![Santa Ana College logo]

Student Self-Service

Rancho Santiago Community College District, Santa Ana College

Steps to Register for Classes:

Step 1: Sign in

Please go to www.sac.edu/selfservice

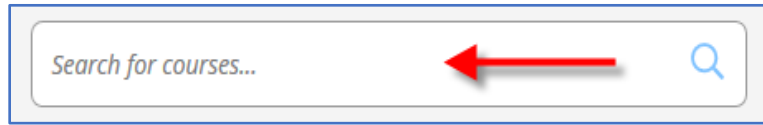Sign in with your Single Sign On username (student email) and password

Step 2: Student Planning

1. Select Student Planning from the Self-Service landing page.

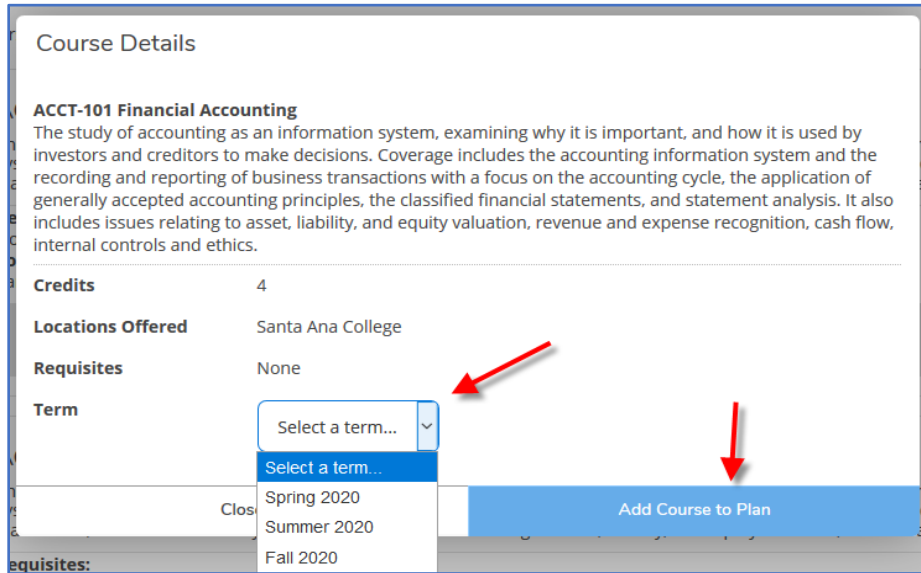2. Enter the course (section number, subject, etc.) into the Search for courses text field box and hit enter.

3. Use filter results to narrow the search

4. Click Add Course to Plan

5. Select the term and click Add Course to Plan

6. Notification message will display on the top right
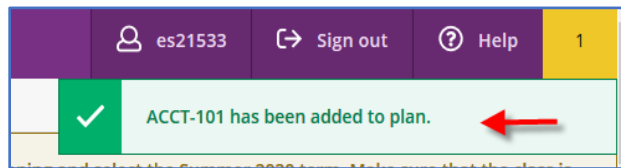
7. Select Academics from the side navigation bar

