

REGISTERING FOR A CLASS USING SELF-SERVICE



Santiago Canyon College

STEP 1: Login to Self- Service

You can access Self-Service
using the following URLs:

sac.edu/selfservice

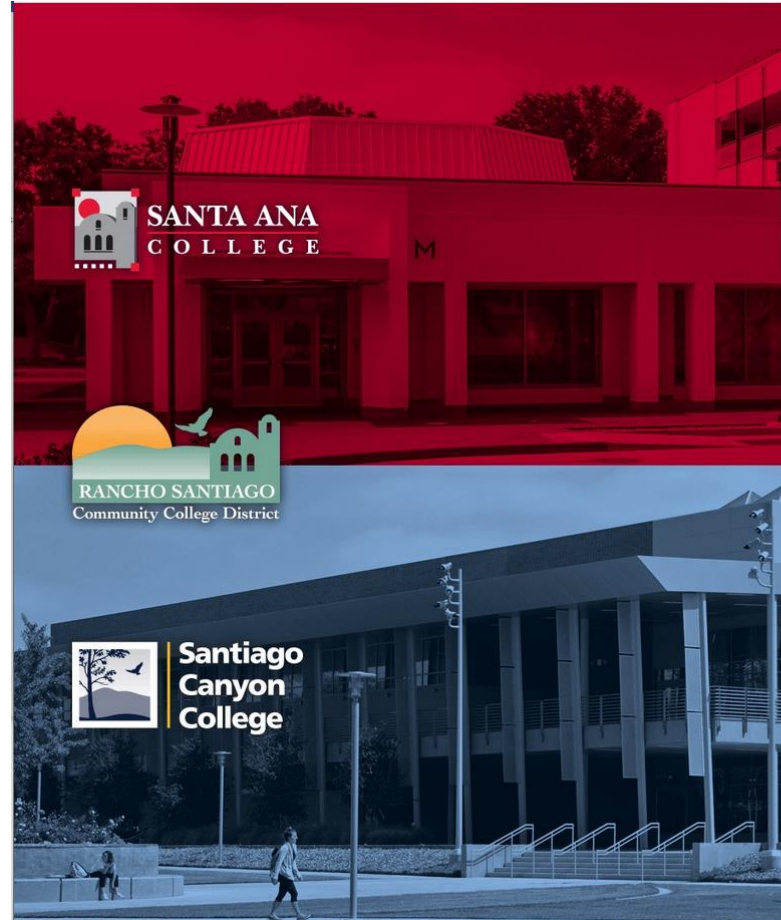
sccollege.edu/selfservice

STEP 2: Login

Username = your school email
i.e. Norris_Chuck@student.sccollege.edu

Password:
****If it is your first time logging in, your password is your date of birth.**

For example, if your date of birth is March 2, 1975, your password is: Mar021975



Sign in with your organizational account

Keep me signed in

Login authentication screens are changing.
[Learn More - Single Sign-On FAQs](#)
[Retrieve Username or Reset Password](#)

For Students:

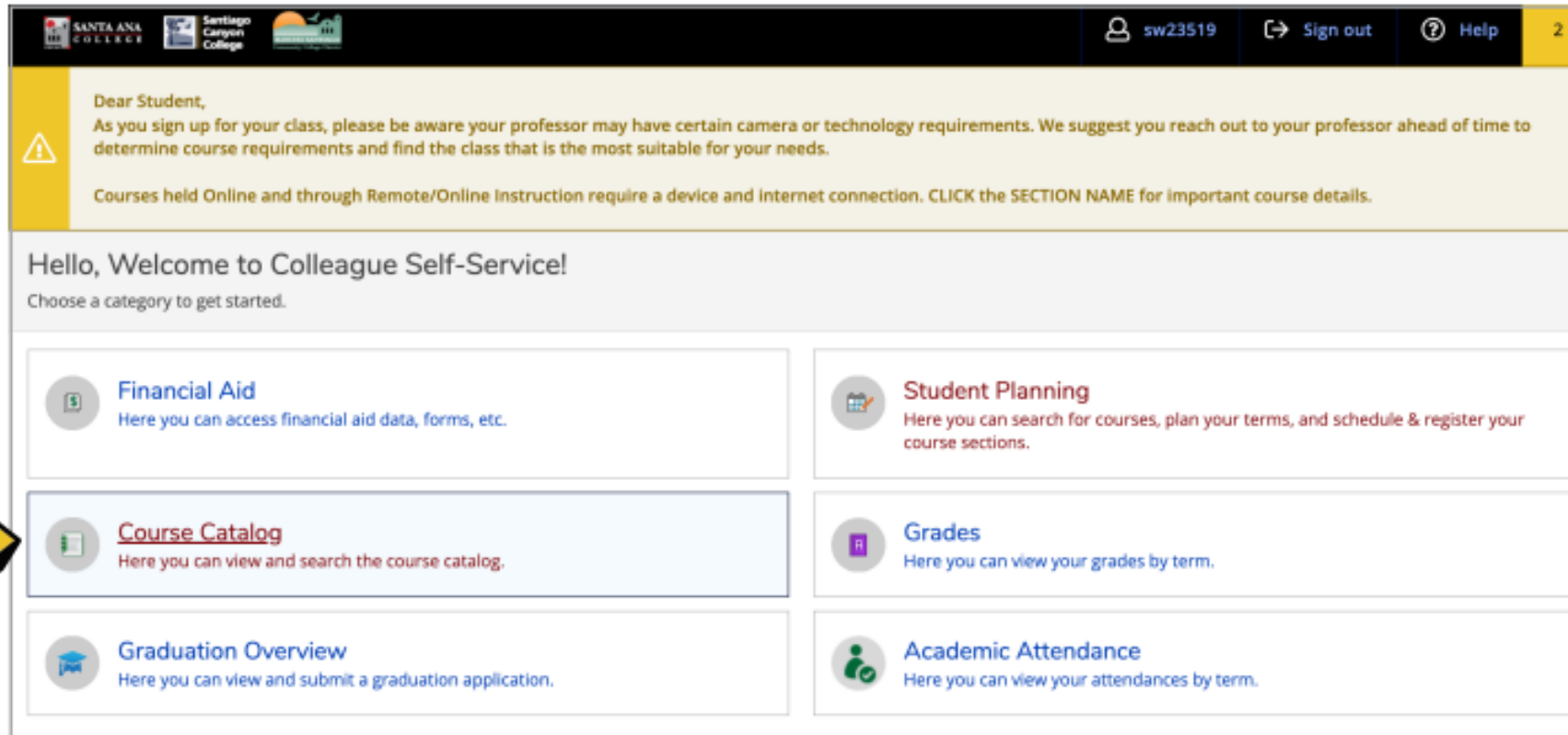
- SelfServiceID@student.sccollege.edu
- SelfServiceID@student.sac.edu
- Example: ab12345@student.sac.edu

