REGÍSTRESE A CLASES USANDO SELF- SERVICE

PASO 1:

Entre al sistema Self-Service

Puede acceder al auto servicio utilizando la siguiente página web:
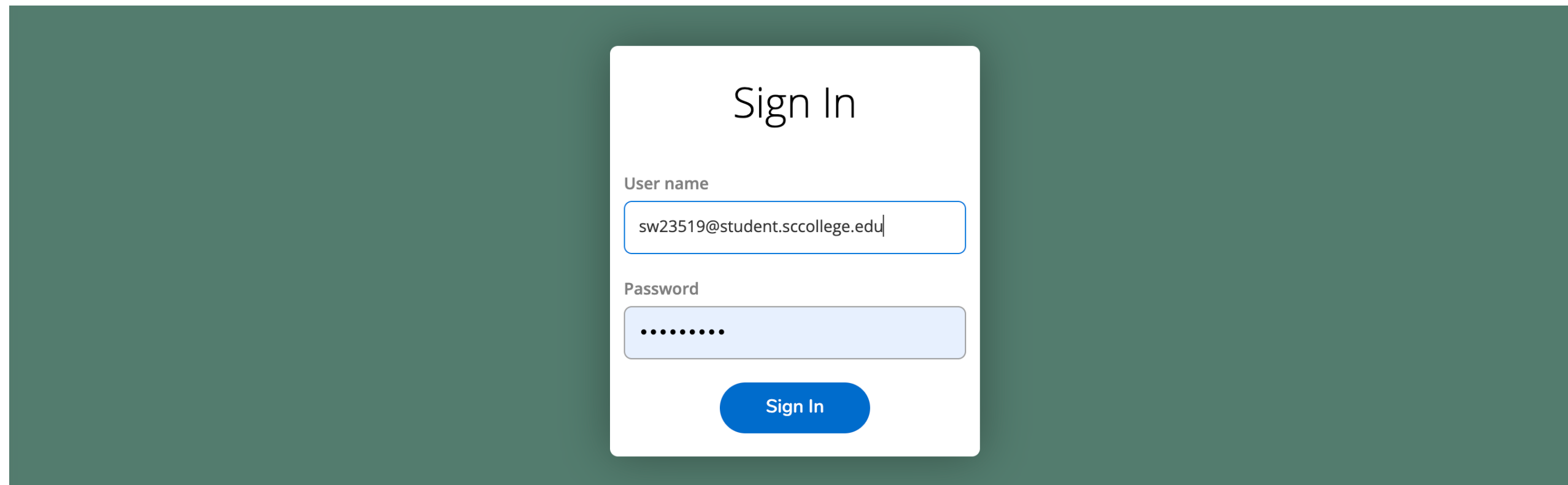
sac.edu/selfservice

sccollege.edu/selfservice

PASO 2: Iniciar sesión

Nombre de Usuario = el correo electrónico de se cuenta de estudiante
Contraseña

*Si es su primera vez entrando a su cuenta, su contrasena es su fecha de nacimiento.

Por ejemplo, si su cumpleaños es el 2 de marzo del 1975 (March 2, 1975), su contraseña es: Mar021975

Sign In

User name

sw23519@student.sccollege.edu

Password

••••••••

Sign In

Si necesita restablecer su contraseña, vaya a: **rsccd.edu/password**

NOTA:

Se requiere que cambie su contraseña la primera vez que entre al sistema.

Change Password

ℹ️ Please enter your user name, current password, and new password.

⚠️ The new password MUST adhere to the following criteria: 1. At least nine (9) characters in length (letters, numbers, or special characters); 2. Start with a letter; 3. Contain at least three of the following four categories: 3a. Upper case letters (A-Z), 3b. Lower case letters (a-z), 3c. Numbers (0-9), 3d. Special characters: Only the following are allowed (* & ^ % $ # @ ! ?). Your password cannot contain more than three (3) characters in common with the Login ID or previous two (2) passwords. An example of a strong password would be iL0v3myJ0b! or wAy2g0?. For all password resets, it can take up to 15 minutes to send the new data to Microsoft for Office365 access. We appreciate your patience.

🛑 Your password has expired. Please choose a new password.

