



# Welcome to the Learning Center

INTERSESSION/SPRING 2023

# Services Available Through Learning Center

- ▶ Tutoring: writing, math, sciences, social sciences, EMLS, modern languages, Medical Assisting.
- ▶ Workshops: English, Math, Biology, Criminal Justice, OTA
- ▶ DOTAs: English, Modern Languages, Criminal Justice, History
- ▶ Conversation Circles: practice English speaking and listening
  
- ▶ Services are in-person in Dunlap Hall and online through Zoom in Canvas; however, you must **register** for the Learning Center and make an **appointment** through your Starfish account (except for writing tutoring and DOTAs which are drop-in)



# Access to In-person or Online Tutoring by:

- ▶ Registering to LRN 095 through Self-Service & Self-enroll through Canvas
  - ▶ **Registration is required by all students who wish to use tutoring services**

# 1. Log in to Self-Service with your Student Credentials.



Sign in with your organizational account

Keep me signed in

[Sign in](#)

**Login authentication screens are changing.**

[Learn More - Single Sign-On FAQs](#)

[Retrieve Username or Reset Password](#)

For Students:

- WebAdvisorID@student.sccollege.edu
  - WebAdvisorID@student.sac.edu
- Example: ab12345@student.sac.edu

For Employees:

- LastName\_FirstName@sccollege.edu
  - LastName\_FirstName@sac.edu
  - LastName\_FirstName@rscdd.edu
- Example: Smith\_John@rscdd.edu



## 2. Under Home screen, click 'Student Planning'

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



### Student Finance

Here you can view your latest statement, make a payment online and purchase student parking permits.



### Tax Information

Here you can change your consent for e-delivery of tax information.



### Course Catalog

Here you can view and search the course catalog.



### Academic Attendance

Here you can view your attendances by term.



### Financial Aid

Here you can access financial aid data, forms, etc.



### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



### Grades

Here you can view your grades by term.

3. On the search bar, type in section number “23465”. Then click on ‘Magnifier’ symbol.

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:



1



#### View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



#### Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Programs

Cumulative GPA

Progress

# 4. Click on 'View Available Section for LRN-95'.

Search for Courses and Course Sections Search for courses...

[Back to Planning Overview](#)

### Filter Results Hide

**Availability** ^

Open and Waitlisted Sections  
 Open Sections Only

**Subjects** ^

Learning Support (1)

**Locations** ^

SAC Continuing Education (1)

**Terms** ^

Filters Applied: None

### LRN-095 Supervised Tutoring (0 Credits) Add Course to Plan

Supervised individual and group tutoring to assist students in reading, writing, and mathematics, science, business, and software applications for students enrolled at Santa Ana College School of Continuing Education and/or Santa Ana College course(s) for which tutoring is requested. Referral by counselor or instructor based on assessed academic need. May be repeated. Open Entry/Open Exit.

**Requisites:**  
None

**Locations:**  
SAC Continuing Education

[View Available Sections for LRN-095](#) ^

Page 1 of 1

# 5. Click on 'Add Section to Schedule'.

## Search for Courses and Course Sections

[Back to Planning Overview](#)

Search for courses...



### Filter Results

Hide

#### Availability

- Open and Waitlisted Sections
- Open Sections Only

#### Subjects

- Learning Support (1)

#### Locations

- SAC Continuing Education (1)

#### Terms

- Spring 2023 Continuing Ed (1)

#### Days of Week

#### Time of Day

Select time range...

Starts by

hh:mm AM/PM

Ends by

hh:mm AM/PM

Filters Applied: None

### LRN-095 Supervised Tutoring (0 Credits)

Add Course to Plan

Supervised individual and group tutoring to assist students in reading, writing, and mathematics, science, business, and software applications for students enrolled at Santa Ana College School of Continuing Education and/or Santa Ana College course(s) for which tutoring is requested. Referral by counselor or instructor based on assessed academic need. May be repeated. Open Entry/Open Exit.

#### Requisites:

None

#### Locations:

SAC Continuing Education

#### View Available Sections for LRN-095

Spring 2023 Continuing Ed

#### LRN-095-23465

Supervised Tutoring

Runs from 1/3/2023 - 6/2/2023

Add Section to Schedule

Seats ⓘ	Times	Locations	Instructors
9992 / 9999 / 0	TBD 1/3/2023 - 6/2/2023	SAC Continuing Education, A - Cesar Chavez Bldg A-106 1 Laboratory	Walczak, Katharine L. (1 Laboratory) Vu, Dahlia N. (1 Laboratory)
	TBD 1/3/2023 - 6/2/2023	SAC Continuing Education, D - Dunlap Hall D-307 1 Laboratory	
	TBD 1/3/2023 - 6/2/2023	SAC Continuing Education, L - Library L-204 1 Laboratory	



