



# Student Self-Service

Rancho Santiago Community College District, Santa Ana College

## Steps to Register for Classes:


### Step 1: Sign in

Please go to [www.sac.edu/selfservice](http://www.sac.edu/selfservice)

Sign in with your Single Sign On username (student email) and password

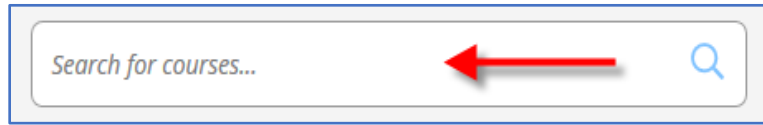
### Step 2: Student Planning

1. Select Student Planning from the Self-Service landing page.



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

2. Enter the course (section number, subject, etc.) into the Search for courses text field box and hit enter.



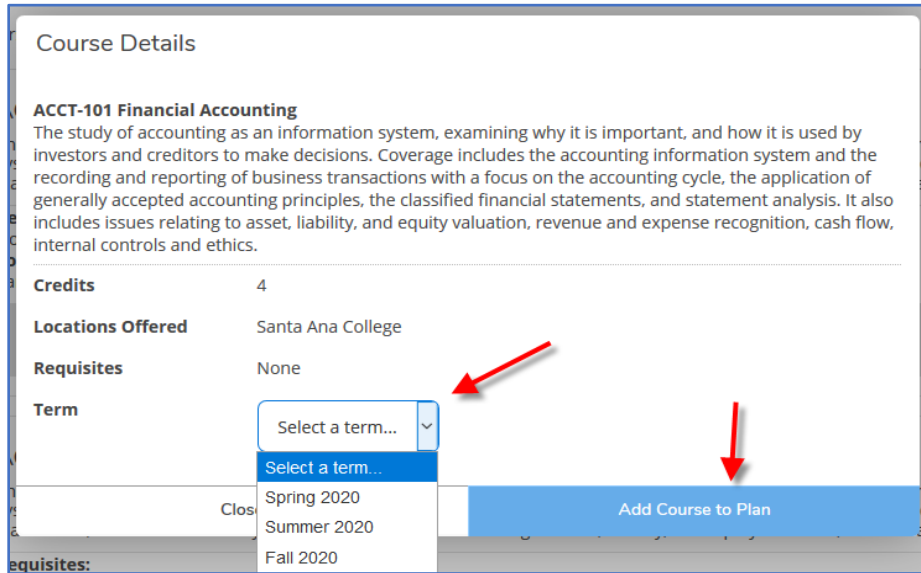
3. Use filter results to narrow the search

A screenshot of a web application interface titled "Search for Courses and Course Sections". On the left side, there is a "Filter Results" panel with several expandable sections: "Availability" (with checkboxes for "Open and Waitlisted Sections" and "Open Sections Only"), "Subjects" (with a list of subjects like Accounting, Anthropology, etc.), "Locations" (with a list of locations like Santa Ana College, etc.), "Show All Terms" (with a list of terms like Fall 2018, etc.), and "Days of Week" (with a checkbox for "Sunday"). On the right side, there are three course listings. The first two are for "ACCT-101 Financial Accounting (4 Credits)" at Santa Ana College and Santiago Canyon College. The third is for "ACCT-010 Accounting Procedures (3 Credits)" at Santa Ana College. Each listing includes a description, prerequisites, and a blue "Add Course to Plan" button. A red arrow points to the "Filter Results" header.

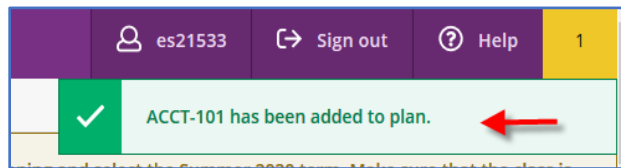
4. Click Add Course to Plan

A close-up screenshot of the course listing for "ACCT-101 Financial Accounting (4 Credits)". The listing includes a description, prerequisites, and locations. A blue button labeled "Add Course to Plan" is visible on the right side of the listing. A red arrow points to this button.