User name

sw23519@student.sccollege.edu

Current password

New password

Confirm new password

Change Password

PASO 3: Haga clic en (Catálogo de cursos)
Course Catalog

SANTA ANA COLLEGE | Santiago Canyon College | RANCHO SANTIAGO Community College District

sw23519 Sign out Help 2

⚠️ **Dear Student,**
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.

Courses held Online and through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for important course details.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Financial Aid
Here you can access financial aid data, forms, etc.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

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

Grades
Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Academic Attendance
Here you can view your attendances by term.

PASO 4:

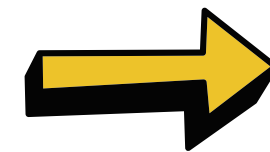Haga clic en (Búsqueda Avanzada)
Advanced Search

PASO 5:

Seleccione **Continuing Ed.** para su semestre.

Seleccione SAC o SCC Continuing Ed.

La ubicación aquí significa la escuela a la que desea asistir, **NO** significa la ubicación de su clase real.

Luego, haga clic en (Buscar) - **Search**.

Catalog Advanced Search

Results View

○ Catalog Listing

● Section Listing

Term

Fall 2021 Continuing Ed.

Meeting Start Date

M/d/yyyy

Courses And Sections

| | Course number |

| Subject | Course number |

| Subject | Course number |

+ Add More...

Days Of Week

☐ Sunday ☐ Monday ☐ Tuesday

☐ Thursday ☐ Friday ☐ Saturday

Location

SAC Continuing Education

Time Of Day

Select Time Of Day

Time Starts by

hh:mm AM/PM

Course Type

Select Course Type

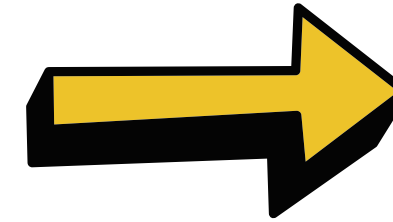Clear   Search

PASO 6:

Elige el programa que le interese.

Las secciones de ese programa se mostrarán automáticamente.

Search for Courses and Course Sections

Back to Course Catalog

Filter Results   Hide

Availability   ⌃

☐ Open and Waitlisted Sections
☐ Open Sections Only

Subjects   ⌃

☑ Adult Basic Education (25)
☐ Citizenship (7)
☐ English As a Second Language (92)
☐ Free Noncredit - Math (4)
☐ High School Subjects (26)
☐ HS Subjects - Arts (7)
☐ HS Subjects - English (19)
☐ HS Subjects - Reading (6)
☐ HS Subjects - Social Sciences (22)
☐ HS Subjects- Natural Sciences (11)
☐ Learning Support (9)
☐ Older Adults (52)
☐ Parent Education (2)
☐ Substantial Disabilities (1)
☐ Vocational - Business (81)
☐ Vocational - Food (3)

Locations   ⌃
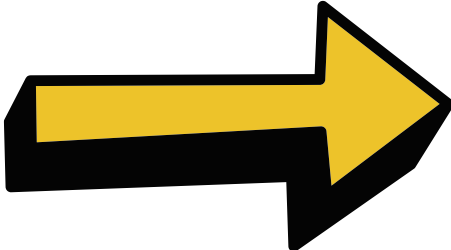
☑ SAC Continuing Education (367)

Terms   ⌃

☑ Fall 2021 Continuing Ed. (367)

PASO 7:

Busque el curso y la sección que desee. Luego haga clic en (Agregar)- Add."

