

Student Instructions-How to register using Self Service

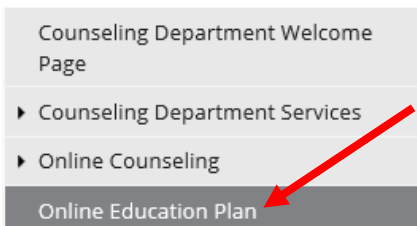
Sign in using your WebAdvisor ID and password. Under the Registration Tab on WebAdvisor click on **“Student Planning”**.



Registration

- Community Programs and Services
- New Student Orientation
- New Student Orientation - Early Welcome (SCC)
- Noncredit Online Student Orientation (OEC)
- View Online Registration Date
- Search for Sections
- Register for Classes
- Register and Drop Classes
- Manage My Waitlist
- Student Add Code Registration Help Manual
- Add Code Registration
- Canvas Access
- Student Planning**

You can also access the Self-Service link on SCC’s Counseling page under “Online Education Plan.” Click on the link where you will be able to login using your WebAdvisor information.

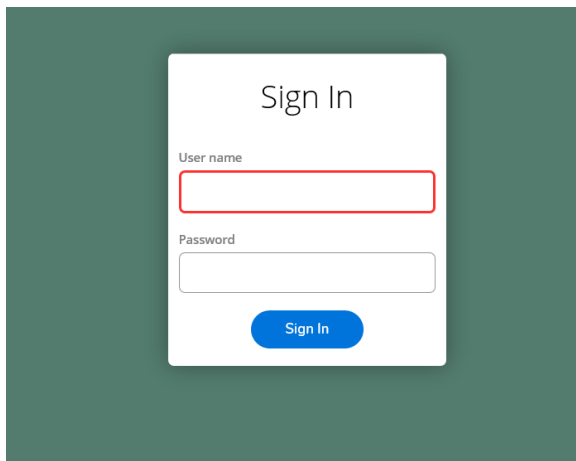


- Counseling Department Welcome Page
- ▶ Counseling Department Services
- ▶ Online Counseling
- Online Education Plan**

Online Education Plan

Access your Online Education Plan using the link below:

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



Sign In

User name

Password

Sign In

On the launch page, select “Student Planning”

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

Notifications

Title	Details	Link
Honors Waiver	This waiver enables you to register for honors classes. This is NOT a registration hold.	

Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	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.

Type in the courses you want to enroll in under “**Search for courses**” bar. Example Eng101

[Academics](#) · [Student Planning](#) · [Planning Overview](#)

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

- 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](#)