8. Select Student Planning

9. Select Plan & Schedule

10. Select the Timeline tab to see your course(s)

11. Select the 12-dots and hold to move the course between terms
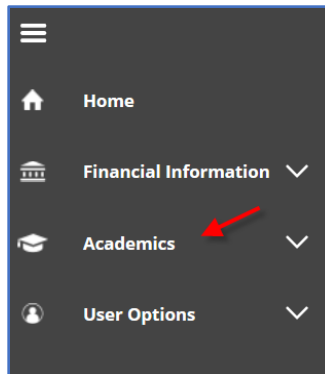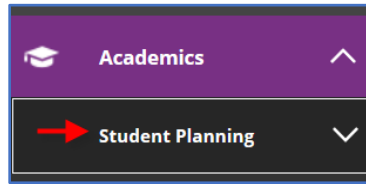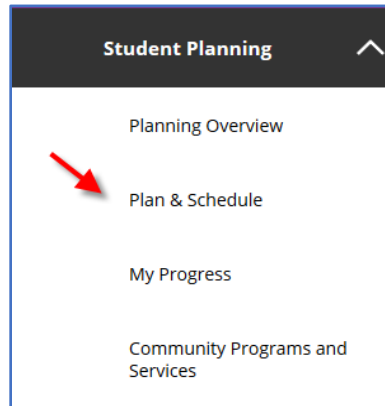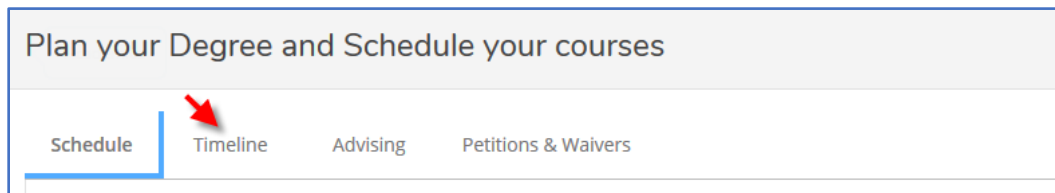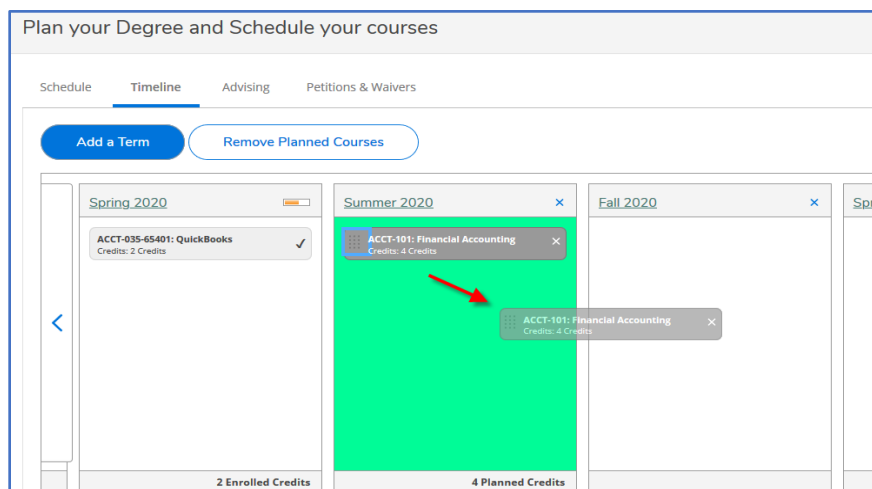
Step 3: Registration

Important:

Registration for your class(es) is only available on or after your registration date and time. This also applies for Quick Registration.

1. After courses/sections have been added to your Plan, navigate to the **Schedule** tab to register for your sections.

   *Please refer to **Student Planning** for steps to add courses/sections to your Plan.*
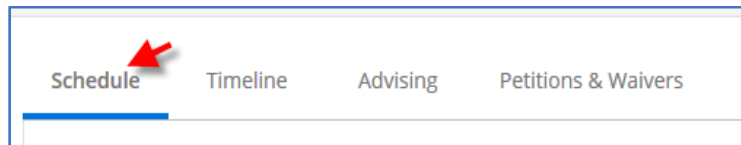
2. Select View other sections
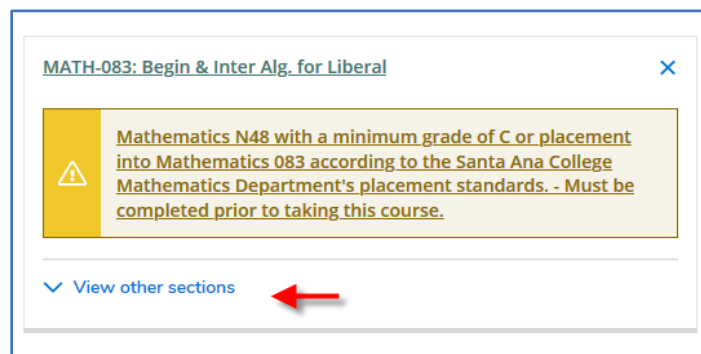
3. Select the section that you want to add

