

Registering for Courses on: **sac.dualenroll.com**

Closed Sections

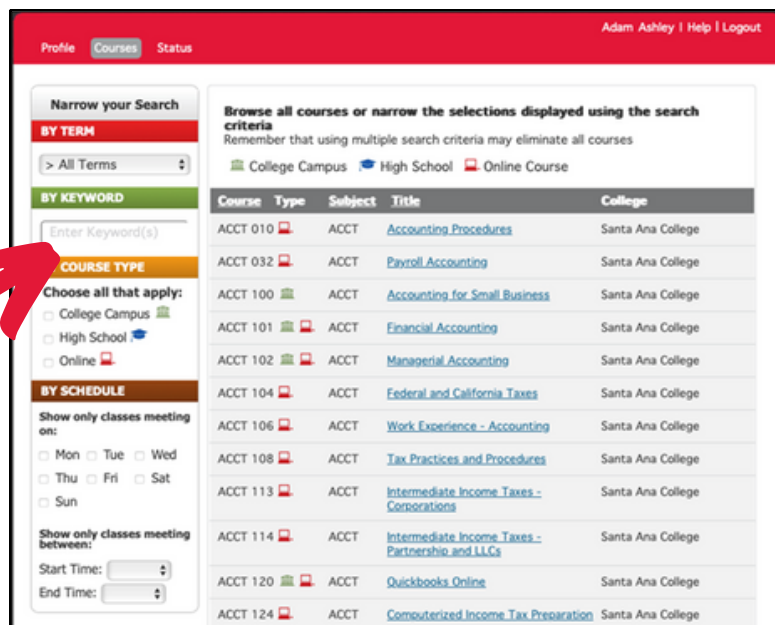
1 Log into **sac.dualenroll.com** with your **SAC student email and password** (sent to you from Santa Ana College after you applied - same as your Canvas Login)

You will land on a Course Selection Page

2 **Search the course you want to register for by Keyword.**

You can use Course Number like ART 100 or Title like "Art Concepts"
Click on the course Title link and you will get to a page with the available Sections listed.

You can also filter by your High School



Profile Courses Status Adam Ashley | Help | Logout

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

COURSE TYPE

Choose all that apply:

☐ College Campus ☒ High School ☐ Online Course

BY SCHEDULE

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Show only classes meeting between:

Start Time: End Time:

Browse all courses or narrow the selections displayed using the search criteria

Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course

Course	Type	Subject	Title	College
ACCT 010	College Campus	ACCT	Accounting Procedures	Santa Ana College
ACCT 032	College Campus	ACCT	Payroll Accounting	Santa Ana College
ACCT 100	College Campus	ACCT	Accounting for Small Business	Santa Ana College
ACCT 101	College Campus	ACCT	Financial Accounting	Santa Ana College
ACCT 102	College Campus	ACCT	Managerial Accounting	Santa Ana College
ACCT 104	College Campus	ACCT	Federal and California Taxes	Santa Ana College
ACCT 106	College Campus	ACCT	Work Experience - Accounting	Santa Ana College
ACCT 108	College Campus	ACCT	Tax Practices and Procedures	Santa Ana College
ACCT 113	College Campus	ACCT	Intermediate Income Taxes - Corporations	Santa Ana College
ACCT 114	College Campus	ACCT	Intermediate Income Taxes - Partnership and LLCs	Santa Ana College
ACCT 120	College Campus	ACCT	Quickbooks Online	Santa Ana College
ACCT 124	College Campus	ACCT	Computerized Income Tax Preparation	Santa Ana College

3

Course Detail: Introduction to Art Concepts

COURSE NUMBER: ART 100

COURSE SUBJECT: ART

CREDITS: 3.0

COLLEGE: Santa Ana College

DESCRIPTION: A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, historical art movements and concepts will be studied. Students are required to visit an art museum during the semester. Required for art majors.