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty
Add	Fall 2021 Continuing Ed.	Open	ABE-044-05689	Leadership Basics 1 (ABE)		8/23/2021-12/18/2021	SAC Continuing Education	Online	W 5:00-9:00 PM 8/23/2021 - 12/18/2021 CEC RL (DINT)	Storti, Robin J.
Add	Fall 2021 Continuing Ed.	Open	ABE-044-05692	Leadership Basics 1 (ABE)		8/23/2021-12/18/2021	SAC Continuing Education	Online	F 8:00 AM-12:00 PM 8/23/2021 - 12/18/2021 CEC RL (DINT)	Storti, Robin J.
Add	Fall 2021 Continuing Ed.	Open	ABE-046-03395	Attitudes for Success		8/16/2021-12/31/2021	SAC Continuing Education	1 Lecture	M 2:00-5:00 PM 8/16/2021 - 12/31/2021 SACJ C-JAIL (LEC)	Coyle, Patricia S.
Add	Fall 2021 Continuing Ed.	Open	ABE-046-03396	Attitudes for Success		8/16/2021-12/31/2021	SAC Continuing Education	1 Lecture	M, T, W 7:00-10:00 PM 8/16/2021 - 12/31/2021 SACJ C-JAIL (LEC)	Coyle, Patricia S.

PASO 8: Se abrirá un cuadro con la información de su clase.

Section Details

ABE-044-05692 Leadership Basics 1 (ABE)
Fall 2021 Continuing Ed.

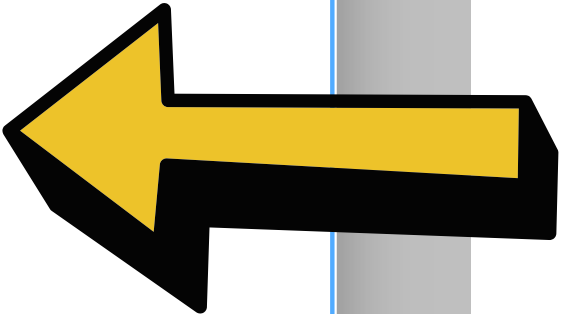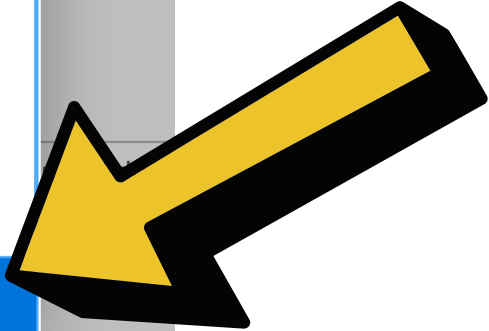|	
Instructors	Storti, Robin J. (Storti_Robin@sac.edu)
Meeting Information	F 8:00 AM - 12:00 PM 8/23/2021 - 12/18/2021 SAC Continuing Education, Centennial Education Center RL (Online)
Dates	8/23/2021 - 12/18/2021
Seats Available	61 of 75 Total
Credits	0
Grading	Graded
Requisites	None
Course Description	Provides the first of a two-part leadership course in which students apply leadership techniques in the workplace, home, school, and the community. Students will increase their mastery of basic skills through intensive, interactive, student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening, and speaking. Recommended for ABE and ESL Intermediate 1, 2, or 3 or above students.
Additional Information	This is a Remote Live (RL) class. The instructor will email students the instructions to participate in the class (such as zoom, google classroom, CANVAS, etc.)
Transfer Status	Not transferable
Books Total	

Close | Add Section

Verifica la información de la reunión para confirmar la ubicación de su clase y cómo se imparte la clase.

Si todo se ve bien, haga clic en (Agregar Sección) - **Add Section**.

PASO 9:

Usando la navegación de mano izquierda, haga clic en la pequeña casa para ir a su pantalla de inicio.

PASO 10:

Verá un cuadro azul.
Haga clic en (Registrarse) - **Register**.

Hello, Welcome to Colleague Self-Servi...
Choose a category to get started.

Register Now
Click the button to see available terms and sections.

Register

Notifications

Title	Details	Link
ⓘ ITS Loaner Laptop	Please return loaner equipment to remove this hold	
ⓘ OEC Registration Hold	Contact OEC Registraion Office at 714-628-5900 to clear hold.	

