

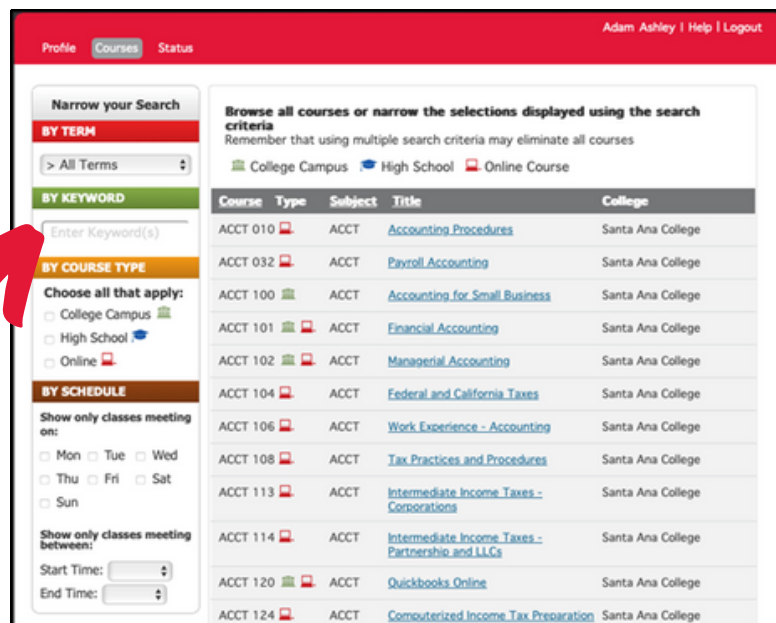
**Make sure to notify your HS counselor so they can approve the registration**

# Registering for Courses on: [sac.dualenroll.com](http://sac.dualenroll.com)

## Open Sections

**1** Log into [sac.dualenroll.com](http://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:

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 | 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) 12:00pm-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                                                                    |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Course</b><br><a href="#">ART 100 Introduction to Art Concepts</a><br>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.<br>Please select one of the options below:<br><a href="#">request another class</a> <a href="#">view current status</a> <a href="#">logout</a> | Complete<br><a href="#">[History]</a><br><a href="#">[Notifications]</a> |

## **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**

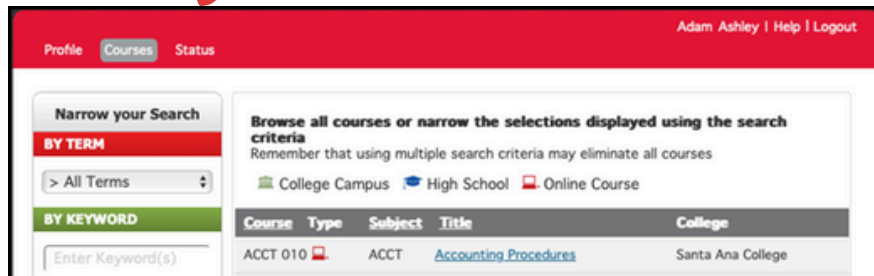


**Make sure to select the correct course before dropping**

# 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)

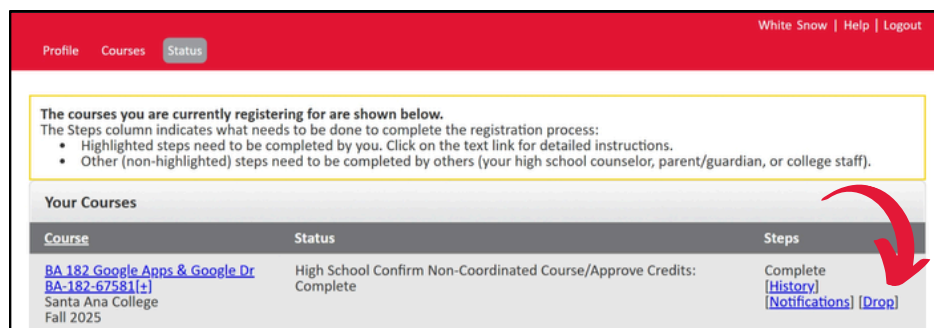
You will land on a Course Selection Page.



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

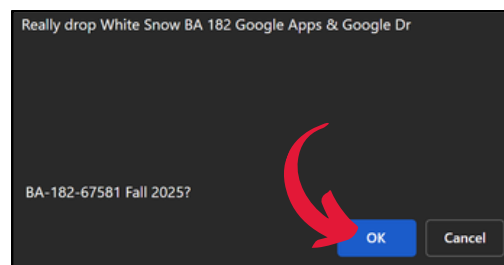
Review the course to drop and under Steps, select **Drop**.

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



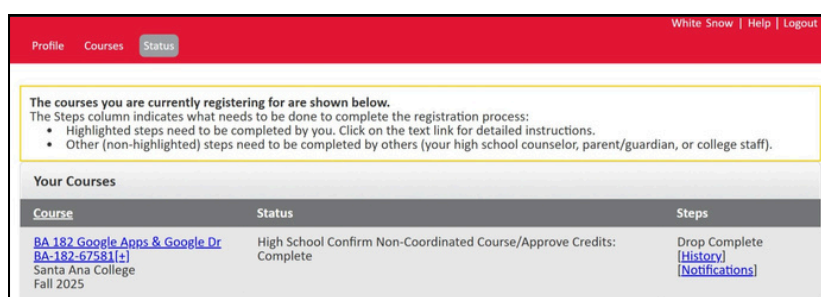
- 3 Another pop-up will show to confirm the course you are dropping.

**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"



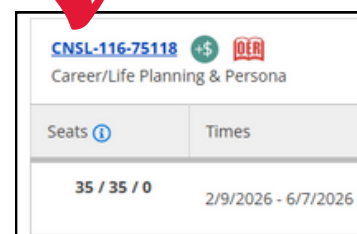
## Important Info to Remember!

**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[+]<br>Santa Ana College<br>Fall 2025 |        | High School: Confirm Course/Approve Credits<br><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    | 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

Show only classes meeting between:

Start Time:

End Time:

**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<br>Spring 2026 |      | Gabriel Shweiri |          | (Fully Online)<br>12:00am-12:00am<br>-ONLINE | 03/09/26 -<br>06/07/26 | <input type="button" value="Register"/> |