

# HOW TO APPLY AND REGISTER

## NOTE:

Please check that your email address is current in your student profile online in order to receive your ID and password.

**Summer hours are Monday–Thursday, 8:00 am–6:45 pm**  
**Subject to change**

## STEP ONE:

To apply to Santa Ana College, complete an application online at [www.sac.edu](http://www.sac.edu). Under the “Study at SAC” heading, click on the “How to Apply” link. After submitting all of your information, you will receive an e-mail confirmation from CCCApply. Within 24 hours, you will receive another e-mail from Santa Ana College with your login information and important registration information. You will be able to log in to **WebAdvisor** to register for classes.

## STEP TWO:

### ONLINE REGISTRATION STEPS:

WebAdvisor is open Monday–Sunday (Please note: The online system will not be available on Saturdays from 2:00 am to 5:00 am).

- 1 Go to [www.sac.edu](http://www.sac.edu) and click on the “WebAdvisor” link.
- 2 Click on “Log In” from the Main Menu.
- 3 Log in (if you forget your password, go back to the Main Menu and click on the “What’s my password?” link).
- 4 From the Menu, click on the “Student” tab.
- 5 Click on “Register for Classes” from the Registration Menu.
- 6 Follow the instructions to complete your registration.
- 7 Pay immediately to keep your classes.

### ONLINE PRIORITY REGISTRATION DATES:

Veterans/Foster Youth/CalWORKs/DSPS/EOPS. . .	May 16–June 13
Continuing Students . . . . .	May 18–June 13
New Students . . . . .	June 3–June 13
Loss of Priority Registration Students. . . . .	June 9–June 13
CAP High School Students . . . . .	June 12–June 13

### DROP FOR NON-PAYMENT POLICY

Enrollment fees must be paid IN FULL within 3 calendar days of registration or all of your classes will be dropped and released to other students. In addition to the 3-day non-payment drop policy, there is a **final outstanding balance drop date**. No balance will be carried over into the start of the semester. **All fees (enrollment and health fees) must be paid in full by the Friday (midnight) before the start of the semester.** If there is a balance on your account, your classes will be dropped the next morning (Saturday) regardless of when you registered. There will be no drops for nonpayment processed once the semester begins. If you need assistance paying your enrollment fees and would like to apply for a Fee Waiver, go to [www.cccapply.org/BOG Waiver/](http://www.cccapply.org/BOG Waiver/). It is your responsibility to check your account balance and pay the amount owed.

### STUDENT RESPONSIBILITY TO DROP CLASSES

To avoid a “W” grade, students must drop classes on or before the day of first class meeting. **Students will not be automatically dropped for non-attendance. You must drop online.** After the first day of the first class meeting, you will not be eligible to receive a refund for your classes nor be exempt from payment.

## WAIT LIST POLICY

You are not able to wait list more than one section per course. You cannot wait list a course that will conflict with another course. As seats become available, students will be moved into an open seat. You will be notified by email (it is your responsibility to make sure that your e-mail is up-to-date) **and will have 3 calendar days to pay for the course or you will be dropped.** If your name remains on the wait list, you must attend the first class meeting and obtain the instructor’s approval to add the course (Log in to **WebAdvisor** often to check your status on the wait list).

## PAY FEES IMMEDIATELY

Fees must be paid within 3 calendar days of registering for courses or you will be dropped for non-payment. The date that you register counts as the first calendar day.

**Pay Online** with a credit card at [www.sac.edu](http://www.sac.edu)

**Pay in person** at the college cashier’s office locations listed on this page. Payment by check, Visa, MasterCard, and Discover are accepted.

**or mail check or money order to:**

Registration, SAC Cashier’s Office, 1530 W. 17th Street,  
Santa Ana, CA 92706

Registration, SCC Cashier’s Office, 8045 E. Chapman Avenue,  
Orange, CA 92869

**Do not send cash!** Make checks payable to “RSCCD” and write your Student ID number on the check.

**Enrollment Fee:** \$46.00 per unit. Payment is required of all students upon registering for classes.

**Non Resident Tuition:** \$214.00 per unit (\$190.00 tuition + \$24.00 capitol outlay) in addition to the per enrollment fee for non-resident students. Refer residency questions to the Admissions office.

**Refunds: Students will be eligible for a refund if they drop their course on or before the day of the first class meeting.**

**Material Fee:** Material fee may be required for a course. Check classes online for specific fees.

**Student Photo Identification Card:** \$2.50 for College Services: Library, student and instructional services.

**Student Service Fee:** \$5.00 for college activities and discounts.

**Parking Fee:** \$10.00. A permit is required to park on campus and may be purchased at registration. Motorcycles are exempt in designated parking areas.

## FIRST CLASS MEETING

Make sure you attend the first class meeting!

Attendance at the first meeting of a class is advised because of enrollment demands. Any student not reporting to the first class meeting may be dropped from the roll sheet.

## PHOTOGRAPHY:

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Can’t find the class you need? It may be waiting for you at  
**SANTIAGO CANYON COLLEGE (SCC)**  
Classes for both SAC and SCC are listed online