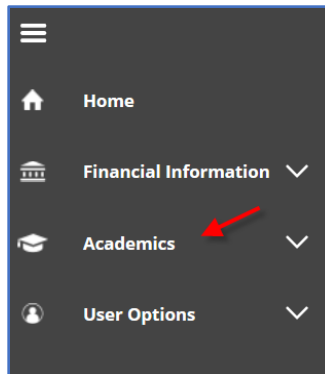
5. Select the term and click Add Course to Plan



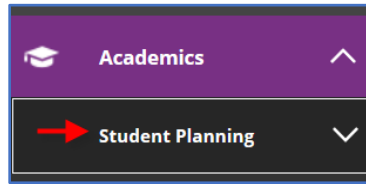
6. Notification message will display on the top right



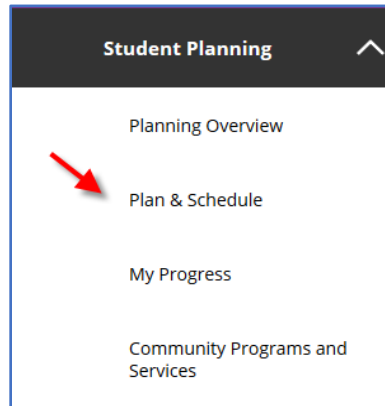
7. Select Academics from the side navigation bar



