

# Obtaining and Uploading Transcripts

To begin the process you need to log in to your WebAdvisor account. If you cannot log in click on [“What’s My User ID?”](#) Or [“What’s My Password?”](#) to get help. You will be prompted for information to verify your identity.

## Santa Ana College & Santiago Canyon College

LOG IN

MAIN MENU

CONTACT US

**ATTENTION:** The WebAdvisor system is down every Sunday from 2:00AM - 5:00AM for scheduled maintenance.

**EFFECTIVE SUMMER 2012:** The California Community College Board of Governors now limits repetitions of a course to a maximum of three attempts. This includes course withdrawal and substandard grades.

Welcome Guest!



Guests are allowed to view current class schedules and to apply online.

Students and Faculty must log in first to access their WebAdvisor menus.

[What's My WebAdvisor Login?](#)

[What's My Password?](#)

[Student WebAdvisor Help Manual](#)

[WebAdvisor Login Help Video](#)

[Sign up for emergency messages \(SAC\)](#)

[Sign up for emergency messages \(SCC\)](#)

Guests



[What's My User ID?](#) [What's My Password?](#)

Once you are logged-in to your account, navigate to the [Academic Profile section](#) and click on [Unofficial Transcript](#) as seen below.

The following links may display confidential information.

Enrollment fees must be **PAID IN FULL** within three days of your initial registration or your classes will be dropped and released to other students.

**Registration Notes:**

- The last drop date will be the Friday before the start of the semester for classes registered on or before the preceding Tuesday
- **Any class registered on or after the Wednesday before the start of the semester will not be dropped for nonpayment and continues to be the students responsibility to drop if not attending**
- There will be no drops for nonpayment processed once the semester begins
- Any courses registered or active at this time become the students responsibility to drop if not attending.

[Student WebAdvisor Help Manual](#)  
[Student Add Code Registration Help Manual](#)

[District Safety Report](#)



**User Account**

What's My Student Number / Staff ID Number?  
What's My WebAdvisor Login?  
What's my password  
Change Password  
Address Change  
Check My Email  
Emergency Information

**Financial Information**

1098 Electronic Consent  
View My 1098-E Forms  
View My T4A Information  
Pay on My Account  
Registration Statement

**Financial Aid**

Accept or reject my financial aid awards  
Financial Aid Status  
My Documents  
SAC Financial Aid Forms  
SCC Financial Aid Forms  
Financial Aid Apply  
SAC Direct Loan  
SCC Direct Loan  
FA Student Status (Office Use Only)

**Registration**

View Online Registration Date  
Search for Sections  
Register for Classes  
Drop Classes  
Manage My Waitlist  
Add Code Registration

**Academic Profile**

View My Holds  
Grades  
My class schedule  
My profile  
Unofficial Transcript



**Request Transcripts**

Santa Ana College Student Transcripts  
Santiago Canyon College Student Transcripts

**Apply**

Apply to Santa Ana College (SAC)  
Apply to Santiago Canyon College (SCC)

Next Chose the **UNOFF Unofficial College Credit** option as the transcript type and click on SUBMIT.