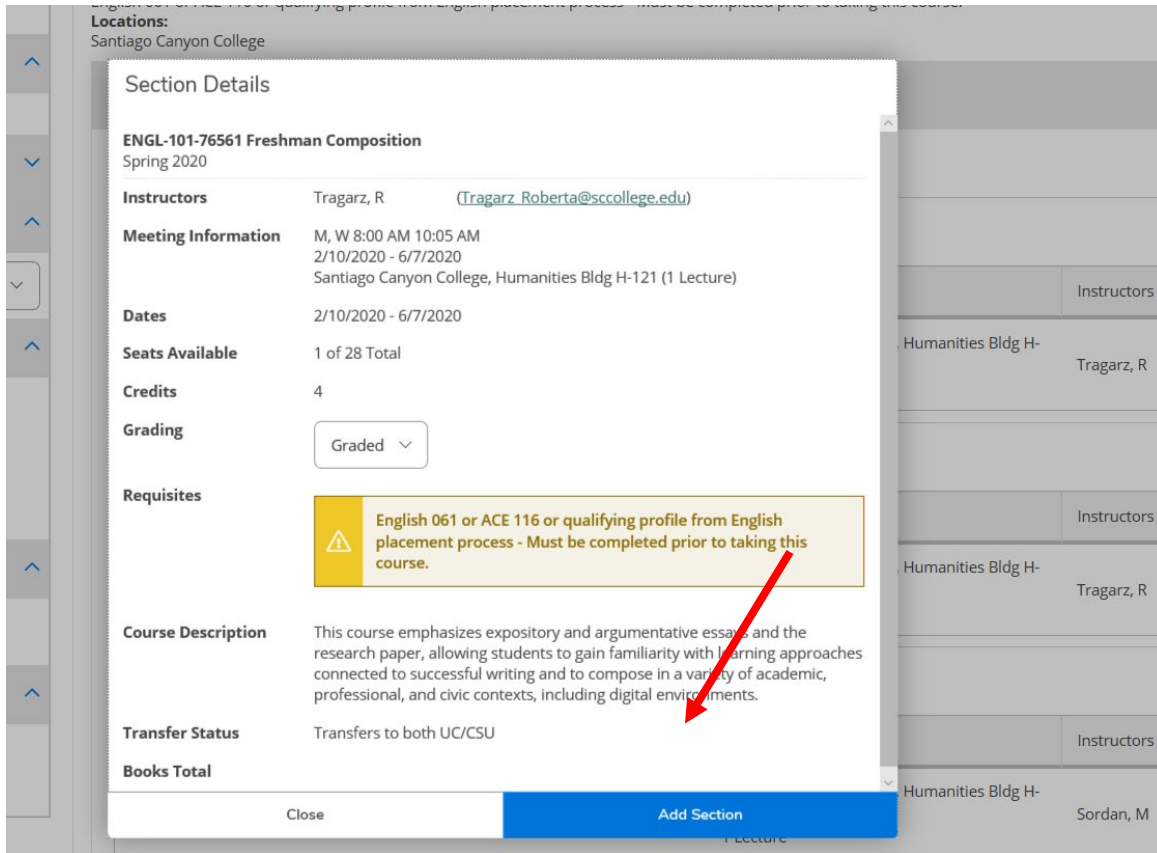
The course that you are searching for will appear on the Search for Courses and Course Sections page. On the left hand side click on Santiago Canyon College for **“Locations”**, select the term you want to take the course under **“Terms”** and select course availability under **“Availability”** choose Open and Waitlisted Sections or Open Sections Only

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”**.

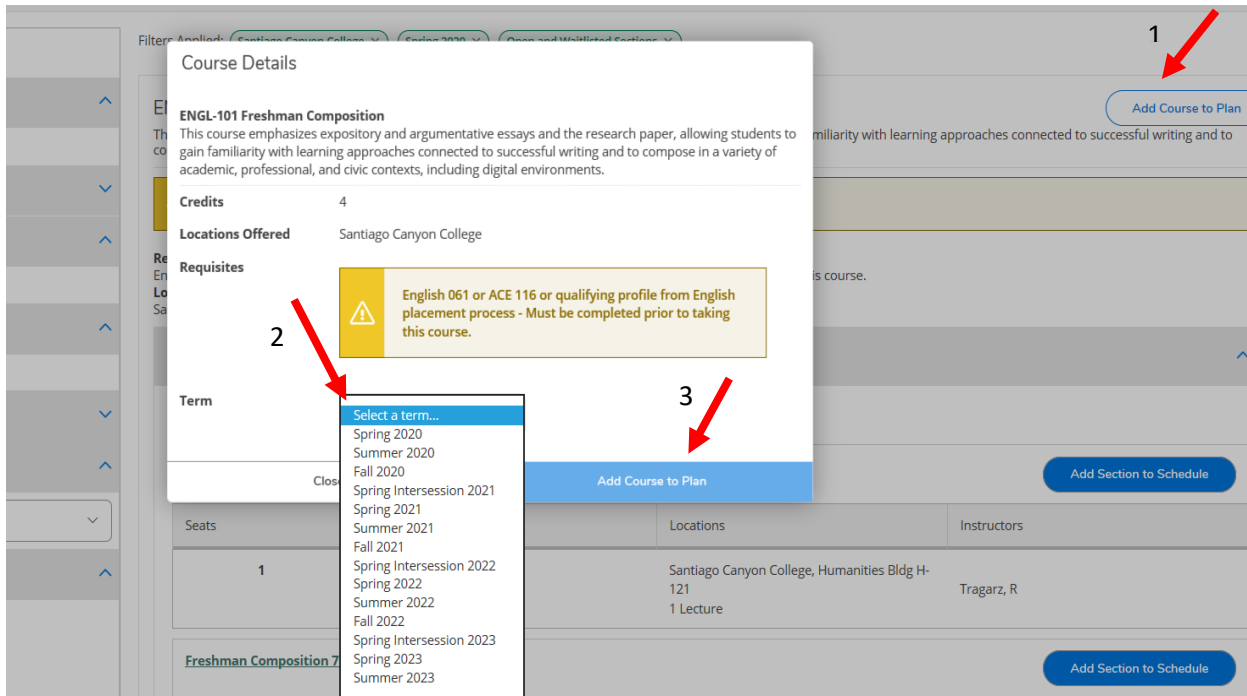
Freshman Composition 39831 Add Section to Schedule