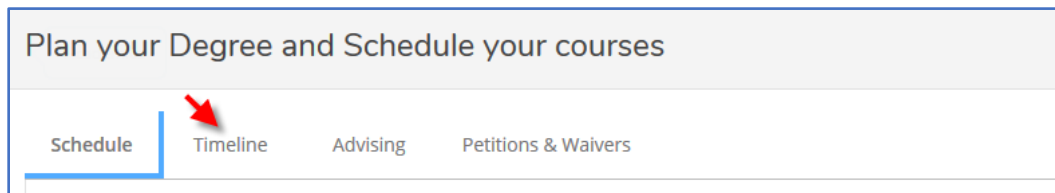
8. Select Student Planning



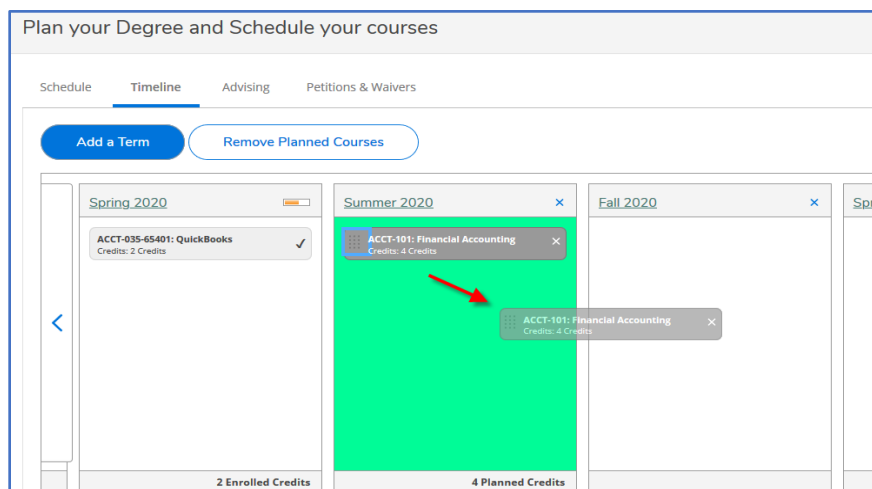
9. Select Plan & Schedule



10. Select the Timeline tab to see your course(s)



11. Select the 12-dots and hold to move the course between terms



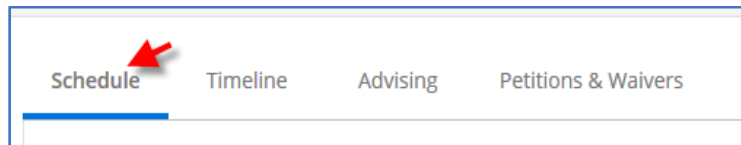
### Step 3: Registration

*Important:*

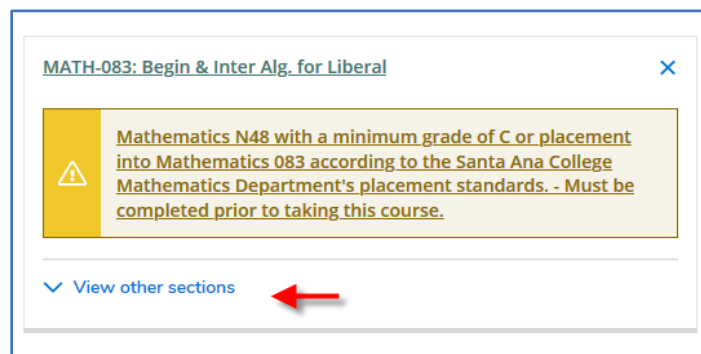
Registration for your class(es) is only available on or after your registration date and time. This also applies for [Quick Registration](#).

1. After courses/sections have been added to your Plan, navigate to the **Schedule** tab to register for your sections.

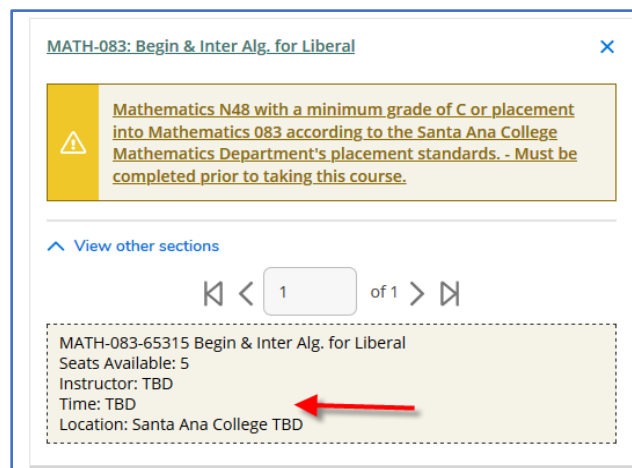
Please refer to [Student Planning](#) for steps to add courses/sections to your Plan.



2. Select View other sections



3. Select the section that you want to add



4. Select Add Section

Section Details

**MATH-083-65315 Begin & Inter Alg. for Liberal**  
Spring 2020

**Instructors** TBD

**Meeting Information** TBD

**Dates** 2/10/2020 - 6/7/2020

**Seats Available** 5 of 5 Total

**Credits** 6

**Grading** Graded

**Requisites**

⚠ Mathematics N48 with a minimum grade of C or placement into Mathematics 083 according to the Santa Ana College Mathematics Department's placement standards. - Must be completed prior to taking this course.

**Course Description** A combined course in algebra that includes systems of equations, inequalities, graphs and functions, radicals, quadratic polynomials, rational expressions, exponential and logarithmic functions, and problem solving aimed specifically at liberal arts and social science majors.

**Books** [Bookstore Information](#)

**Transfer Status** Not transferable

Close Add Section

5. Notification message will display on the top right-hand side of the page

✓
MATH-083-65315 has been planned on the schedule.

- Sections for the current active term will display on the calendar if they take place on a specific date. Online sections will display at the bottom.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am		PHYS-217-07209		PHYS-217-07209			
8am							
9am							
10am		PHYS-217-07209					
11am							
12pm							
1pm							
2pm							
3pm							
4pm				CMPR-140-07995			
5pm							
6pm							

Sections with no meeting time

- ✓ ACCT-101 Financial Accounting Section 07280 Faculty: Wilson, Stephen B.
- ✓ CMST-102 Public Speaking Section 12451 Faculty: Pierce, Cathryn J.

- Select Register or Register Now button above the calendar

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

< > Summer 2022 +
Remove Planned Courses Register Now

Filter Sections Save to iCal Print
Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ART-195-12801: Introduction to Digital Media ✕

✓ Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: Synicky, Christopher M.  
6/13/2022 to 7/10/2022  
Seats Available: 14