Available Sections

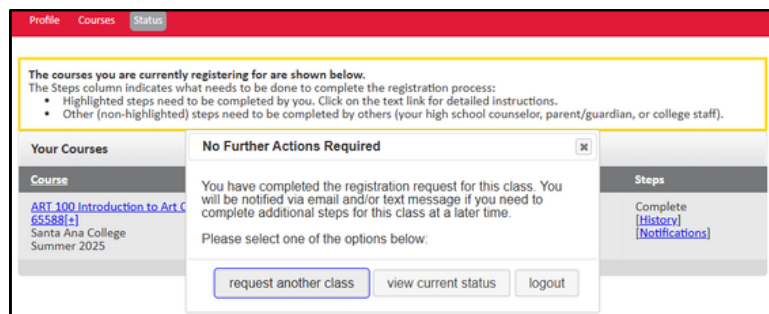
Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
ART-100-61378 Summer 2025	College Campus	Robert Miller		(Lecture) 12:00am-12:00am -CANVAS	07/14/25 - 08/10/25	Register
ART-100-61377 Summer 2025	College Campus	Christina Park		(Lecture) 12:00am-12:00am -CANVAS	06/16/25 - 08/03/25	Register
ART-100-61376 Summer 2025	College Campus	Robert Eoff		(Lecture) 12:00am-12:00am -CANVAS	06/16/25 - 07/13/25	Register
ART-100-64362 Summer 2025	College Campus	Robert Miller		(Lecture) 12:00am-12:00am -CANVAS	07/14/25 - 08/10/25	Register
ART-100-65595 Summer 2025	Online Course	Aaron Jones		(Fully Online) 12:00am-12:00am -ONLINE	06/16/25 - 08/01/25	Register
ART-100-65588 Summer 2025	Online Course	Michelle Ohm	CENTURY HIGH	(Fully Online) 12:00am-12:00am -ONLINE	06/16/25 - 08/01/25	Complete
ART-100-65589 Summer 2025	Online Course	Elaine Wilson	CENTURY HIGH	(Fully Online) 12:00am-12:00am -ONLINE	06/16/25 - 08/01/25	Register

Select the section you want to register in.

Check with your HS Counselor to make sure you register into the correct Section.

4 **Click the "REGISTER" Button next to the class you want.**

You get redirected to your Enrollment Status page that will show processing status (e.g. approval by HS-Counselor), and when you are registered, status shows "Complete"



Profile Courses Status

The courses you are currently registering for are shown below.

The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

Your Courses	No Further Actions Required	Steps
Course ART 100 Introduction to Art Concepts Santa Ana College Summer 2025	You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time. Please select one of the options below: request another class view current status logout	Complete History Notifications

 **Enjoy your SAC College Class** 

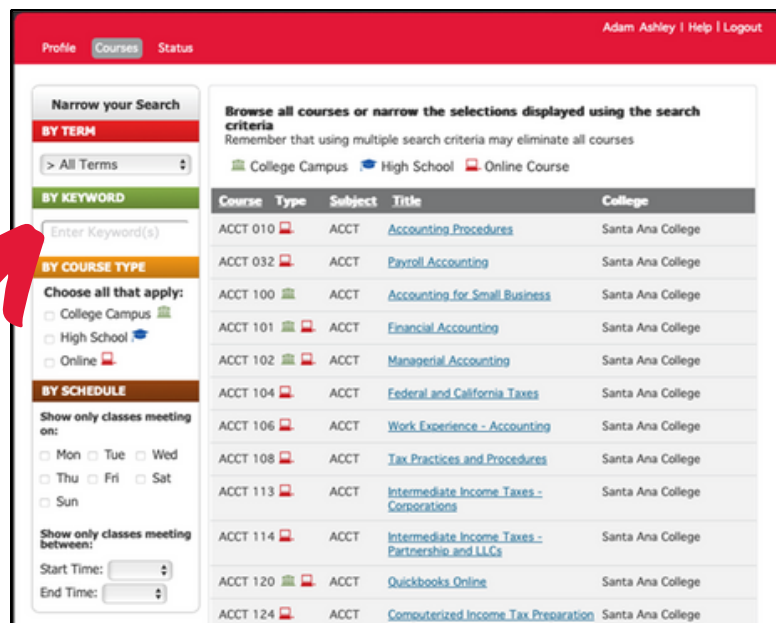
Make sure to notify your HS counselor so they can approve the registration

Registering for Courses on: sac.dualenroll.com

Open Sections

1 Log into sac.dualenroll.com with your **SAC student email and password** (sent to you from Santa Ana College after you applied - same as your Canvas Login)

You will land on a Course Selection Page



Profile Courses Status Adam Ashley | Help | Logout

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Campus ☒ High School ☐ Online

BY SCHEDULE

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Show only classes meeting between:

Start Time: End Time:

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College Campus High School Online Course

Course	Type	Subject	Title	College
ACCT 010	ACCT	Accounting Procedures	Santa Ana College	
ACCT 032	ACCT	Payroll Accounting	Santa Ana College	
ACCT 100	ACCT	Accounting for Small Business	Santa Ana College	
ACCT 101	ACCT	Financial Accounting	Santa Ana College	
ACCT 102	ACCT	Managerial Accounting	Santa Ana College	
ACCT 104	ACCT	Federal and California Taxes	Santa Ana College	
ACCT 106	ACCT	Work Experience - Accounting	Santa Ana College	
ACCT 108	ACCT	Tax Practices and Procedures	Santa Ana College	
ACCT 113	ACCT	Intermediate Income Taxes - Corporations	Santa Ana College	
ACCT 114	ACCT	Intermediate Income Taxes - Partnership and LLCs	Santa Ana College	
ACCT 120	ACCT	Quickbooks Online	Santa Ana College	
ACCT 124	ACCT	Computerized Income Tax Preparation	Santa Ana College	

