

## Automotive Registration Instructions for Evening and Weekend students who wish to update their skills.




I have outline the steps to register for the college and an automotive evening or weekend class. It may seem like a lot of steps but I'm just being thorough. It really is not that many steps. I will tell you the college application does ask several questions which could take 15 – 25 minutes to fill out. I mention this so you won't start it when you have something to do in 5 minutes. The good news is you only have to do this once if you take additional classes in our school district.

1. From the Skyline College automotive website (<http://www.skylinecollege.edu/automotive/>) click on Class Schedule that is on the left hand navigation bar.
2. Locate the class you would like to attend making sure you are being shown the correct semester at the top of the page (image below). In this example I have scroll down to the service advisor class.

### CLASS SCHEDULE

Fall 2015 Spring 2016

3. Locate the auto course number, CRN (Course Reference Number ) number, meeting days and times. The “D” and “E” indicate Day or Evening classes however weekend classes are listed as Evening classes. You will also notice if the class is open, closed or has a wait list. If the class is closed or has a wait list continue to register for the college and get on the wait list. Also show up early for the first night of class. We can often get you in because often some who register does not show up.

 OPEN Day Class	AUTO 751 - 80115 - Auto Engine Performance	M T W Th	10:20am-1:20pm	Parra,R
 OPEN Evening Class	AUTO 753 - 93231 - Automotive Service Advising	T Th	6:30pm-9:30pm	Dhaliwal,H
 OPEN Auto #	AUTO 754 - 91366 - High Performance Engines I	M W	6:30pm-9:30pm	Spakowski,P

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. Note the number of units will reflect the cost which currently is \$46 per unit for the Fall 2015 semester. Additional fees could add approximately \$30 to your registration.

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AUTO 753 - Automotive Service Advising at Skyline College for Fall 2015 (CRN : 93231)

## AUTO 851/753 AUTOMOTIVE SERVICE ADVISING (3)

Hours/semester: 48-54 lecture. Prerequisite: See above.

This course involves the basic study of automotive service advising and procedures. Topics include: greeting the customer, writing the initial repair orders, estimating labor charges, revising repair estimates in accordance with California law, conflict resolution, and returning the vehicle to the customer. Transfer credit: AUTO 753 CSU.

Skyline College: [MAP](#)

Department: Automotive Mechanic Technology

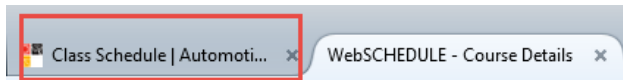
Number of Units: 3

Textbook: [View textbook in Bookstore](#)

## Section Information as of Saturday, August 8th 2015 – 07:15:41 pm

Instructor	Meeting Date	Meeting Time	Days	Building	Room	Section	Session
Dhaliwal,H	08/18-10/08	6:30pm-9:30pm	Tuesday Thursday	08	8203	PS	Lecture and/or Discussion

- Return back to the classroom schedule tab by clicking on it or closing the “webschedule course details”



- Back on the auto website scroll up and click on the “Apply” link that is on the left side menu. Then click on “Generic Application”

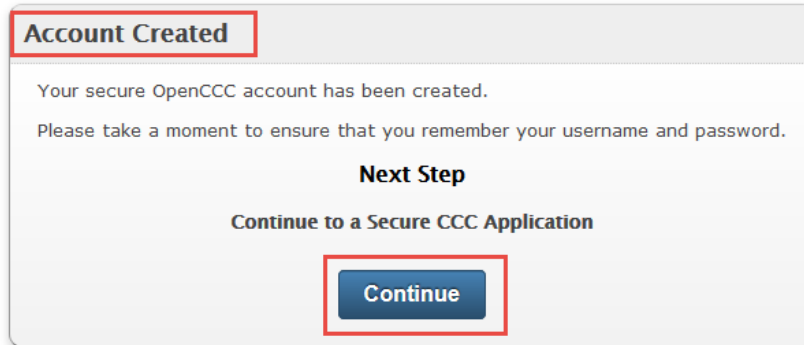
## APPLY

### How to apply to Skyline College and register for Automotive Program classes:

- Application steps for all **new students** applying to Skyline College
- Generic application for students who want to take Evening & Weekend Classes only
- Special Automotive Program Application (required for the Full-Time Morning Program only)

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7. If you have taken any classes with San Mateo County Community College District in the past and know your Open CCC account information login. If not click “Create and Account”.
8. Make sure you have an email account and click “Begin Creating My Account”
9. Fill in your personal Information and click “Continue”.
10. Continue until you get “Account Created” Then Click “Continue”.



11. Click “Start a New Application” then read the instructions.
12. Here is the most important part 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.

### Enrollment Information

Enrollment Information for Skyline College	
Term Applying For	Fall 2015 (08/17/2015 to 12/18/2015)
Intended Major or Program of Study	Automotive Technology
Educational Goal	Advance in current job/career (update job skills)

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13. Continue with the application and submit it when you are finished.
14. The next part I'm not 100% certain of (I will find out for sure) but I think you will get an email with your student number and instructions on how to log into Websmart (our online registration portal.) <https://websmart.smccd.edu/>
15. You will use your Student number that starts with a "G" . you can also use your Social Security number as your User ID. Your password is your birth date in the format of: mmddyy.
16. Once logged in click on the "Student" tab if you are not already there. Then click on "Registration"
17. Take a note about wait lists and click on "Registration – Add/Drop Classes"
18. Select the school term and click "Submit"
19. Enter the CRN number into the search box to locate and add the class you want to attend.
20. Follow the prompts to complete the registration process.
21. Sometime within 4 – 24 hours of submitting your application you should receive an email from the school district that will include your student ID number and instructions on how to log into Websmart and register for classes.
22. To add a class click "Registration", then "Registration - Add/Drop a classes". Enter the CRN number or numbers you looked up in the first few steps and proceed through the course add process.
23. If payment is not received within 24 hours you could be dropped from the class. If you need payment assistance select the option to finance your payment. By doing so you won't get dropped from the class.