**Unofficial Transcript**

Transcript Type **UNOFF Unofficial College Credit**

SUBMIT

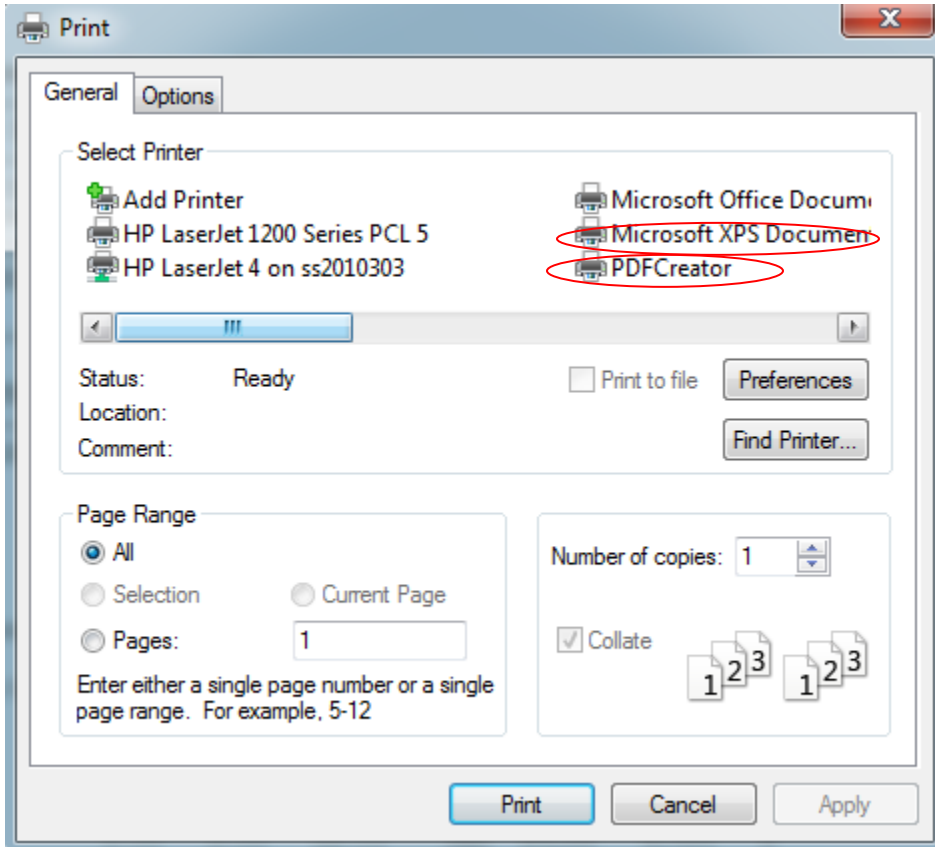
Once you see your transcript and you are ready to print it, you can do the following.

**On Windows Systems do the following: (For other systems check your operating system's manual)**

On your keyboard press and hold the control key and then press the letter P to call the print dialog.

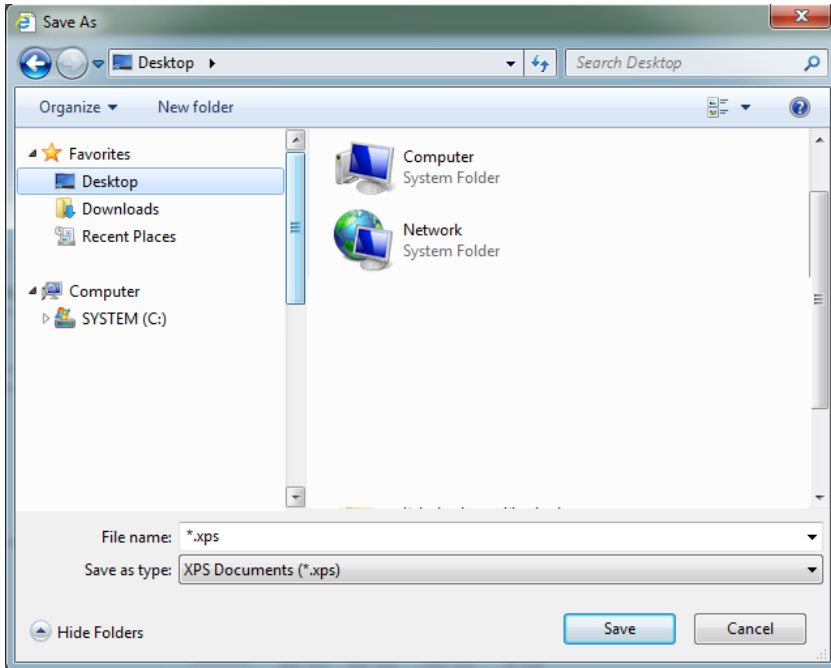
Once you are ready to print you will choose PDF Creator or Microsoft XPS Document as seen below.

Click print to create the document to your desktop.



Once you are prompted to save the document, select your desktop as the place to save it to. Name the file as Transcript with your full name.

- Example: Transcript\_Bob\_Johnes, TranscriptJimLong, TranscriptJuneGarcia.



Once you have the file save to your desktop, please upload your transcript to the application.

To upload the transcript, click on browse and then navigate to your desktop where you will find the file. Once you select the correct file, click on the Upload File button to finish the process.

**:: TRANSCRIPT**

**An unofficial copy of your SAC (or other college) Transcript is required. It must show your cumulative grade point average including the fall 2012 as well as your spring 2013 enrollment in classes.**

**Please attach a copy of your transcript here:**  
**\* Answer Required**

(File Name)

If the process is successful,

You will see an **“Upload Complete”** message and below that the system will display the file name of the file you uploaded.