2 **Search the course you want to register for by Keyword.**

You can use Course Number like ART 100 or Title like "Art Concepts"

Click on the course Title link and you will get to a page with the available Sections listed

3

Course Detail: Introduction to Art Concepts

COURSE NUMBER: ART 100

COURSE SUBJECT: ART

CREDITS: 3.0

COLLEGE: Santa Ana College

DESCRIPTION: A study of the visual arts in relation to both personal and cultural expressions. Fundamentals of visual organization, color theory, terminology, historical art movements and concepts will be studied. Students are required to visit an art museum during the semester. Required for art majors.

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
ART-100-61378 Summer 2025		Robert Miller		(Lecture) 12:00am-12:00am - CANVAS	07/14/25 - 08/10/25	Register

A new window will list all available sections. Look for your desired section.

There may be multiple sections listed to select from.

4 **Click the "REGISTER" Button next to the class you want.**

You get redirected to your Enrollment Status page that will show processing status (e.g. approval by HS-Counselor), and when you are registered, show "Complete"

Profile Courses Status

The courses you are currently registering for are shown below.

The Steps column indicates what needs to be done to complete the registration process:

- Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
- Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

Your Courses	No Further Actions Required	Steps
Course ART 100 Introduction to Art Concepts Santa Ana College Summer 2025	You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time. Please select one of the options below: request another class view current status logout	Complete [History] [Notifications]

Important Info to Remember about Registration!

After your registration request is submitted, you must reach out to your HS counselor to request that they check their email for a notification from **noreply@dualenroll.com** and to approve the registration. If your HS Counselor does not approve, you will not be registered into your class.



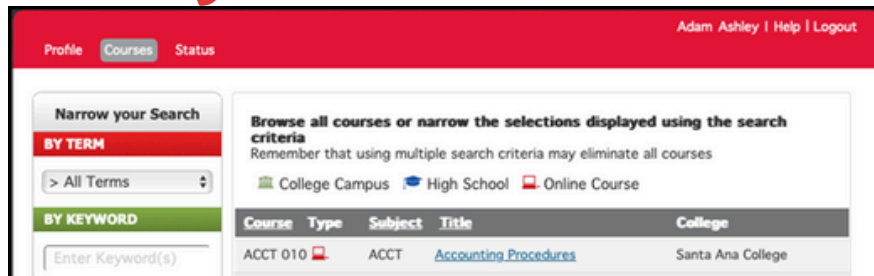
Enjoy your SAC College Class



Dropping Courses on: sac.dualenroll.com

- 1 Log into **sac.dualenroll.com** with your **SAC student email and password** (sent to you from Santa Ana College after you applied - same as your Canvas Login)

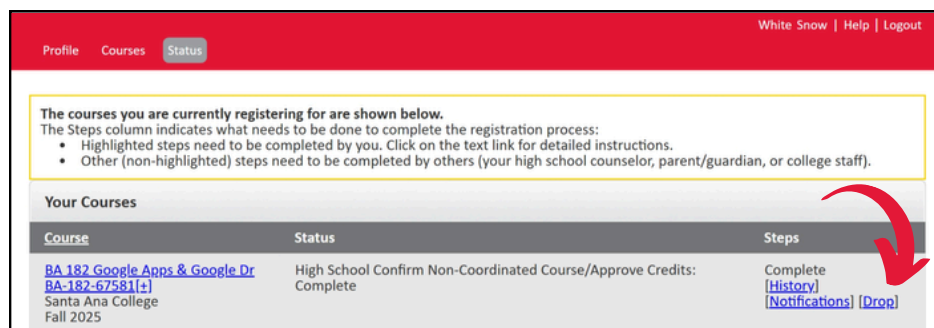
You will land on a Course Selection Page.



- 2 Go to the **Status** tab to view your **registered courses**. Select "View Current Status" to view your courses.

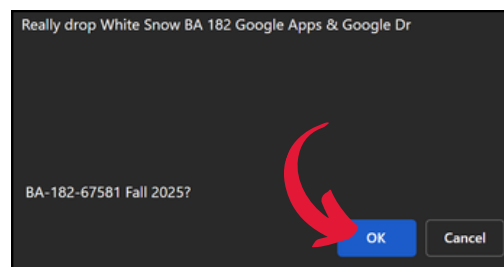
Review the course to drop and under Steps, select **Drop**.