Financial Aid
Here you can access financial aid data, forms, etc.
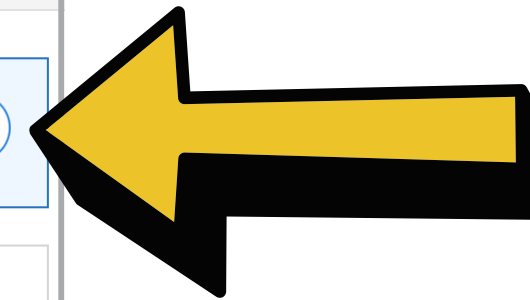
Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

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

Grades
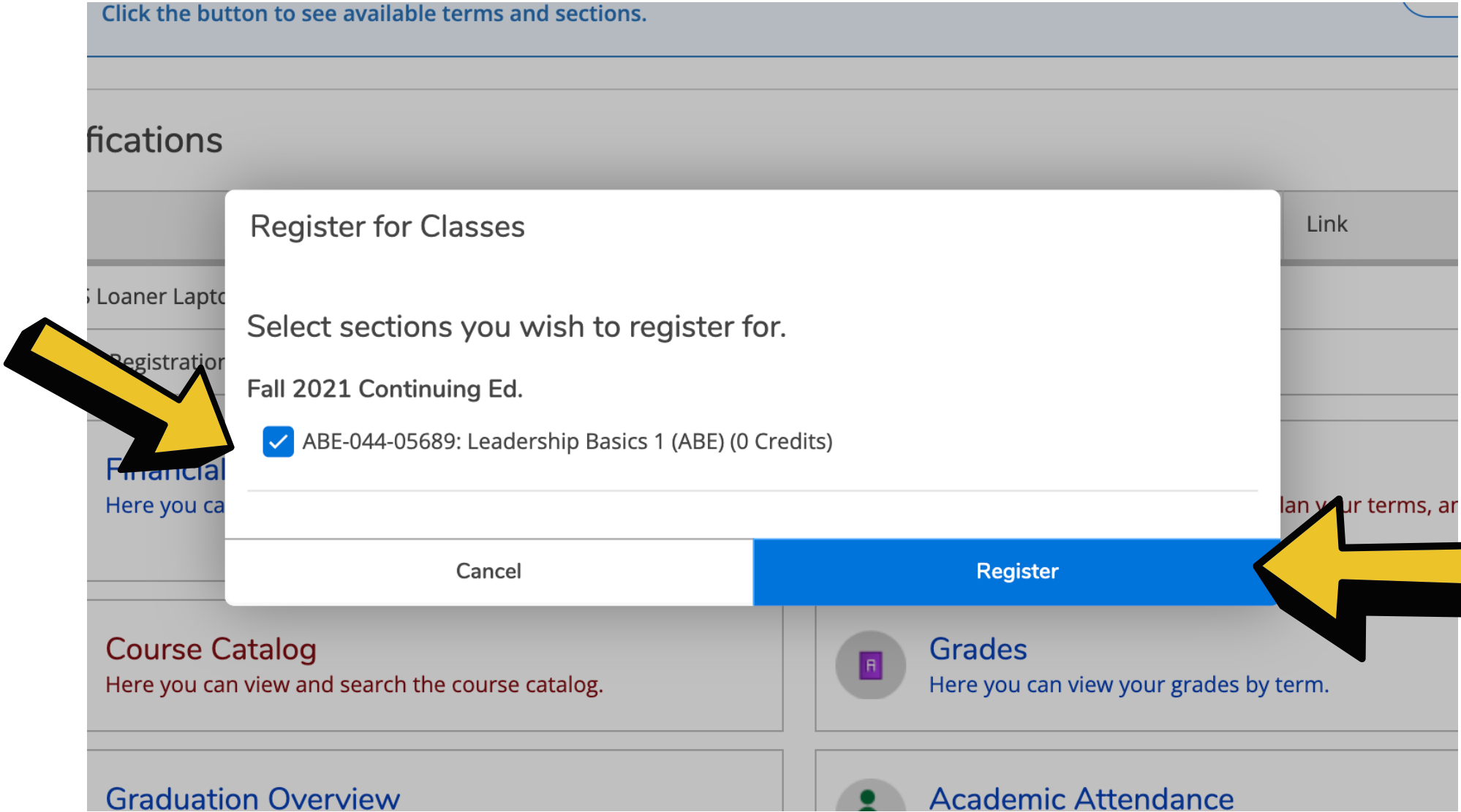Here you can view your grades by term.

Graduation Overview
Here you can view and submit a graduation application.

Academic Attendance
Here you can view your attendances by term.

