

Student Instructions-How to register using the Ellucian Education Plan

Using Internet Explorer

Login: <https://colss-prod.cloud.rscsd.edu/Student/Account/Login>

Sign in using your WebAdvisor ID and password

Sign in

Enter your user name and password to sign in.

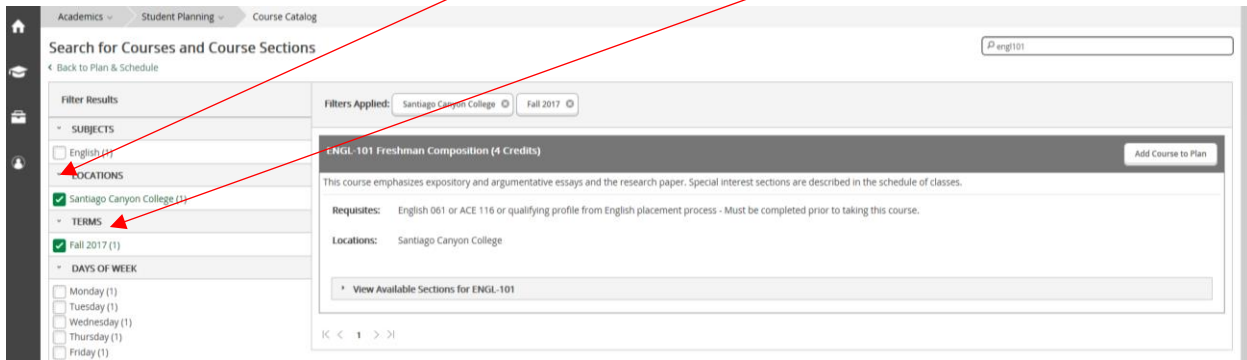
Click on **“Plan your Degree & Register for Classes”**

The screenshot shows the 'Steps to Getting Started' section of the Ellucian Education Plan. It features two numbered steps: 1. 'View Your Progress' and 2. 'Plan your Degree & Register for Classes'. A red arrow points to the second step, which includes a sub-link 'Go to Plan & Schedule'.

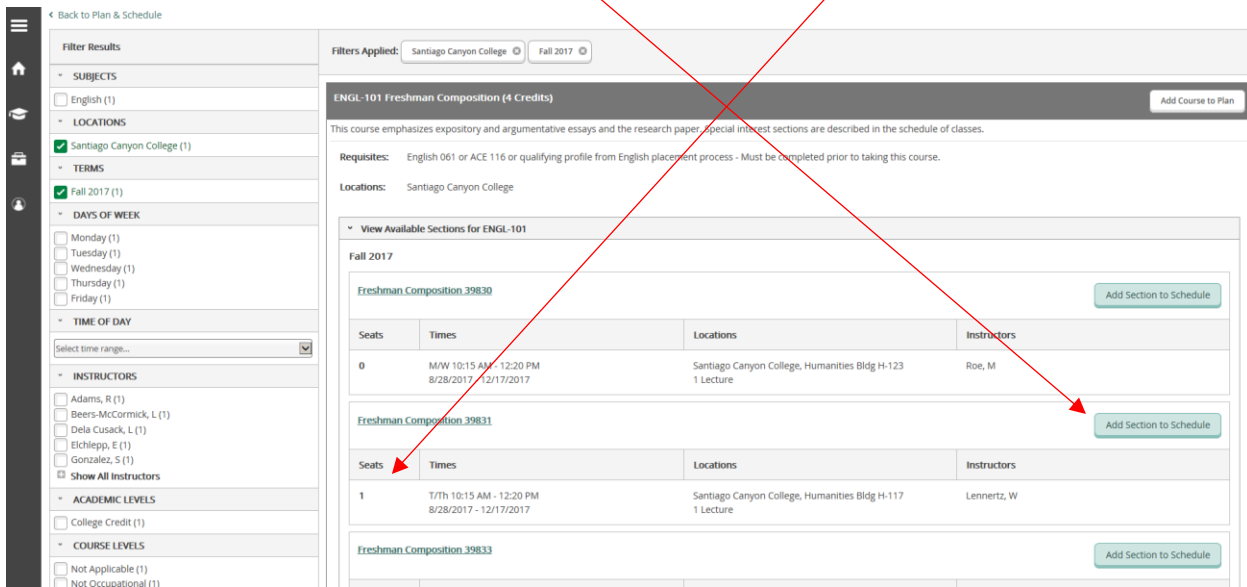
Type in the course you want to enroll in under **“Search for courses”** bar. Example Engl101

The screenshot shows the 'Plan your Degree and Schedule your courses' page. A red arrow points to the 'Search for courses...' input field in the top right corner. Below the search bar, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for 'Spring 2017' with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a 'Filter Sections' dropdown.

