

# How To Register Using the Ellucian Education Plan

1. Using Internet Explorer Login:

<https://colss-prod.cloud.rscsd.edu/Student/Account/Login>

2. Sign in using your WebAdvisor ID and password



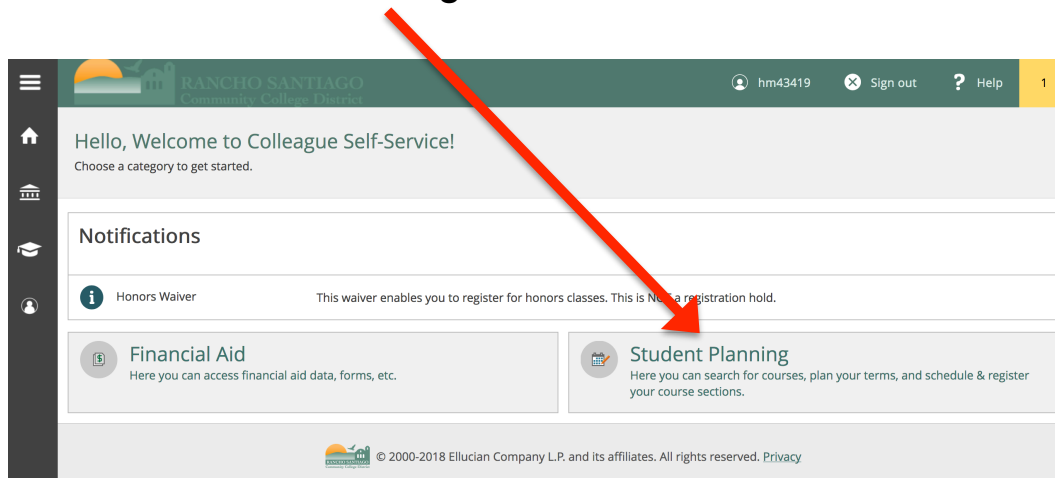
Sign In

User name

Password

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3. Click on “Student Planning”



Navigation: Home, Academics, Student Planning, Planning Overview

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

Notifications:

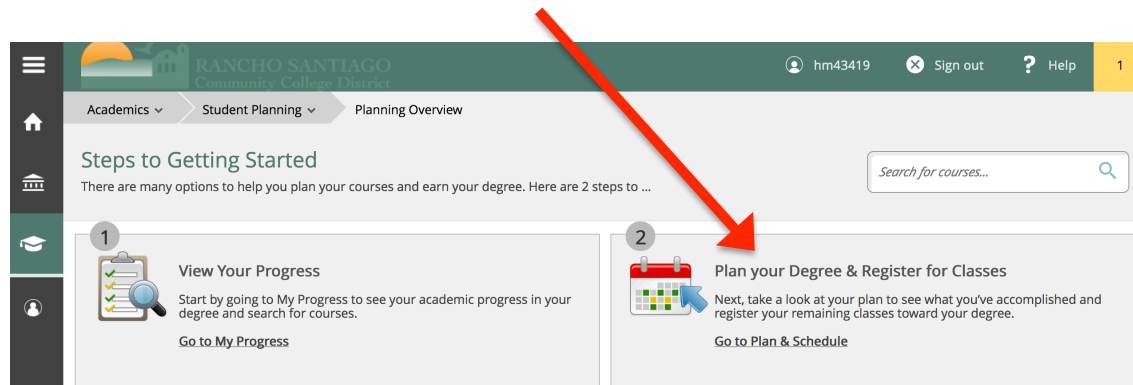
- Honors Waiver: This waiver enables you to register for honors classes. This is NOT a registration hold.

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.

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4. Click on “Plan your Degree & Register for Classes”



Navigation: Home, Academics, Student Planning, Planning Overview

Steps to Getting Started

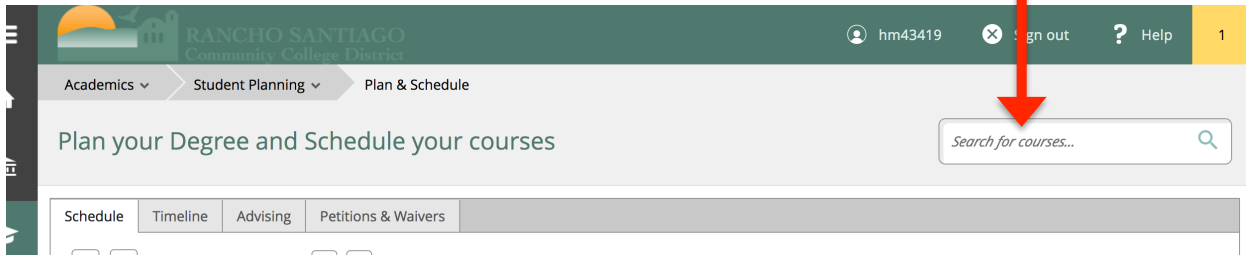
There are many options to help you plan your courses and earn your degree. Here are 2 steps to ...