PASO 11:   Aparecerá una ventana emergente.

Revise la caja.

Luego, haga clic en (Registrarse) - **Register**.

¡YA SE REGISTRÓ!

Register for Classes

✓ **You are now registered for your courses.**

Fall 2021 Continuing Ed.

✓ ABE-044-05689: Leadership Basics 1 (ABE) (0 Credits)

Close

Go to Schedule

Haga clic en (Cerrar) **Close** y habrá terminado. Puede cerrar la sesión de Self-Service.

Si desea ver su horario, haga clic en (Ir a horario) - **Go to Schedule**.

INFORMACIÓN ADICIONAL

PLAN Y HORARIO

Desde la página Plan y Horario (**Plan and Schedule**), puede ver en qué clases está registrado. También se puede dar de baja de una clase en esta página.
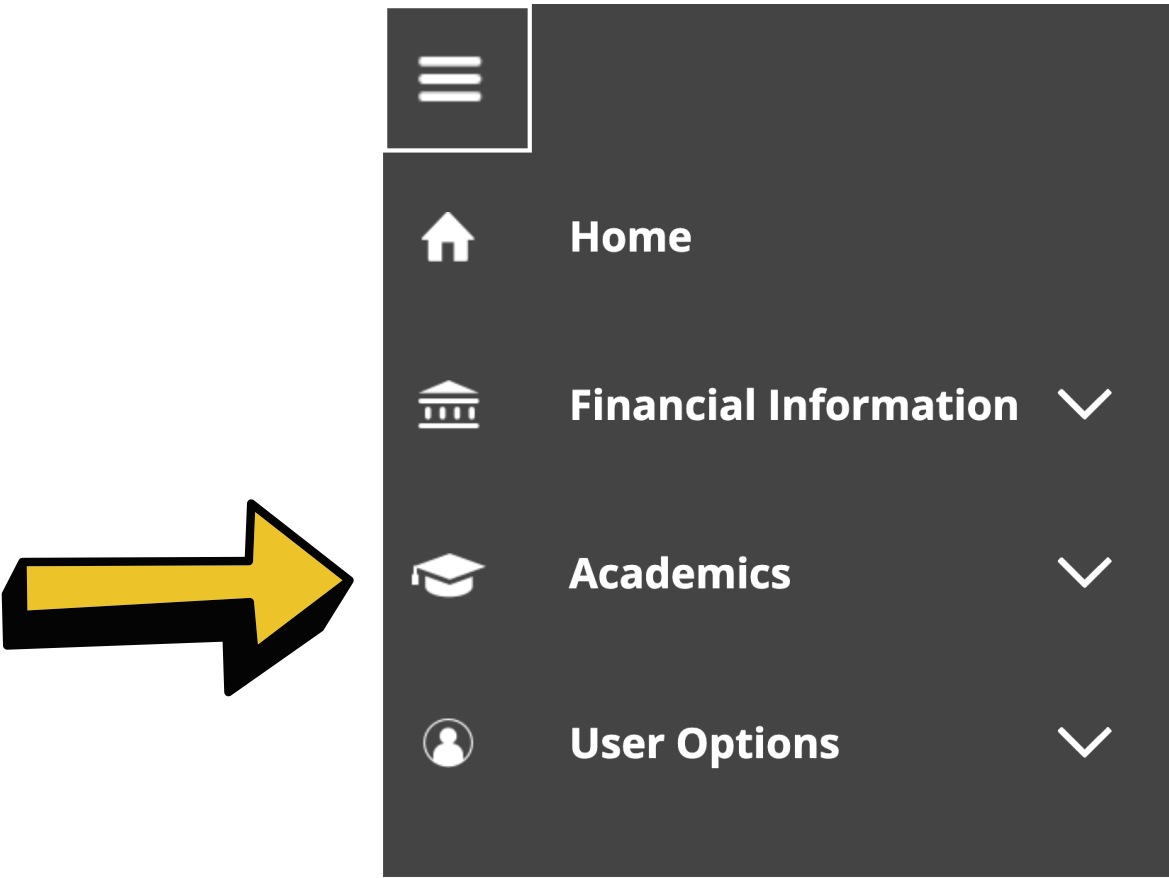
Si usted es un estudiante de la escuela preparatoria, aquí es donde puede ver su plan educativo.