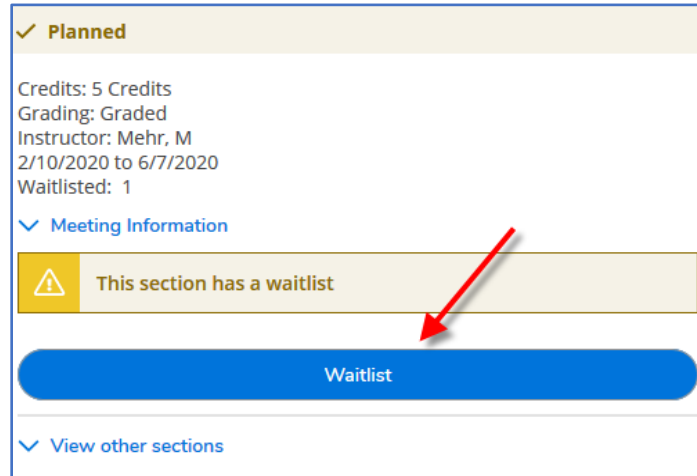
Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

## Waitlist

The Waitlist button will display instead of the registration button if there is a waitlist for the class. Select the Waitlist button to be added to the section's waitlist.



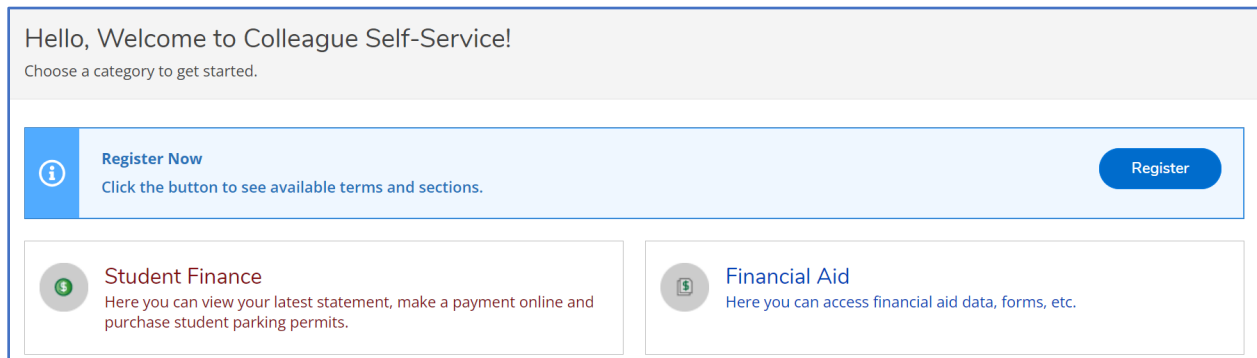
The screenshot shows a class section page with the following details:

- ✓ **Planned**
- Credits: 5 Credits
- Grading: Graded
- Instructor: Mehr, M
- 2/10/2020 to 6/7/2020
- Waitlisted: 1
- ✓ Meeting Information
- ⚠ This section has a waitlist
- Waitlist** (button)
- ✓ View other sections

A red arrow points to the "Waitlist" button.

## Quick Registration

If you have already built your plan, the landing page will display a Register Now message with a Register button that allows you to quickly register for your classes.

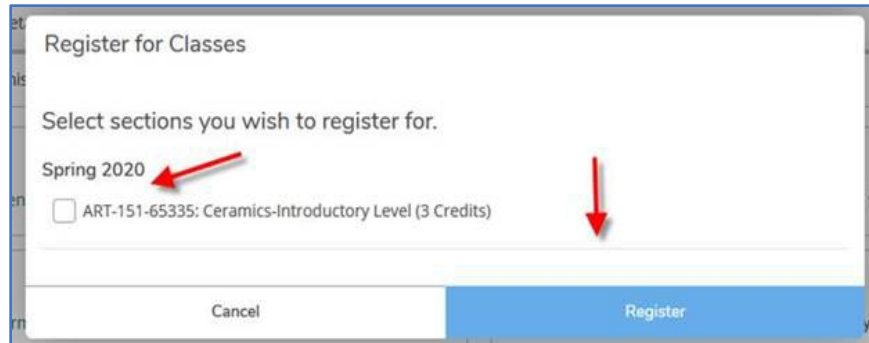


The screenshot shows the Colleague Self-Service landing page with the following content:

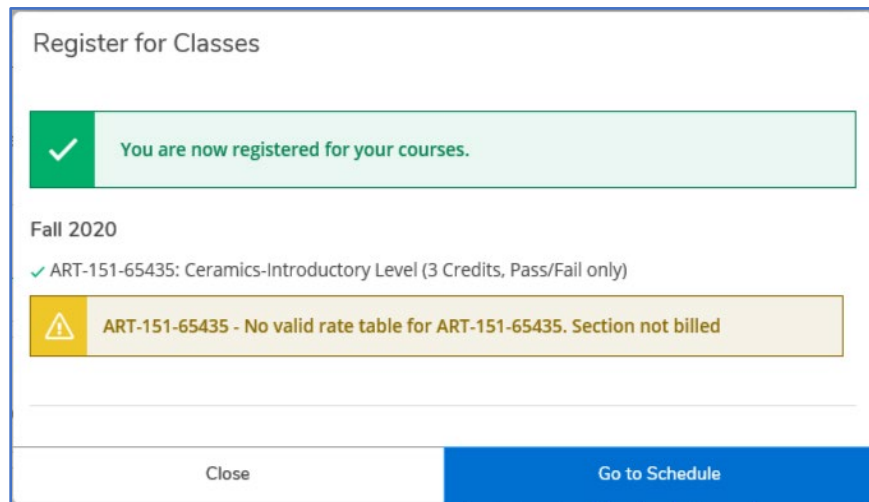
- Hello, Welcome to Colleague Self-Service!
- Choose a category to get started.
- Register Now** (button) - Click the button to see available terms and sections. (Register button)
- Student Finance** - Here you can view your latest statement, make a payment online and purchase student parking permits.
- Financial Aid** - Here you can access financial aid data, forms, etc.



1. Select the Register button from the Register Now message
2. Select the section(s) in the pop-up window and then select Register.



3. Successfully Enrolled



## Add Authorization

If the class is full, you will need to contact the instructor for the Add Authorization.

1. Email instructor to ask for an add authorization. Provide instructor with your Name, ID#, Course and Section Number.
2. After the Add Authorization is granted from the instructor and **the class has already started**, you can register for the class in Self-Service.

ITAL-101-65471: Elementary Italian I

Authorized for Add

Planned

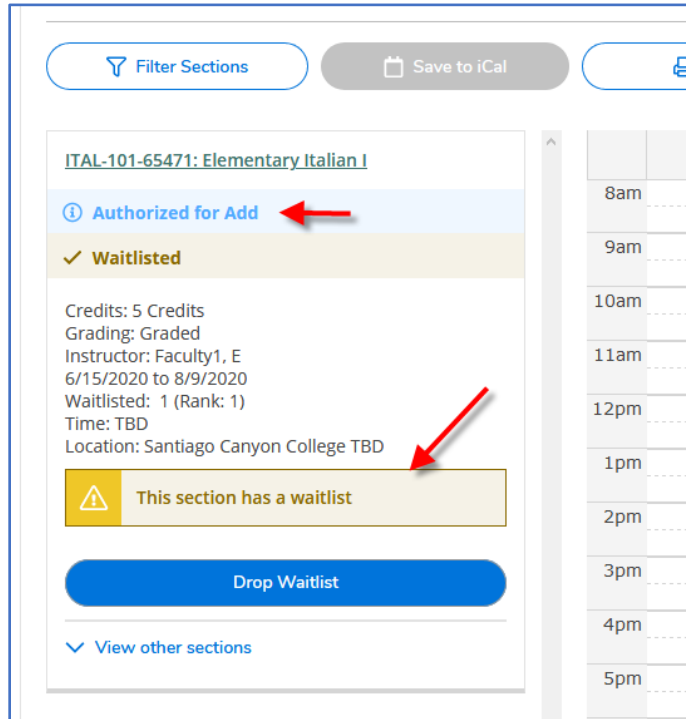
Credits: 5 Credits  
Grading: Graded  
Instructor: Faculty1, E  
6/15/2020 to 8/9/2020  
Seats Available: 1  
Time: TBD  
Location: Santiago Canyon College TBD

Register

View other sections

## Add Authorization: Waitlist

1. To register when you're on the waitlist you must wait until you have received the Add Authorization and the class has started.



2. Navigate to the Plan & Schedule page in Self-Service and select the "Register Now" button on the top right hand corner of the page.