Seats	Times	Locations	Instructors
1	T/Th 10:15 AM - 12:20 PM 8/28/2017 - 12/17/2017	Santiago Canyon College, Humanities Bldg H-117 1 Lecture	Lennertz, W

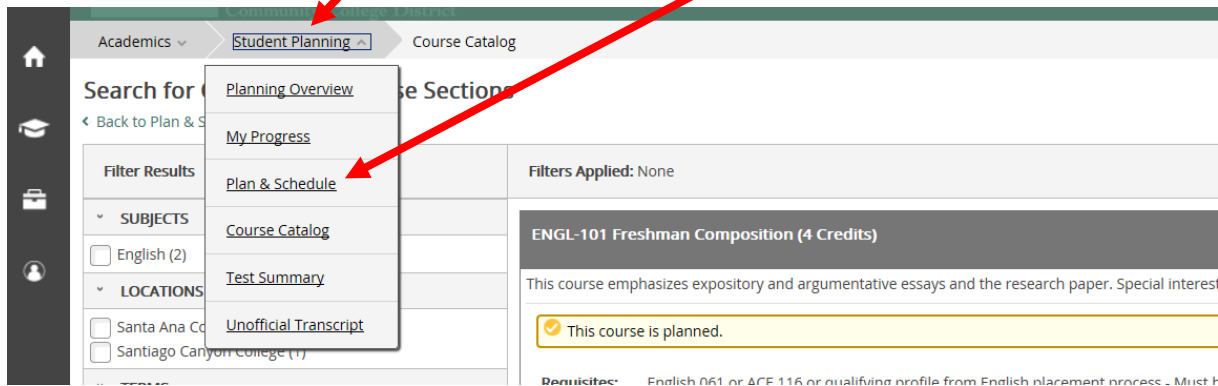
A "Section Details" prompt will appear, click "Add Section".



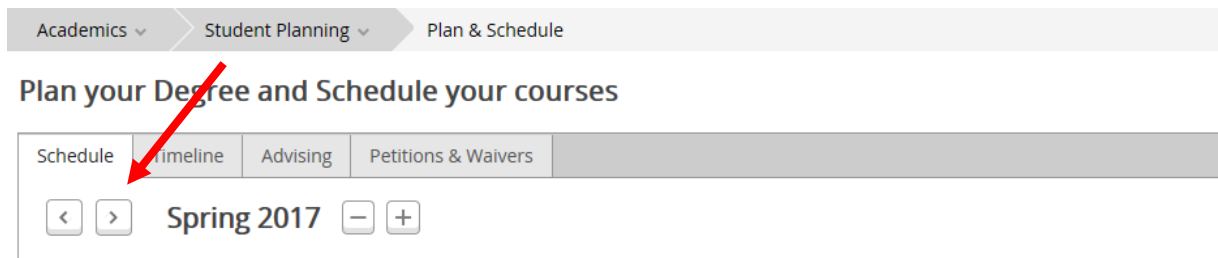
Another way to add a course to your calendar is to click on "Add Course to Plan". A Course Details pop up will appear, select the semester you want to take the course and click "Add Course to Plan".