PUEDE ACCEDER A LA PÁGINA DEL PLAN Y HORARIO (PLAN & SCHEDULE) UTILIZANDO EL MENÚ DE NAVEGACIÓN A MANO IZQUIERDA
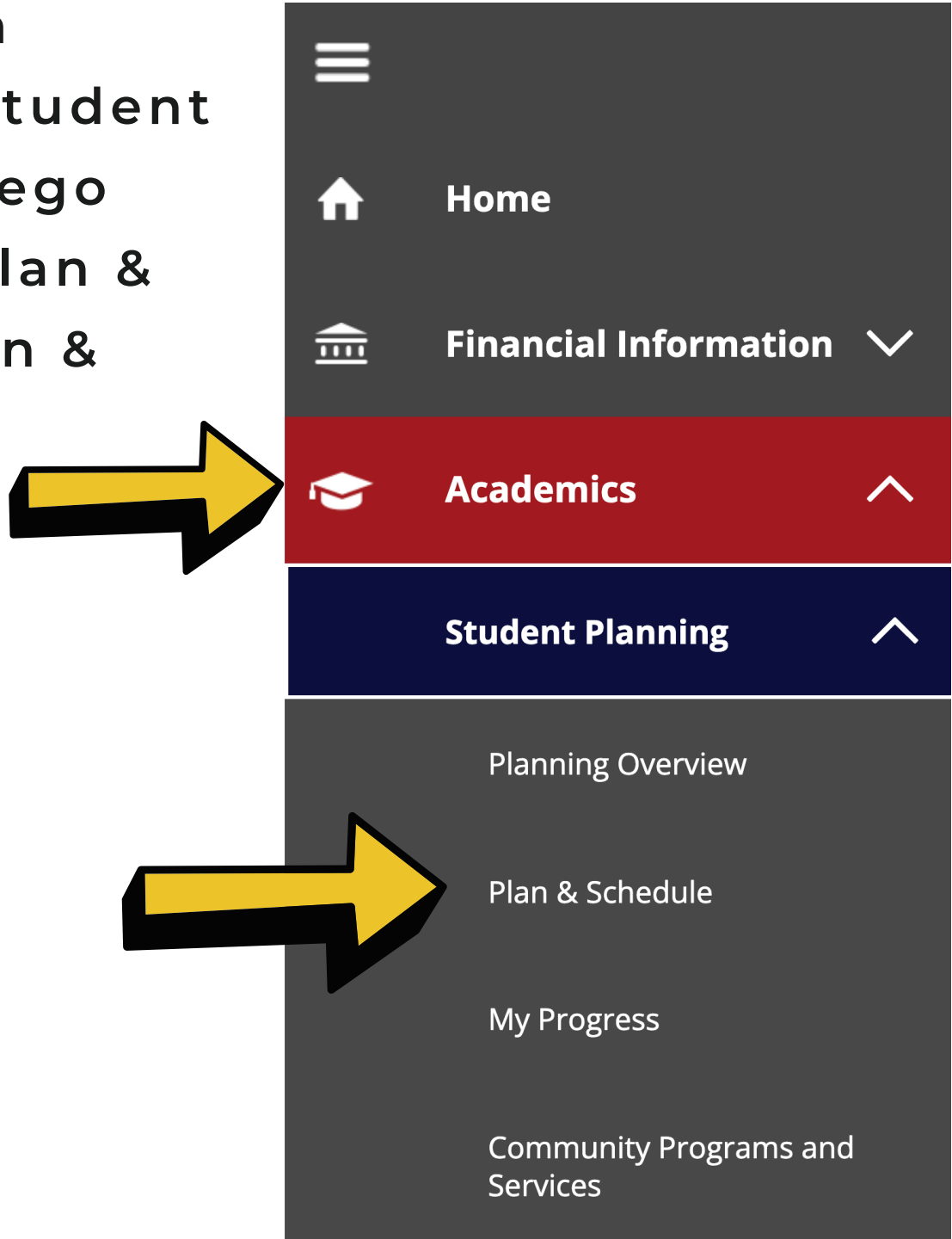
A. Utiliza la navegación global a mano izquierda y haga clic en las tres líneas.