4. Select Add Section

5

Section Details

MATH-083-65315 Begin & Inter Alg. for Liberal
Spring 2020

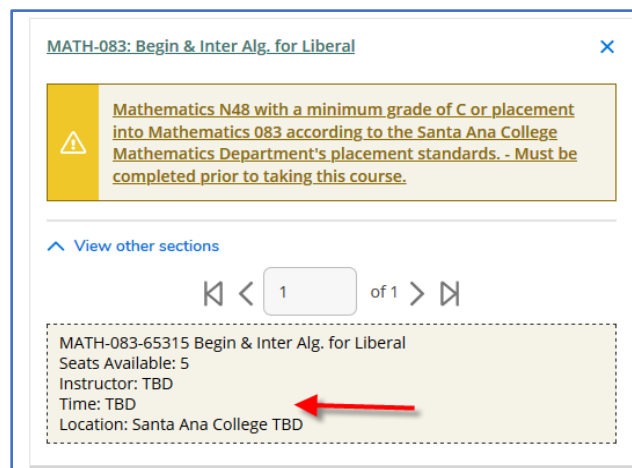|	
Instructors	TBD
Meeting Information	TBD
Dates	2/10/2020 - 6/7/2020
Seats Available	5 of 5 Total
Credits	6
Grading	Graded
Requisites	⚠ Mathematics N48 with a minimum grade of C or placement into Mathematics 083 according to the Santa Ana College Mathematics Department's placement standards. - Must be completed prior to taking this course.
Course Description	A combined course in algebra that includes systems of equations, inequalities, graphs and functions, radicals, quadratic polynomials, rational expressions, exponential and logarithmic functions, and problem solving aimed specifically at liberal arts and social science majors.
Books	Bookstore Information
Transfer Status	Not transferable

Close | Add Section

5. Notification message will display on the top right-hand side of the page

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

6

6. **Sections** for the current active term will display on the calendar if they take place on a specific date. Online sections will display at the bottom.

7. Select Register or Register Now button above the calendar

Waitlist

The Waitlist button will display instead of the registration button if there is a waitlist for the class. Select the Waitlist button to be added to the section's waitlist.
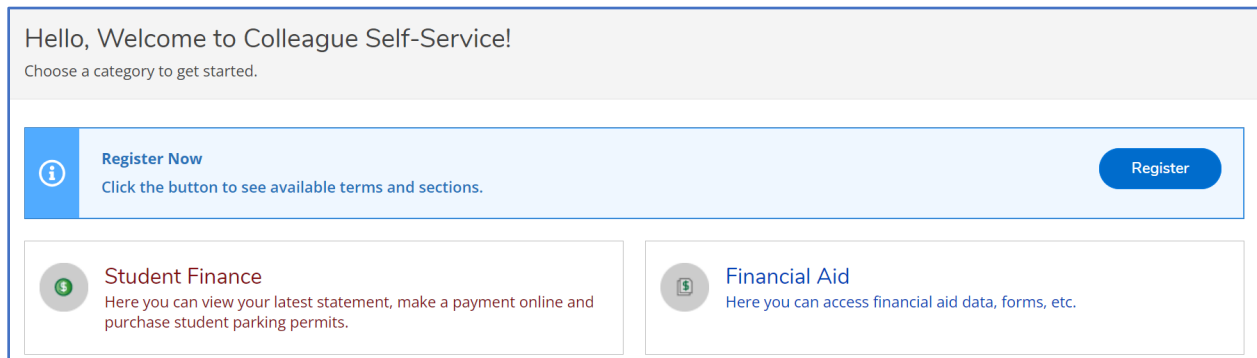

Quick Registration

If you have already built your plan, the landing page will display a Register Now message with a Register button that allows you to quickly register for your classes.
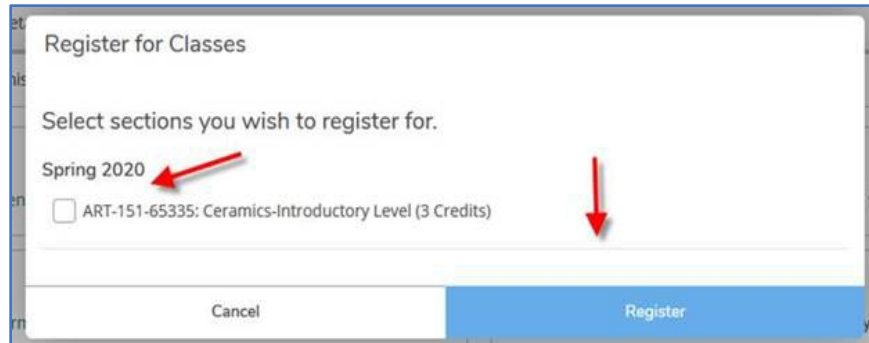
1. Select the Register button from the Register Now message

2. Select the section(s) in the pop-up window and then select Register.

Register for Classes

Select sections you wish to register for.

