

Automotive Registration Instructions.

This document is long but thorough. Follow each step. 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

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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”



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



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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.

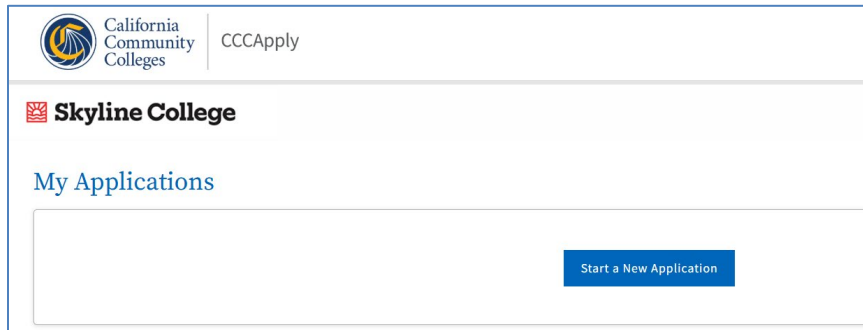
OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

[Create an Account](#) or [Sign In](#)

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

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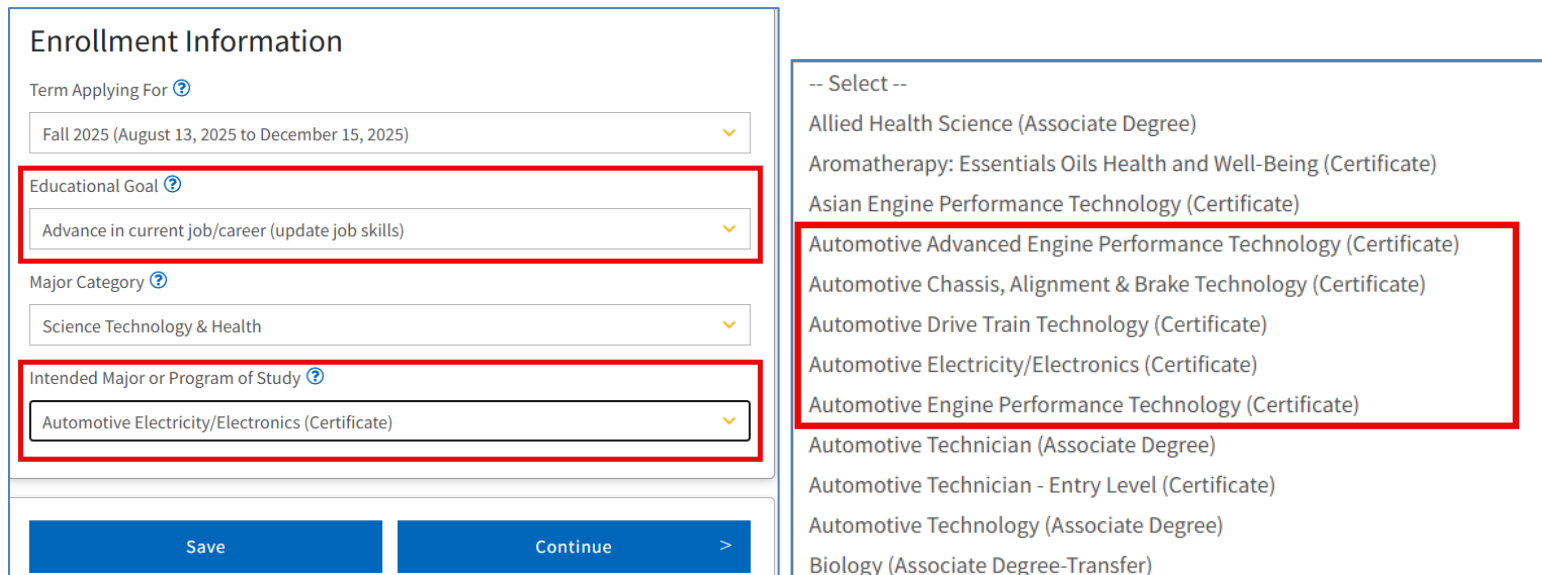
13. Click “Start a New Application” then read the instructions.



The screenshot shows the top of the CCCApply portal. At the top left is the California Community Colleges logo and the text 'California Community Colleges' and 'CCCApply'. Below this is the Skyline College logo and the text 'Skyline College'. Underneath is the heading 'My Applications' and a large empty box. At the bottom right of this box is a blue button labeled 'Start a New Application'.

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.



The screenshot shows the 'Enrollment Information' form. It has four dropdown menus: 'Term Applying For' (set to Fall 2025), 'Educational Goal' (set to Advance in current job/career (update job skills)), 'Major Category' (set to Science Technology & Health), and 'Intended Major or Program of Study' (set to Automotive Electricity/Electronics (Certificate)). At the bottom are 'Save' and 'Continue' buttons. To the right is a list of programs, with a red box highlighting the automotive certificates.

Enrollment Information	Program List
Term Applying For ? Fall 2025 (August 13, 2025 to December 15, 2025)	-- Select --
Educational Goal ? Advance in current job/career (update job skills)	Allied Health Science (Associate Degree)
Major Category ? Science Technology & Health	Aromatherapy: Essentials Oils Health and Well-Being (Certificate)
Intended Major or Program of Study ? Automotive Electricity/Electronics (Certificate)	Asian Engine Performance Technology (Certificate)
	Automotive Advanced Engine Performance Technology (Certificate)
	Automotive Chassis, Alignment & Brake Technology (Certificate)
	Automotive Drive Train Technology (Certificate)
	Automotive Electricity/Electronics (Certificate)
	Automotive Engine Performance Technology (Certificate)
	Automotive Technician (Associate Degree)
	Automotive Technician - Entry Level (Certificate)
	Automotive Technology (Associate Degree)
	Biology (Associate Degree-Transfer)

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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.

