Student Self-Service
Rancho Santiago Community College District, Santa Ana College

1. Sign in

Please go to www.sac.edu/selfservice
Sign in with your username and password, the same as you would for WebAdvisor

![Sign In]

2. Student Planning

Click on Student Planning

![Student Planning] Here you can search for courses, plan your terms, and schedule & register your course sections.
Click on Search for courses….

Enter the course (section number, subject, etc..) and hit Enter

Use filter results to narrow the search

Click Add Course to Plan

Select the term and click Add Course to Plan
Notification message on the top right

Click on Academics

Click on Student Planning

Click on Plan & Schedule
Click on Timeline to see the course

Click on 12-dots to move the course between terms
3. Registration

Please note that you can only register for your class(es) on or after your registration date and time. This also applies for Quick Registration.

After courses/sections have been added to your plan, the Schedule tab is where you can register for your sections. Please refer to Student Planning for steps to add courses/sections to your plan.

Click on Schedule

Click on View other sections
Click on the section that you want to add

Click Add Section
Notification message on the top right

MATH-083-65315 has been planned on the schedule.

Sections should be displayed on the calendar if they have meeting days. Online sections will display at the bottom. Courses planned will not display on the calendar.

Click on Register or Register Now to enroll
If the class has waitlist click on Waitlist to add to the waitlist

Quick Registration

If you have already built your plan, quick Registration will display a Register Now message once you log in. When you click the Register button from the Register Now message, you will be able to select the classes that you want to register for.

Click on the register button
Select the section(s) then click Register

Successfully Enrolled

Add Authorization

If the class is full, you will need to contact the instructor for the Add Authorization. Once you get the Add Authorization from the instructor, you will have to wait for the class starts to use the Add Authorization.
After the Add Authorization is granted from the instructor and the class has already started, you can register.

If you are on the waitlist and have the Add Authorization, you can select “Register Now” button to register for the class after the class started.