

Registering for Classes: How to Add a Course on Self-Service

- 1. Navigate to https://www.sac.edu/selfservice
- 2. Log in using the credentials provided from Admissions in your Welcome Letter email.
- 3. Click on "Academics"

ੇ	Deadline to Petition to Graduate for Fall	2023. Is October 6, 2023
	Continuing Education (Noncredit) studen	is should contact their Adult High School Diploma program academic
	Parking Permits:	
(=)	Academics Permits are now available for p	urchase through the permit portal.
-	Hello, Welcome to Colleague S	Self-Service!
	Notifications	

4. Click "Register for Classes"



5. Click into the "**Search for courses...**" field and type in the course you are looking to add. For example "ART 100" then click on the search icon.

on students and programs by completin	ig our <u>Perkins Survey</u> . Thank you!***
rofessor ahead of time to determine cou ION NAME for important course details.	urse requirements and find the class that is the most suitable for your needs.
	Search for churses.
	Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credit
ter, or 30 units per academic year to grad	duate with a bachelors degree within four years. You also understand that a C
on students and programs by completing	g our <u>Perkins Survey</u> . Thank you!***
	rse requirements and find the class that is the most suitable for your needs.
rofessor ahead of time to determine cou ION NAME for important course details.	
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6. To filter all classes so you only see sections offered at SAC, click the box next to "Santa Ana College"

Accounting (1) Anthropology (3) Appr Carpentry (1) Art (98) Business (4) Show All Subjects		Requisites: None Locations: Santa Ana College View Available Sections for ART-100
Locations Snta Ana College (115) Santiago Canyon College (63) SCC Continuing Education (9) SAC Continuing Education (6)	^	ART-100 Introduction to Art Concepts A study of the visual arts in relation to both personal be studied. Students are required to visit an art muse Requisites: None
Terms Spring 2024 (106) Fall 2023 (105) Spring Intersession 2024 (33) Spring 2024 -Cont Ed. (10)	^	View Available Sections for ART-100

7. To see only sections offered in the term you are looking to enroll in, click the box next to the appropriate term.



8. Click on "View Available Sections" for the course you are looking to add.

		be studied. Required for art majors.
	~	This course was attempted or already completed.
		Requisites: None Locations: Santa Ana College
		View Available Sections for AFT-100
	^	
		ART-130 Introduction to Drawing (3 Credits)
	~	Introductory course in observational drawing, exploring line, form, proportion, composition, and a variety of r
		Requisites: None Locations: Sant Ana College
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9. Review all of the sections being offered and find the one you wish to add and then select "Add Section to Schedule"



10. Then click "Add Section"

ites	1/8/2024 - 2/4/2024		
ats Available 🕕	39 / 50 / 0		
edits	3		Ins
ading	Graded 🗸	t Bid	g C-104 Spi
quisites	None		
ourse Description	A study of the visual arts in relatio expressions. Fundamentals of visi terminology, historical art movem Required for art majors.	n to both personal and cultural ual organization, color theory, ents and concepts will be studied.	Ins
lditional formation	Instructor has elected to use Oper class and will provide a link to you	n Educational Resources (OER)for this r course materials. There is no additional of Cost 27 of Jacs *** Additional Section	Mo
c	lose	Add Section	
ntroduction to Art Co	ncepts		
Vaitlisted	Times	Locations	Ins

- 11. The course has now been added to your plan. You have NOT enrolled in the course and your seat is not saved. Continue to finish enrolling.
- 12. Click on "Academics"

	A	Academics · Course Catalog
	€	SAC/SCC College Credit Graduation Information
		Deadline to Petition to Graduate for Fall 2023 is October 6, 2023.
	িছ	Contact the Counseling Office to schedule an appointment with an academic counselor for college programs. Continuing Education (Noncredit) students should contact their Adult High School Diploma program academic co
		Academics Permits: Parking Permits are now available for purchase through the permit portal.
	•	Communication and Media Studies (CMSD) is now Journalism and Media Studies (JAMS)
	۲	Search for Courses and Course Sections < <u>Back to Plan & schedule</u>
a.		Filter Results Filters Applied: (Santa Ana College X) (Spring Intersession

13. Click "Register for Classes"



- 14. Click the ">" icon to navigate through terms. Find the term for the class you are planning to add/enroll in.
 - a. Note: If you are taking a college level course, make sure the term does NOT end with "-Cont Ed."

۲	Grant award is limited to four academic years. ***Please help us secure federal funding to support technology, supplies and equipment needs for ou	Grant award is limited to four academic years. ***Please help us secure federal funding to support technology, supplies and equipment needs for our Carr	
	Please be aware your professor may have certain camera or technology requirements. We suggest you Courses held Online and through Remote/Online Instruction require a device and internet connection.	L CO	
	Plan your Degree and Schedule your courses		
	Schedule Timeline Advising Petitions & Walvers		
	Fall 2023 - Cont Ed +		
	Titer Sections	Ð	
	No Courses Selected For This Term		

15. Once you find the correct term, you will see the course you just added to your plan. It will be noted as planned. Click "**Register**" to add the course.



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Still have questions? Contact Admissions for assistance at <u>admissions@sac.edu</u> or use the chatbot at <u>sac.edu/admissions</u> or call 714 564-6017.