For Employees:

- LastName_FirstName@sccollege.edu
- LastName_FirstName@sac.edu
- LastName_FirstName@rscdd.edu
- Example: Smith_John@rscdd.edu

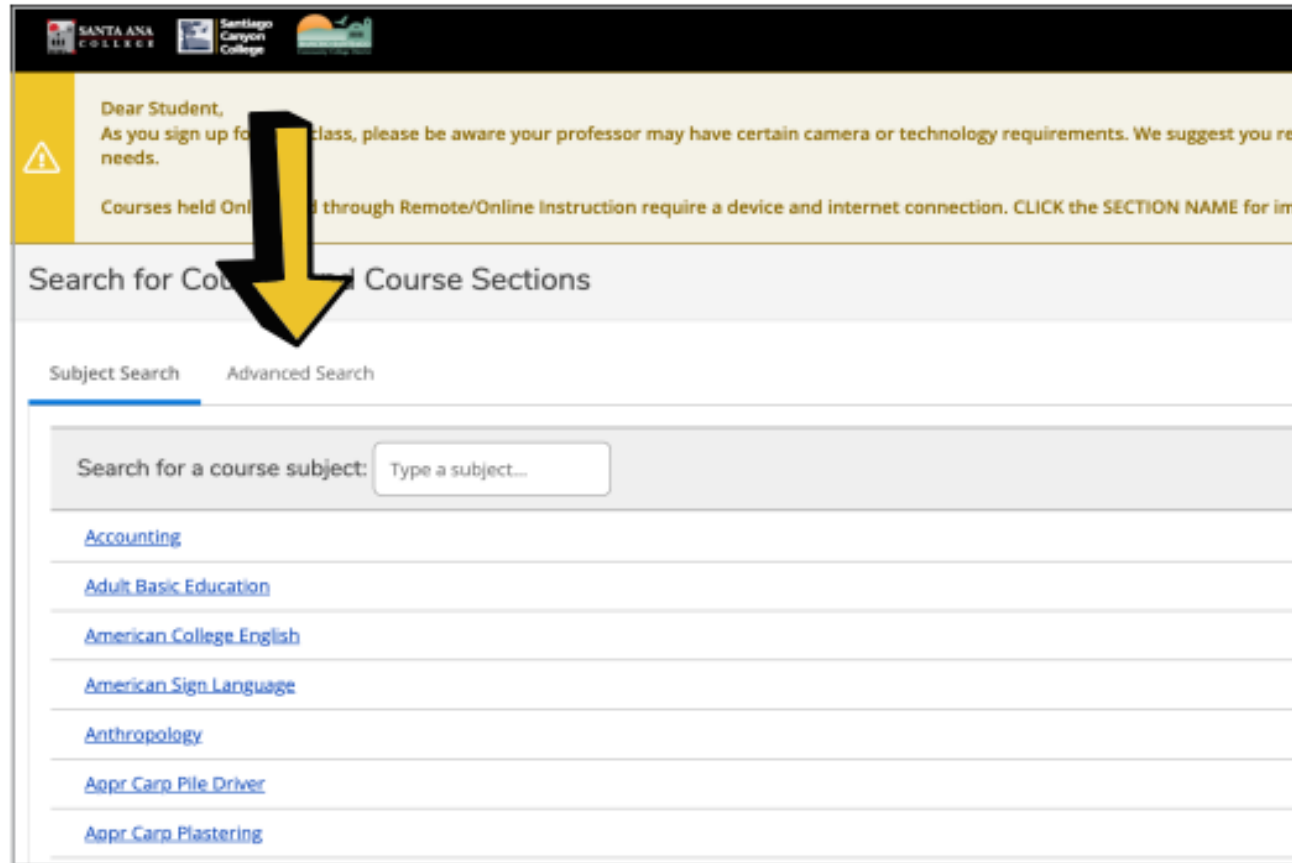
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STEP 3: Click on Course Catalog