Spring 2020

☐ ART-151-65335: Ceramics-Introductory Level (3 Credits)

Cancel   Register

3. Successfully Enrolled

Register for Classes

✓   You are now registered for your courses.

Fall 2020

✓ ART-151-65435: Ceramics-Introductory Level (3 Credits, Pass/Fail only)

⚠   ART-151-65435 - No valid rate table for ART-151-65435. Section not billed

Close   Go to Schedule
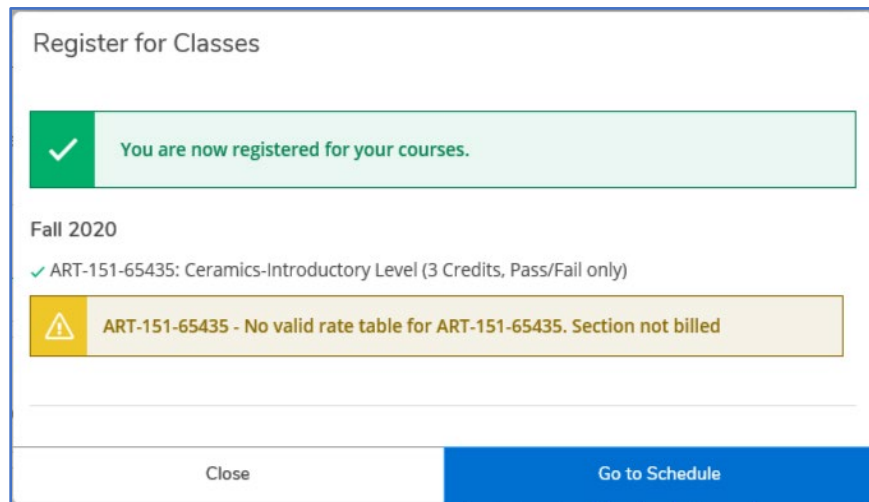
Add Authorization

If the class is full, you will need to contact the instructor for the Add Authorization.

1. Email instructor to ask for an add authorization. Provide instructor with your Name, ID#, Course and Section Number.

2. After the Add Authorization is granted from the instructor and **the class has already started**, you can register for the class in Self-Service.

Add Authorization: Waitlist

1. To register when you're on the waitlist you must wait until you have received the Add Authorization and the class has started.
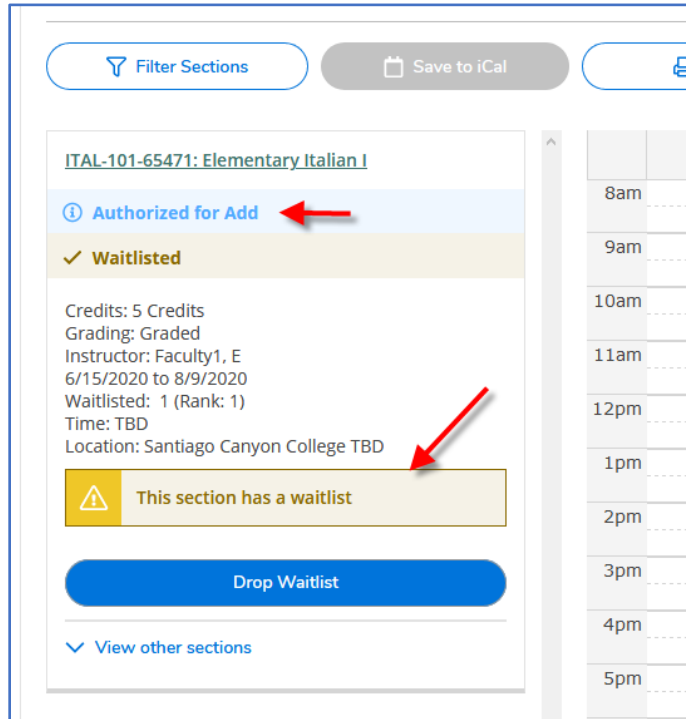
2. Navigate to the Plan & Schedule page in Self-Service and select the "Register Now" button on the top right hand corner of the page.