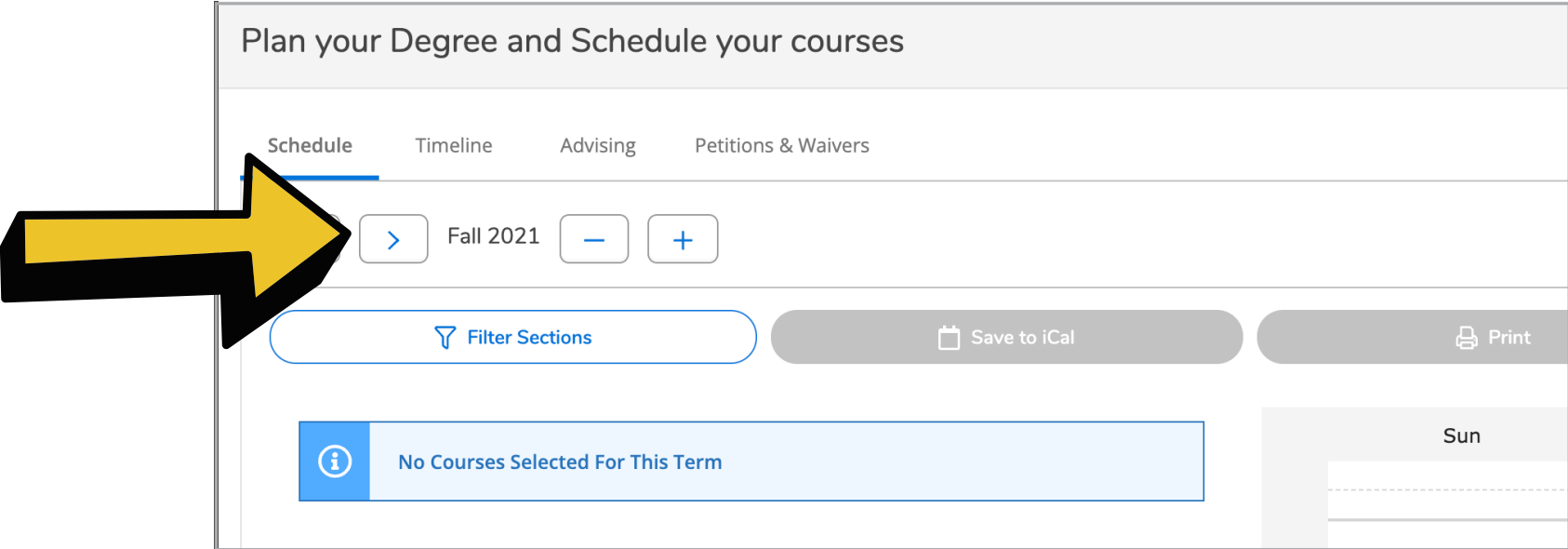B. Se abrirá este menú. Haga clic en: (Académicos) - Academics.