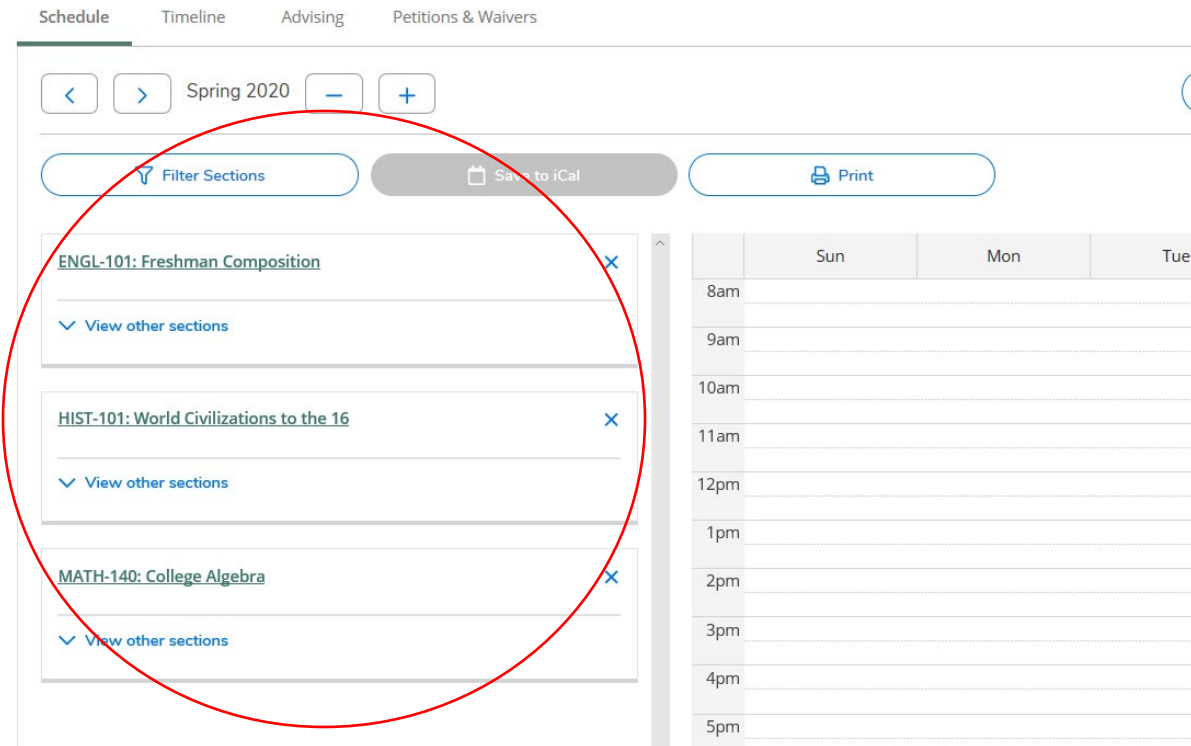
Do these steps for all of the courses you want to enroll in. Once you are done, you are ready to start planning. On the **“Student Planning”** Tab select **“Plan and Schedule”**



Click on the arrow to find semester you want to enroll in.



When you are on **“Schedule”** you will be able to view all the courses you selected.



Click on **“View other Sections”** to see days and times of the course. You can click on the **arrow** to look at more sections. Courses that display an **“!”** have a waitlist.

The screenshot shows a course selection interface. On the left, a sidebar displays the course name **MATH-140: College Algebra** and a button **View other sections**. Below this, a pagination control shows **1 of 2** sections. A detailed section view is shown below, indicating **This section has a waitlist** and providing details for **MATH-140-76836 College Algebra**, including waitlist size (3), instructor (Diaz, D), dates (2/10/2020 - 6/7/2020), location (Santiago Canyon College), and meeting times (W 7:30 PM - 9:30 PM).