The screenshot displays the Colleague Self-Service portal interface. At the top, there is a navigation bar with logos for Santa Ana College and Santiago Canyon College, along with user information (sw23519), a sign out button, and a help button. Below the navigation bar, a yellow banner contains a warning icon and text: "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." Below the banner, a grey bar says "Hello, Welcome to Colleague Self-Service! Choose a category to get started." The main content area features six category tiles: "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), and "Academic Attendance" (Here you can view your attendances by term). A large yellow arrow points to the "Course Catalog" tile.

STEP 4: Click on Advanced Search



The screenshot shows the top navigation bar with logos for Santa Ana College and Santiago Canyon College. Below the navigation bar is a yellow banner with a warning icon and text: "Dear Student, As you sign up for a class, please be aware your professor may have certain camera or technology requirements. We suggest you read the needs. Courses held Online through Remote/Online Instruction require a device and internet connection. CLICK the SECTION NAME for imp".

Below the banner is a search bar with the text "Search for Courses and Course Sections". There are two tabs: "Subject Search" and "Advanced Search". A large yellow arrow points to the "Advanced Search" tab.

Below the tabs is a search input field with the text "Search for a course subject: Type a subject...". Below the input field is a list of course subjects:

- [Accounting](#)
- [Adult Basic Education](#)
- [American College English](#)
- [American Sign Language](#)
- [Anthropology](#)
- [Appr Carp Pile Driver](#)
- [Appr Carp Plastering](#)

STEP 5:

Select Term



Select Subject



Choose SCC or SAC



Then, click Search

Catalog Advanced Search

Results View

- Catalog Listing
 Section Listing

Term

Spring 2023

Meeting Start Date

M/d/yyyy

Courses And Sections

Subject

Course number

Subject

Course number

Subject

Course number

+ Add More...

Days Of Week

Sunday

Monday

Tuesday

Thursday

Friday

Saturday

Location

Santiago Canyon College

Time Of Day

Select Time Of Day

Time Starts by

hh:mm AM/PM

Course Type


Select Course Type

Clear

Search

STEP 6: Scroll to find your course and section. Then click **ADD**



Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods
	Spring 2023	Open	ENGL-100-19981	Frshmn Comp Integrated Support		2/6/2023-6/4/2023	Santiago Canyon College	Online With Scheduled Mtg(s) 1 Lecture Laboratory
	Spring 2023	Waitlisted	ENGL-100-19983	Frshmn Comp Integrated Support		2/6/2023-6/4/2023	Santiago Canyon College	Online Laboratory
	Spring 2023	Open	ENGL-100-19986 	Frshmn Comp Integrated Support		2/6/2023-6/4/2023	Santiago Canyon College	1 Lecture 1 Laboratory 2 Laboratory
	Spring 2023	Waitlisted	ENGL-100-19987	Frshmn Comp Integrated Support		2/6/2023-6/4/2023	Santiago Canyon College	Online Laboratory

STEP 7: Using your left navigation, click on the home icon to go to the home screen



STEP 8: Click on Student Planning

The screenshot shows the top navigation bar with logos for Santa Ana College and Santiago Canyon College, a user profile for 'sw23519', and links for 'Sign out', 'Help', and a page number '2'. Below the navigation bar is a yellow warning banner with an exclamation mark icon and text: '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.'

Below the banner is a grey header area with the text: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.'

The main content area features six category tiles arranged in a 3x2 grid:

- Financial Aid**: Here you can access financial aid data, forms, etc.
- Course Catalog**: Here you can view and search the course catalog.
- Graduation Overview**: Here you can view and submit a graduation application.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections. (This tile is highlighted with a yellow border and a large yellow arrow points to it from the left.)
- Grades**: Here you can view your grades by term.
- Academic Attendance**: Here you can view your attendances by term.

STEP 9: Go to Plan & Schedule

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)



STEP 10: Click Register

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions & Waivers

< > Spring 2023 +

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

Planned: 4.50 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENGL-100-19981: Frshmn Comp Integrated Support X



American College English 116 or English N59 or qualifying profile from English placement process - Must be completed prior to taking this course.

Planned

Credits: 4.50 Credits
Grading: Graded
Instructor: Pecenkovic, Nidzara
2/6/2023 to 6/4/2023
Seats Available: 12

Meeting Information

Register



	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am		ENGL-100-19981 X		ENGL-100-19981 X			
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							