6. Verify information as shown below. Then, click 'Add Section'.

### Section Details

**LRN-095-23465**  
**Supervised Tutoring**  
Spring 2023 Continuing Ed

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**Instructors** Walczak, Katharine L. ( [Walczak\\_Katharine@sac.edu](mailto:Walczak_Katharine@sac.edu) )  
Vu, Dahlia N. ( [Vu\\_Dahlia@sac.edu](mailto:Vu_Dahlia@sac.edu) )

**Meeting Information** 1/3/2023 - 6/2/2023  
SAC Continuing Education, A - Cesar Chavez Bldg A-106 (1 Laboratory)  
1/3/2023 - 6/2/2023  
SAC Continuing Education, D - Dunlap Hall D-307 (1 Laboratory)  
1/3/2023 - 6/2/2023  
SAC Continuing Education, L - Library L-204 (1 Laboratory)

**Dates** 1/3/2023 - 6/2/2023

**Seats Available** ⓘ 9993 / 9999 / 0

**Credits** 0

**Grading**  ▾

**Requisites** None

**Course Description** Supervised individual and group tutoring to assist students in reading, writing, and mathematics, science, business, and software applications for students enrolled at Santa Ana College School of Continuing Education and/or Santa Ana College course(s) for which tutoring is requested. Referral by counselor or instructor based on assessed academic need. May be repeated. Open Entry/Open Exit.

Close **Add Section**

# 7. Click 'Home' symbol at the top left to return to the Home screen. Then, click 'Register'.



Dear Student,  
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.  
Fall courses held Online and through Remote/Online Instruction require a device and internet connection. [CLICK the SECTION NAME](#) for important course details.

Parking Permits:  
• Faculty and Staff: Faculty and Staff Parking Permits can be purchased through the permit portal.  
• Students: Parking permits are not available at this time.

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

**Register Now**  
Click the button to see available terms and sections. [Register](#)

**Student Finance**  
Here you can view your latest statement, make a payment online and purchase student parking permits.

**Financial Aid**  
Here you can access financial aid data, forms, etc.

**Tax Information**  
Here you can change your consent for e-delivery of tax information.

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Course Catalog**  
Here you can view and search the course catalog.

**Grades**  
Here you can view your grades by term.

# 8. Select the section, then click 'Register'

Register for Classes

Select sections you wish to register for.

Spring 2023 Continuing Ed

LRN-095-23465: Supervised Tutoring (0 Credits)

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Cancel Register

Student Planning

# 9. You are now successfully register for Learning Center

## Register for Classes



You are now registered for your courses.

### Spring 2023 Continuing Ed

✓ LRN-095-23465: Supervised Tutoring (0 Credits)



LRN-095-23465 - Warning: Student's academic level doesn't match the course LRN-095-23465.

Close

Go to Schedule



# 9. Self-enroll to SAC Online Tutoring

- ▶ Click on the link <https://rscdd.instructure.com/enroll/9RK37K>
- ▶ Sign-in to Canvas with your Student credentials



Sign in with your organizational account

Keep me signed in

Sign in

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[Retrieve Username or Reset Password](#)

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  - LastName\_FirstName@sac.edu
  - LastName\_FirstName@rscdd.edu
- Example: Smith\_John@rscdd.edu

## 10. Go to your Dashboard

- Click on **Enroll in Course**

### Enroll in Online Tutoring - Intersession 2023

You are enrolling in Online Tutoring - Intersession 2023

[View Privacy Policy](#)

**Enroll in Course**

- A message will appear stating you have successfully enrolled in the course.
- **You will be able to access tutoring in the listed Conferzoom hours**

# On Your Canvas Dashboard



Online Tutoring - Intersession 2023  
[Online Tutoring - Intersession ...](#)

Icons: Chat, Document, Megaphone

The image shows a notification card from Canvas LMS. The top half features a green background with a photograph of hands holding a sign that says 'ONLINE TUTORING'. Below the image, the text 'Online Tutoring - Intersession 2023' is displayed in green, followed by a blue link 'Online Tutoring - Intersession ...'. At the bottom, there are three icons: a speech bubble for chat, a document with a pencil for documents, and a megaphone for announcements.



## *Welcome to Online Tutoring*



**Register for Online Tutoring in WebAdvisor.**

If you are not registered, [click here for directions](#) ➔.



Monday - Thursday: 1:30 p.m. - 4:30 p.m. (in-person and online)

6:00 p.m. - 7:30 p.m. (online only)

Saturday: 9:00 a.m. - 12:00 p.m. (online only)