

FAQs on Online Records System (WebAdvisor)

What is my new login and password to register?

NEW and RETURNING students:

All of your login and password information will be e-mailed to you after you apply. If you do not receive an e-mail within a week of applying, please contact the Admissions & Records Office at the college where you applied.

- Santiago Canyon College (SCC) Admissions & Records — 714-628-4901
- Santa Ana College (SAC) Admissions & Records — 714-564-6005

Will this login/password work for registration in future semesters/sessions?

Yes. You will have the same login forever. You may change your password at any time.

Why are we changing things?

The new Online Records system will give you 24/7 registration and other functionalities.

Where do I get my registration appointment time?

Students may obtain their registration appointment online. Log in to your account on ONLINE RECORDS and click on the "View Your Registration Appt" link located under the Registration heading.

How do I add classes?

Telephone registration is no longer available. Registration is completed online. Students may be prevented by registering online because of repeats. When this happens, go to the Admissions & Records Office for the appropriate referral.

How do I drop classes?

Since telephone registration is no longer available, all drops must be done online.

I dropped a class accidentally, what should I do?

When this happens, there is no guarantee that you can obtain this same course section again. Try to re-register for the class online. If the class has already started, you will need the instructor's signature on an add form in order to register again for the same class.

What is a waitlist?

*It is a list of students who wish to enroll in a specific section of a class after the class has reached its maximum capacity. The list is created on a first-come, first-serve basis. Faculty uses this list to offer open seats during the first week of the class section. Waitlists are **not** available for most ONLINE courses at SCC.*

How should I use the waitlist?

*You are eligible to waitlist for one seat w/in one section of one course. You are **not** eligible to have one seat in a course and a waitlisted seat in that same course at the same college.*

How am I notified that I have a chance to add a class from my waitlist?

Once you choose to waitlist yourself on a section, it is up to you to check your e-mail and class schedule every day. Should a seat open up in a section that was filled, students will be rolled into an open seat and notified by e-mail. Once you are enrolled from a waitlist, you have three days from that rollover date to pay for the class or you will be dropped and removed permanently from the waitlist.

How do I find information about online classes?

The home page for Santiago Canyon College (www.sccollege.edu) has a link to "Online Classes" under the Quick Links listing. The home page for Santa Ana College (www.sac.edu) has a link to Online Classes under the Online Services listing.

How do I find out if the class has a lab section meeting at another time?

*Before registering for a specific section, please take time to **click on the "Section Information"**. This link will give you detailed information about the class. Please make note of important deadline dates.*

How do I contact a specific department or faculty member?

The SCC home page has directory information under the Quick Links listing labeled as "Faculty & Staff". The SAC home page has information under the "Faculty & Staff" tab and there is a directory link at the bottom on the home page.

My question is not in this Frequently Asked Questions document.

During the transition period of implementing this new student information system, the Admissions & Records Office will be extremely busy. Please try to use the college Web sites to access more information.

- www.sccollege.edu
- www.sac.edu

Thank you for your patience during this transition to the new Online Records system.