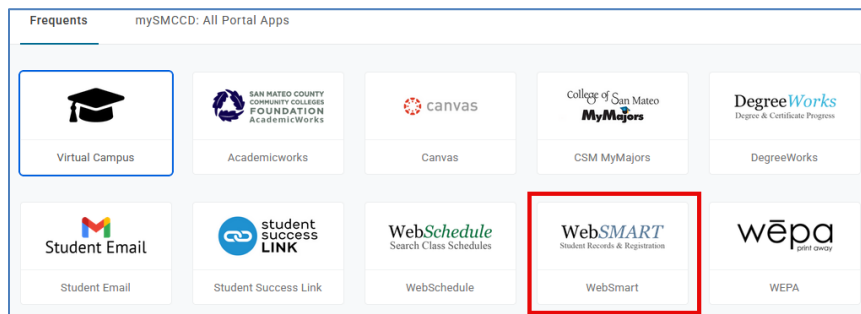
Submit

Additional assistance can be found at this link. https://smccd.edu/student-tutorials/mysmccd-login-portal/first-time-login.php

21. Continue with the process to set up your password and to login to our portal called OneLogin.
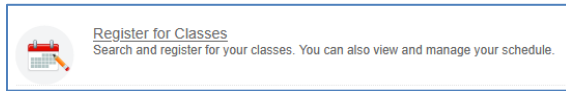
22. Once logged in click on the WebSMART icon.

Frequents   mySMCCD: All Portal Apps

Virtual Campus

SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION AcademicWorks — Academicworks

canvas — Canvas

College of San Mateo MyMajors — CSM MyMajors

DegreeWorks Degree & Certificate Progress — DegreeWorks

Student Email — Student Email

student success LINK — Student Success Link

WebSchedule Search Class Schedules — WebSchedule

WebSMART Student Records & Registration — WebSmart

wēpa print away — WEPA

23. Once logged in click on "Registration"

Student Records

- My Profile
- Student Profile
- Registration
- Update Program of Study
- View Final Grades
- View Unofficial Transcript
- Order an Official Transcript
- Request Enrollment Verification
- High School Transcript Information
- Student Course Recommendation Information
- District Promise Application
- Apply to Graduate
- Degree Works/Degree Evaluation
- Login to your student email

Automotive Registration Instructions.

24. Click on "Register for Classes"

Register for Classes
Search and register for your classes. You can also view and manage your schedule.
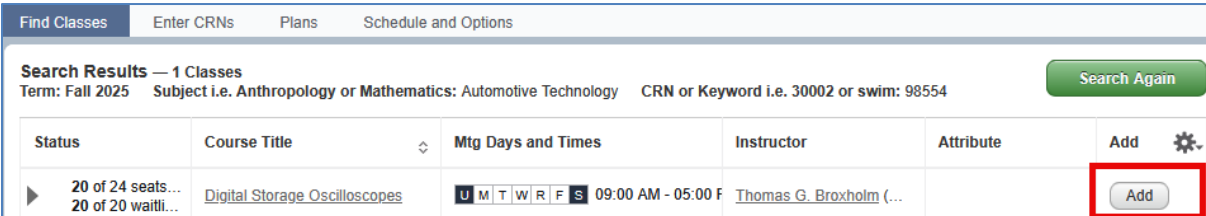
25. Select the school term and click "Continue"

Select a Term

Terms Open for Registration
Fall 2025

Continue

26. Enter the Subject and CRN number into the search box and click "Search".
If you're registering for the Oscilloscope class, enter CRN 98554.

Subject
i.e. Anthropology or Mathematics   × Automotive Technology

Course Number
i.e. 101 or 102

CRN or Keyword   98554   Oscilloscope Class CRN
i.e. 30002 or swim

College Campus

Instructor

Search   Clear   ▸ Advanced Search

27. Click the "Add" button to add the course. If you're doing this on a phone or tablet you may need to toggle "Panels" on or off.

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Search Results — 1 Classes   Search Again
Term: Fall 2025   Subject i.e. Anthropology or Mathematics: Automotive Technology   CRN or Keyword i.e. 30002 or swim: 98554

Status	Course Title	Mtg Days and Times	Instructor	Attribute	Add
20 of 24 seats… 20 of 20 waitli…	Digital Storage Oscilloscopes	U M T W R F S 09:00 AM - 05:00 P	Thomas G. Broxholm (…		Add

Automotive Registration Instructions.

28. On the next screen click on "Submit".

29. You may be taken to a screen to pay. Follow the instructions to pay for the course. Courses cost approximately $50 per credit unit.

30. You should now be registered for your class.