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](#)

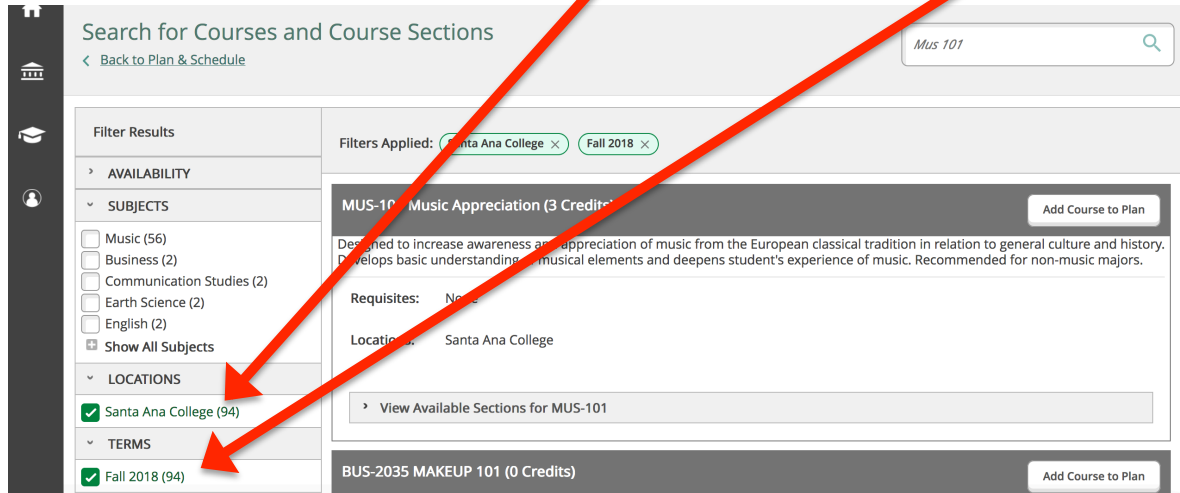
**2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Search for courses...

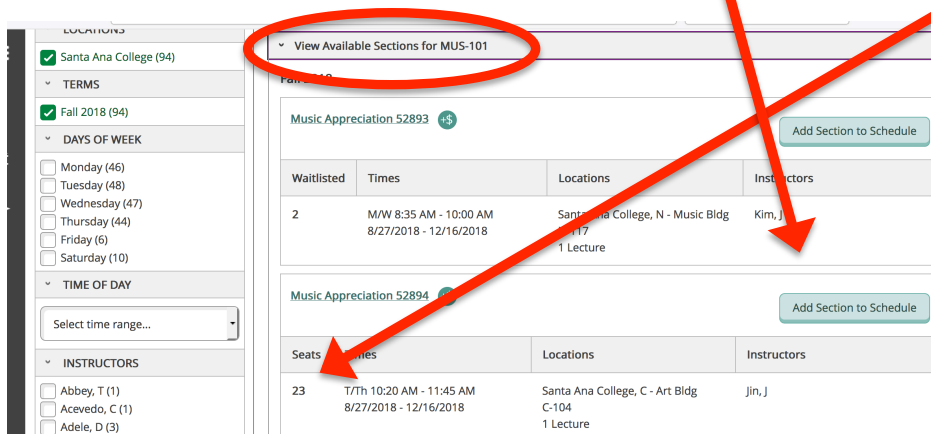
5. Type in the course you want to enroll in under “Search for courses” bar. (Example: MUS 101)



6. The course that you are searching for will appear. On the left hand side, click on **Santa Ana College** for “Locations” and under “Terms” select **Fall 2018**.



7. Click on “View Available Sections for MUS 101”. This will show you all the course offerings for this term. Select the course that has available seats. When you find a course, click on “Add Section to Schedule”.



8. A “Section Details” prompt will appear, click “Add Section”.

Section Details

MUS-101-52894: Music Appreciation  
Fall 2018

Instructors: Jin, J (jin\_jungwon@sac.edu)

Meeting Information: Tu, Th 10:20 AM - 11:45 AM  
8/27/2018 - 12/16/2018  
Santa Ana College, C - Art Bldg C-104 (1 Lecture)

Dates: 8/27/2018 - 12/16/2018

Seats Available: 23 of 65 Total

Credits: 3

Grading: Graded

Buttons: Close, Add Section

9. Go to the “Student Planning” Tab. Select “Plan and Schedule”

Academics > Student Planning > Course Catalog

Search for course sections

Filter Results

AVAILABILITY

SUBJECTS

Planning Overview

My Progress

Plan & Schedule

Course Catalog

Test Summary

Unofficial Transcript

10. Click on the arrow to find Fall 2018.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timelines | Advising | Petitions & Waivers

Summer 2018

Show the next term

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

11. Under the Fall 2018 Calendar, you will see the course you selected mapped out in “YELLOW” with the days and times the class meets.

To register for the course, click “**Register**”.

The screenshot shows a web-based course schedule for Fall 2018. The interface includes a navigation menu on the left with icons for home, university, and user profile. The main content area has tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, displaying a calendar for 'Fall 2018'. A course titled 'MUS-101-52894: Music Appreciation' is listed in a sidebar on the left, with a 'Planned' status and a yellow background. The course details include 'Credits: 3', 'Grading: Graded', 'Instructor: Jin, J', and '8/27/2018 to 12/16/2018'. A 'Register' button is visible in the sidebar. The main calendar grid shows the course mapped out in yellow blocks on Tuesday and Thursday mornings from 10am to 11am. A red arrow points from the text above to the 'Register' button.

12. Once you are registered in the class, the class block will be “GREEN”.

The screenshot shows the same web-based course schedule interface as above, but the course 'MUS-101-52894: Music Appreciation' is now in a green color, indicating it is registered. The status in the sidebar has changed to 'Registered, but not started'. The 'Drop' button is now visible instead of 'Register'. The main calendar grid shows the course mapped out in green blocks on Tuesday and Thursday mornings from 10am to 11am. The 'Planned' status has changed to 'Enrolled: 3 Credits'.

13. You will do this process for all the other courses you want to enroll in. If a class shows up on your calendar in “RED” that class is closed and you cannot enroll in that class.