A. Haga clic en: (Planificación estudiantil) Student Planning y luego seleccione (Plan & Horario) - Plan & Schedule.
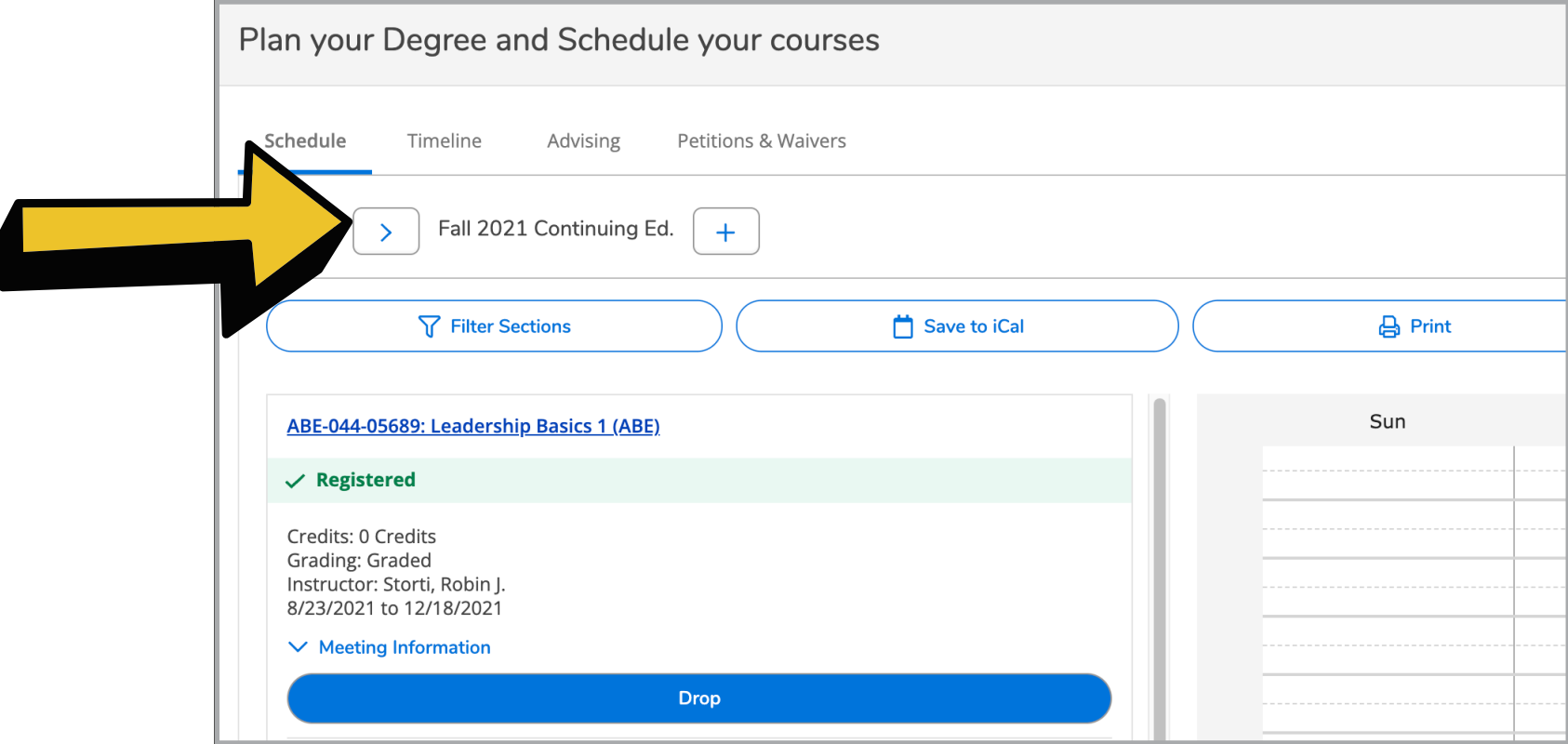
NOTA: Si llega a la página 'Plan y Horario' (Plan & Schedule) y no ve su clase, debe seleccionar el semestre correcto de Continuing Ed.

Haga clic en la flecha hacia adelante para encontrar el semestre correcto.

Verá las clases en las que está registrado.

Plan your Degree and Schedule your courses

Schedule   Timeline   Advising   Petitions & Waivers

> Fall 2021 — +

🔽 Filter Sections   📅 Save to iCal   🖨 Print

ⓘ No Courses Selected For This Term

Sun

Plan your Degree and Schedule your courses

Schedule   Timeline   Advising   Petitions & Waivers

> Fall 2021 Continuing Ed. +

🔽 Filter Sections   📅 Save to iCal   🖨 Print

ABE-044-05689: Leadership Basics 1 (ABE)

✓ Registered

Credits: 0 Credits
Grading: Graded
Instructor: Storti, Robin J.
8/23/2021 to 12/18/2021

🔽 Meeting Information

Drop

Sun

¿Tiene preguntas?

Llámenos.

Continuing Ed. @ SAC - 714-241-5700
Continuing Ed. @ SCC - 714-628-5900

Aprenda más información sobre La Educación Continua-Continuing Education @ SAC & SCC"

sac.edu/sce   sccollege.edu/oec