## **Supervised Tutoring Registration**

**1.** Log in to **Self-Service**.



2. On the Home Page, Click Course Catalog.

E Course Catalog Here you can view and search the course catalog.

3. Select Advanced Search.



4. Complete all required fields as shown below. Then, click Search.



## 5. Click Add.

| Filters Applied: ( | Spring 2025 -Cont E | id. ×)     |                 |                 |                     |                   |            |          |
|--------------------|---------------------|------------|-----------------|-----------------|---------------------|-------------------|------------|----------|
| Add To<br>Schedule | Term                | Statu      | Section<br>Name | n 🔨             | Title ^             | Planned<br>Status | Dates      | Ŷ        |
|                    | Spring 2025 -Cor    | nt Ed. Ope | n <u>LRN-0</u>  | <u>95-58583</u> | Supervised Tutoring | [                 | 1/6/2025-6 | 6/8/2025 |
| Add                |                     |            |                 |                 |                     |                   |            |          |

6. A Section Details dialog will pop up, Click add Section.

| Section Details   |  |   |  |  |  |
|---|--|---|--|--|--|
| LRN-095-58583<br>Supervised Tutoring<br>Spring 2025 -Cont Ed. |  |   |  |  |  |
| Instructors   | Walczak, ( <u>Wal</u><br>Katharine L.<br>Vu, Dahlia N. ( <u>Vu l</u>   | zak Katharine@sac.edu )<br>)ahlia@sac.edu ) |  |  |  |
| Meeting Information   | Times TBD<br>1/6/2025 - 6/8/2025<br>SAC Continuing Education, A - Cesar Chavez Bldg A-106 (1 Laboratory)<br>Times TBD<br>1/6/2025 - 6/8/2025<br>SAC Continuing Education, D - Dunlap Hall D-307 (1 Laboratory)<br>Times TBD<br>1/6/2025 - 6/8/2025<br>SAC Continuing Education, L - Library L-204 (1 Laboratory)                       |   |  |  |  |
| Dates   | 1/6/2025 - 6/8/2025  |   |  |  |  |
| Seats Available (   | 9763 / 9999 / 0  |   |  |  |  |
| Credits   | 0  |   |  |  |  |
| Grading   | Graded v   |   |  |  |  |
| Requisites  | None   |   |  |  |  |
| Course Description  | Supervised individual and group tutoring to assist students in reading, writing, and mathematics, science, business, and software applications for students enrolled at Santa Ana College School of Continuing Education and/or Santa Ana College course(s) for which tutoring is requested. Referral by counselor or instructor based |   |  |  |  |
| c   | Close  | Add Section                                 |  |  |  |

**7.** Go to your **Home Page** on the left side menu. Click on **Student Planning** and then click **Register for Classes**.



## 8. Click Register.



9. Confirmation of registered course will show.



\*All Set. Supervised tutoring will show on your class schedule but NOT on your transcript.\*