Enrollment	✓
Profile	✓
Education	✓
Citizenship/Military	✓
Residency	○
Needs & Interests	○
Demographic Information	✓
Supplemental Questions	○
Submission	

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.

Skyline Admission	Welcome to Skyline College!
Here are the next steps to start enrolling in classes.	

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

websmart@smccd.edu	SB 893 Free College Initiative - Fall 2025
Your Name	

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”.

Set Up Your mySMCCD Account

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20. Enter your birth date and click “Submit”.

Hi, [redacted]

Welcome to mySMCCD Portal account setup.

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

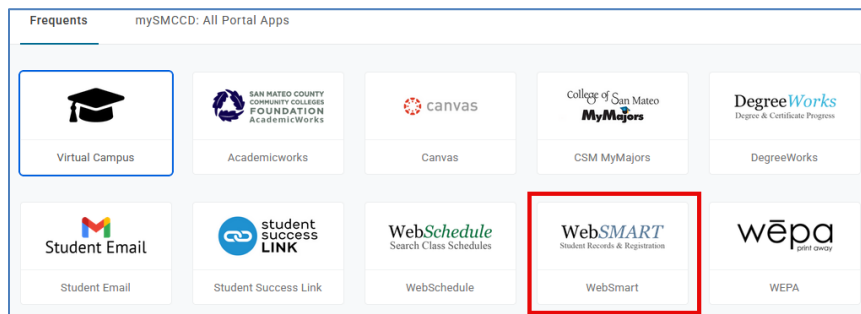
MM/DD/YYYY

[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.

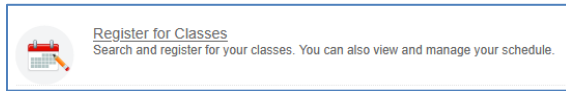


23. Once logged in click on “Registration”

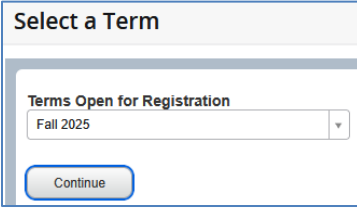


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24. Click on “Register for Classes”



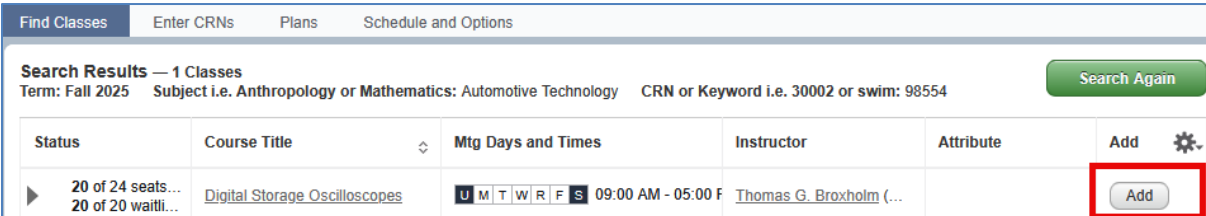
25. Select the school term and click “Continue”

A form titled "Select a Term" with a light gray background. Below the title is a section "Terms Open for Registration" containing a dropdown menu with "Fall 2025" selected. At the bottom of the form is a blue "Continue" button.

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.

A search form with several input fields. The "Subject" field has a dropdown menu with "Automotive Technology" selected. Below it is the "Course Number" field. The "CRN or Keyword" field contains "98554". To the right of this field is the text "Oscilloscope Class CRN". Below these are the "College Campus" and "Instructor" fields. At the bottom are "Search", "Clear", and "Advanced Search" buttons.

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.

A table showing search results for classes. The table has columns: Status, Course Title, Mtg Days and Times, Instructor, Attribute, and Add. The first row shows a class with 20 of 24 seats available, titled "Digital Storage Oscilloscopes", meeting on M T W R F S from 09:00 AM to 05:00 PM, taught by Thomas G. Broxholm. The "Add" button in the last column is highlighted with a red box.

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28. On the next screen click on “Submit”.

The screenshot displays the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search results for 'Fall 2025' with the subject 'Automotive Technology' and CRN '98554'. A table lists the search results, showing one class: 'Digital Storage Oscilloscopes' (CRN 98554, Subject AUTO, Crse 667SB, 1 unit, Skyline College, Face-to-Face Cou..., Mtg Days and Times: U M T W R F S 09:00 AM - 05:00, Instructor: Thomas G.). Below the table, there are pagination controls showing 'Page 1 of 1' and '10 Per Page'. A 'Search Again' button is located at the top right of the search results section.

Below the search results, there are two main sections: 'Schedule' and 'Summary'. The 'Schedule' section shows a 'Class Schedule for Fall 2025' with a grid for days of the week (Sunday through Saturday) and times (6am through 11am). The 'Summary' section shows a table with columns: Status, CRN, Subj Crse, Unit, Action, and Title. The table contains one entry: 'Pending', '98554', 'AUTO 667...', '1', 'Registered', and 'Digital Storage Oscilloscopes'. Below the summary table, there is a 'Total Hours' section showing 'Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19'. At the bottom right, there is a 'Submit' button highlighted with a red box.

Status	CRN	Subj	Crse	Course Title	Units	College	Instructional Method	Mtg Days and Times	Instructor
20 of 24 seats remain. 20 of 20 waitlist sea...	98554	AUTO	667SB	Digital Storage Oscilloscopes	1	Skyline College	Face-to-Face Cou...	U M T W R F S 09:00 AM - 05:00	Thomas G.

Status	CRN	Subj Crse	Unit	Action	Title
Pending	98554	AUTO 667...	1	Registered	Digital Storage Osc...

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.