On the right, a calendar grid shows the course schedule. The grid has columns for Sun, Mon, Tue, Wed, and Thu, and rows for times from 7am to 7pm. A red circle highlights a section at 11am on Wednesday, labeled **MATH-140-76842**.

Select the time and day you want by clicking the box and click **“Add Section”**

The screenshot shows a course selection interface. On the left, a calendar grid shows the course schedule. A red arrow points to a section at 8am on Wednesday, labeled **ENGL-101-76586**.

On the right, a **Section Details** window is open for **MATH-140-76841 College Algebra**, Spring 2020. The window displays the following information:

- Instructors:** Lim, H (Lim_Hee-Jeong@sccollege.edu)
- Meeting Information:** M, W 10:30 AM 12:35 PM, 2/10/2020 - 6/7/2020, Santiago Canyon College, SCC D Building D-222 (1 Lecture)
- Dates:** 2/10/2020 - 6/7/2020
- Seats Available:** 10 of 36 Total
- Credits:** 4
- Grading:** Graded
- Requisites:** Mathematics 080 or equivalent skills as measured by the Mathematics Level 3 Exam and a course equivalent to Mathematics 080 - Must be completed prior to taking this course.
- Course Description:** Survey of advanced topics in algebra: equations, inequalities and functions involving polynomials, rational, exponentials, and logarithms with applications and graphing sequences and series.

At the bottom of the window, there is a blue **Add Section** button.

When you select an online class, it will show up at the bottom of the Schedule under **“Sections with no meeting time.”** Courses that are outlined in **RED** have the button **“Waitlist”**

HIST-101-76664: World Civilizations to the 16 ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Petrocelli, R
2/10/2020 to 6/7/2020
Waitlisted: 14

Meeting Information

This section has a waitlist

Waitlist

View other sections

MATH-140-76841: College Algebra ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded

Time	76586	76586
9am		
10am		
11am	MATH-140-76841 ✕	MATH-140-76841 ✕
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		
8pm		

Sections with no meeting time

✓ **HIST-101 World Civilizations to the 16 Section 76664 Faculty: Petrocelli, R** ✕

To register for a course, click **“Register”**. Once you complete this step, the course will turn green. You can also drop a course if you click **“Drop”**.

Drop

View other sections

ENGL-101-76588: Freshman Composition ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Smith, S
2/10/2020 to 6/7/2020
Seats Available: 15

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri
9am						
10am			ECON-101-76932		ECON-101-76932	
11am						
12pm		CNSL-101-79652		CNSL-101-79652		
1pm						
2pm		MATH-140-76846	ENGL-101-76588 ✕	MATH-140-76846	ENGL-101-76588 ✕	
3pm						
4pm						
5pm						
6pm						
7pm						

Meaning of Colored boxes on Schedule:

Green=Registered


Yellow=Can register for this course

Red=Waitlist

To print out your schedule, click on Print.

Schedule Timeline Advising Petitions & Waivers

< > Spring 2020 - +

Filter Sections Save to iCal  Print

Below is a sample of a schedule. The status will show whether you are “registered”, “waitlisted” or “planning” the courses you selected. Additional information about the course includes Course Title, Time of Course, Location, and Instructor.

Spring 2020

Planned: 11 Credits Enroll

Schedule Details

Status	Course Title	Time	Location	Instructor
Planned	ENGL-101-76564: Freshman Composition	MW 10:15 AM - 12:20 PM 2/10/2020 - 6/7/2020	Humanities Bldg, H-322	Sordan, M
Planned	HIST-101-76664: World Civilizations to the 16	2/10/2020 - 6/7/2020	., SCC WEB	Petrocelli, R
Planned	MATH-140-76846: College Algebra	MW 1:30 PM - 3:35 PM 2/10/2020 - 6/7/2020	SCC D Building, D-204	Lim, H