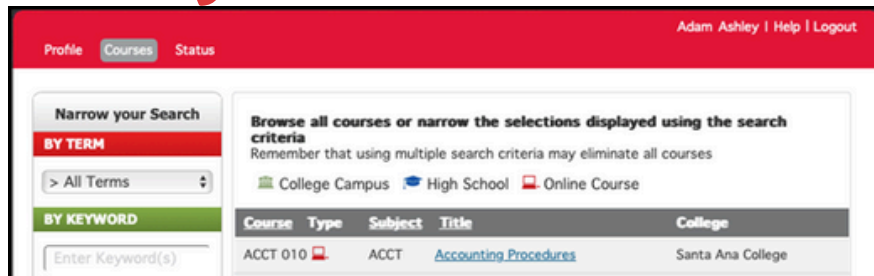


# Dropping Courses on: sac.dualenroll.com

- 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)

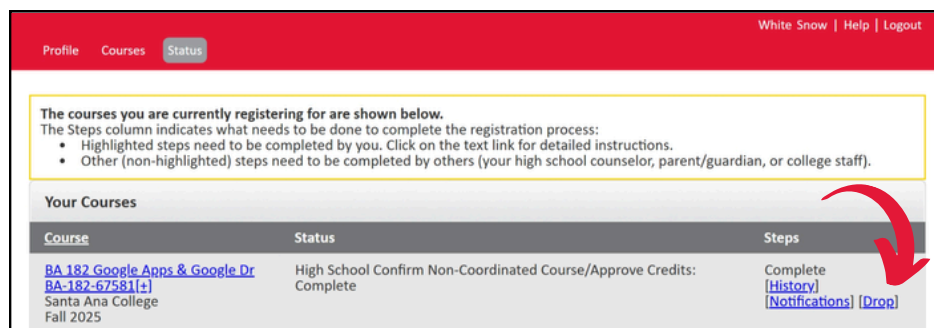
You will land on a Course Selection Page.



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

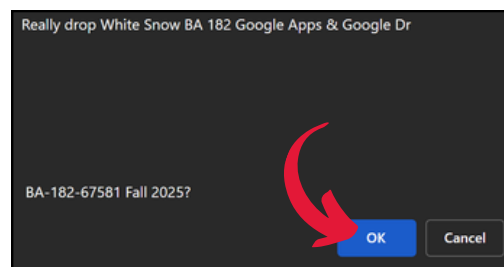
Review the course to drop and under Steps, select **Drop**.

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



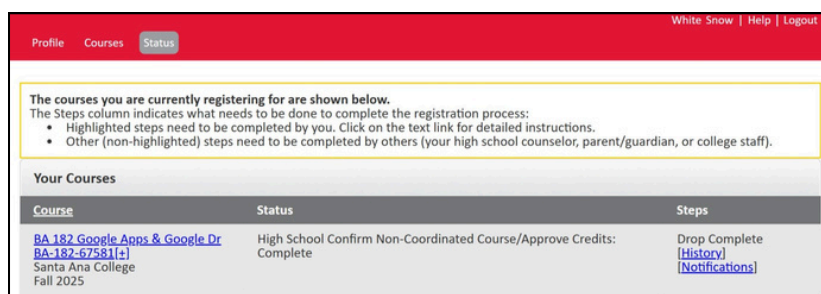
- 3 Another pop-up will show to confirm the course you are dropping.

**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"



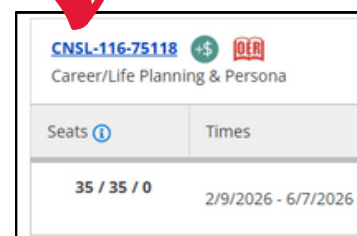
## Important Info to Remember!

**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
<a href="#">SOC 100 Introduction to Sociology SOC-100-68160(+)</a> Santa Ana College Fall 2025		High School: Confirm Course/Approve Credits <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>

**Abandon Reason**

Maximum 200 characters

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

## 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	<a href="#">Accounting for Small Business</a>	Santa Ana College
ACCT 101		ACCT	<a href="#">Financial Accounting</a>	Santa Ana College
ACCT 114		ACCT	<a href="#">Intermediate Income Taxes - Partnership and LLCs</a>	Santa Ana College
ACCT 120		ACCT	<a href="#">Quickbooks Online</a>	Santa Ana College
ACCT 135		ACCT	<a href="#">Quickbooks I</a>	Santa Ana College
ACCT 136		ACCT	<a href="#">Quickbooks II</a>	Santa Ana College
ASL 113		ASL	<a href="#">Introduction to Interpreting for the Deaf</a>	Santa Ana College
BA 100		BA	<a href="#">Business Writing Skills</a>	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

Show only classes meeting between:

Start Time:

End Time:

**BY SECTION NUMBER**

BUS-100-73435

Course	Type	Subject	Title	College
BUS 100		BUS	<a href="#">Fundamentals of Business</a>	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	<input type="button" value="Register"/>