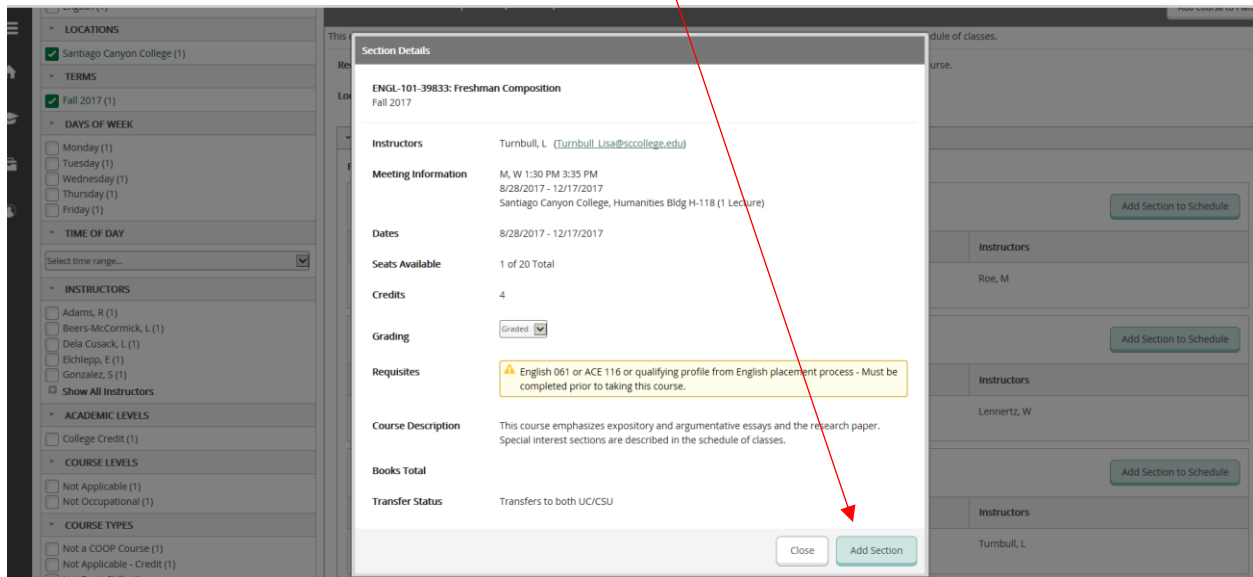
The course that you are searching for will appear. On the left hand side click on Santiago Canyon College for **“Locations”** and under **“Terms”** select Fall 2017.



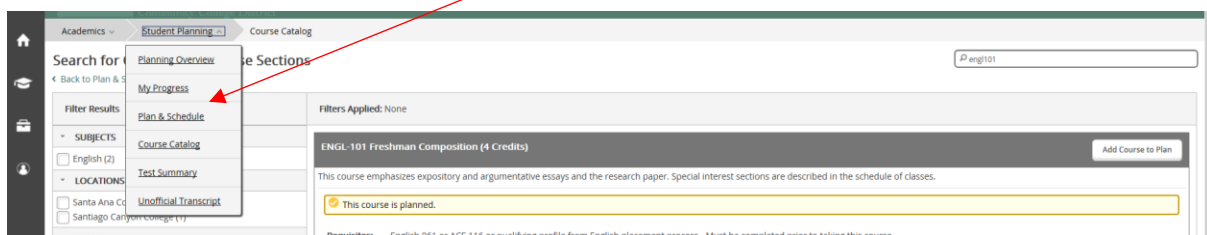
Click on **“View Available Sections for Engl 101”**. This will show you all the course offerings for this term. Select the course that has available seats. When you find a course, click on **“Add Section to Schedule”**.



A “Section Details” prompt will appear, click “Add Section”.



On the “Student Planning” Tab. Select “Plan and Schedule”



Click on the arrow to find Fall 2017.



Under the Fall 2017 Calendar, you will see the course you selected mapped out in “YELLOW” with the days and times the class meets.

To register click on “Register”

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017

Remove Planned Courses Register Now

Planned: 7 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections Save to iCal Print

COMM-110: Public Speaking

View other sections

ENGL-101-39833: Freshman Composition

English 061 or ACE 106 or qualifying profile from English placement process - Must be completed prior to taking this course.

Planned

Credits: 4
Grading: Graded
Instructor: Turney, L
8/28/2017 to 12/17/2017
Seats Available: 1

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm		ENGL-101-39833		ENGL-101-39833			
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Once you are registered in the class, the class block will be “GREEN”

Fall 2017

Filter Sections Save to iCal Print

COMM-110-41176: Public Speaking

Registered, but not started

Credits: 3
Grading: Graded
Instructor: Volz, M
8/28/2017 to 12/17/2017

Meeting Information

Drop

View other sections

ENGL-101: Freshman Composition

	Sun	Mon	Tue
11am			
12pm			
1pm			
2pm			
3pm			
4pm			COMM-110-41176
5pm			
6pm			
7pm			

You will do this process for all the other courses you want to enroll in. If a class shows up on your calendar in “RED” that class is closed and you cannot enroll in that class.

ENGL-101-39836		ENGL-101-39834		ENGL-101-39836		ENGL-101-39834					
ENGL-101-39830		ENGL-101-39838		ENGL-101-39831		ENGL-101-39830		ENGL-101-39838		ENGL-101-39831	
ENGL-101-39833						ENGL-101-39833					
✓ COMM-110-41176											