NOTE: During the "W" grade period, it will show as **Withdraw**.



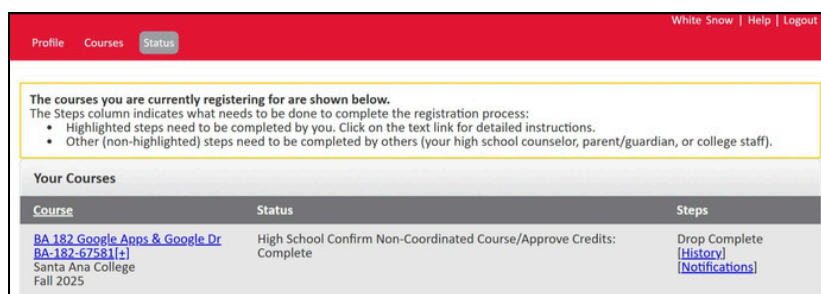
- 3 Another pop-up will show to confirm the course you are dropping.

Double-check you are dropping from the correct course.



- 4 Click **"OK"** to drop the course.

You get redirected to your Status page that will show processing status. When you are dropped, it will show "Drop Complete"



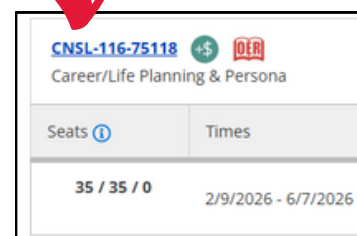
Important Info to Remember!

Deadlines to drop may differ between sections. Make sure you always check the section add and drop deadlines for each class.

NOTE: A "W" grade will not affect your GPA, but it will count as an attempt for that specific course title.

To find the section deadlines for your class go to **Self-Service** and click on the course title to get to "Section Details" - you will find the dates to:

- Add course with Add Authorization
- Drop without "W" - no grade and not listed on SAC transcript
- Drop with "W" grade on SAC transcript



Additional Tips & How-To's:



Terminate A Pending Registration

Log in and go to "Status" - click on "View current status"

Find the class registration you want to terminate (only possible for registrations that have not yet been completed. Once a registration is completed you can only drop or withdraw from class, if the class within drop/withdrawal deadlines).

Your Courses		
Course	Status	Steps
SOC 100 Introduction to Sociology SOC-100-68160(+) Santa Ana College Fall 2025		High School: Confirm Course/Approve Credits [History] [Notifications] [Abandon]

Click on "Abandon" - enter a reason why you want to abandon the registration request, e.g. "Class no longer needed" and confirm.

Abandon Reason

Maximum 200 characters

Abandon

Cancel

Keyword VS Section Number Search

There are two ways to search for classes.

Keyword Search: If you want to look for a class related to a subject of your choice, **By Keyword** search will look for and **list ALL classes** under that subject. Keywords can be words, class name (HIST-120) or section numbers.

Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Business

BY COURSE TYPE

Choose all that apply:

☐ College Campus
 ☐ High School
 ☐ Online

BY SCHEDULE

Show only classes meeting on:

☐ Mon
 ☐ Tue
 ☐ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat

Browse all courses or narrow the selections displayed using the search criteria

Remember that using multiple search criteria may eliminate all courses

☐ College Campus
 ☐ High School
 ☐ Online Course

Course	Type	Subject	Title	College
ACCT 100		ACCT	Accounting for Small Business	Santa Ana College
ACCT 101		ACCT	Financial Accounting	Santa Ana College
ACCT 114		ACCT	Intermediate Income Taxes - Partnership and LLCs	Santa Ana College
ACCT 120		ACCT	Quickbooks Online	Santa Ana College
ACCT 135		ACCT	Quickbooks I	Santa Ana College
ACCT 136		ACCT	Quickbooks II	Santa Ana College
ASL 113		ASL	Introduction to Interpreting for the Deaf	Santa Ana College
BA 100		BA	Business Writing Skills	Santa Ana College

Section Number Search: If you want a specific class to enroll in, you can use search **By Section Number**: type your class in this format: *BUS-100-12345* (sample).

NOTE: You MUST include the dash lines (-), or it will give you all classes for the section name.

When you click the class title link, it will only show that specific class section.

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Campus
 ☐ High School
 ☐ Online

BY SCHEDULE

Show only classes meeting on:

☐ Mon
 ☐ Tue
 ☐ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat
 ☐ Sun

BY SECTION NUMBER

BUS-100-73435

Course	Type	Subject	Title	College
BUS 100		BUS	Fundamentals of Business	Santa Ana College

Available Sections						
Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
BUS-100-73435 Spring 2026		Gabriel Shweiri		(Fully Online) 12:00am-12:00am -ONLINE	03/09/26 - 06/07/26	Register