

Student Instructions-How to register using Self Service

On [SCC's main website](#), click on Self-Service.

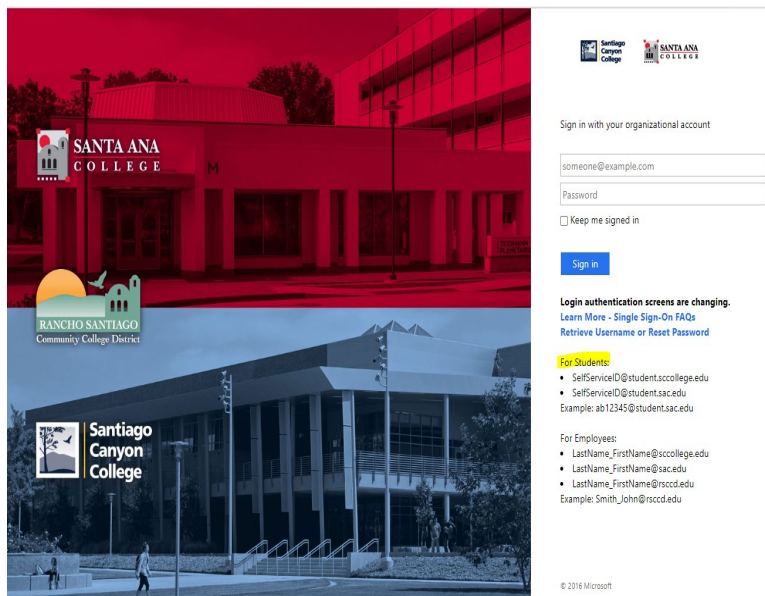


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Click the Self-Service link.



Logon using the instructions listed.



Username = your school email
i.e. Norris_Chuck@student.scccollege.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

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 ENGL101

[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

Filter Results

- Availability
- Subjects
- Locations
- Show All Terms
- Days of Week
- Time of Day
- Instructors
- Course Types
- Instruction Type

Filter Results Hide

- Availability
 - ☐ Open and Waitlisted Sections
 - ☐ Open Sections Only
- Subjects
 - ☐ English (2)
- Locations
 - ☐ Santa Ana College (1)
 - ☐ Santiago Canyon College (1)
- Terms
 - ☐ Fall 2022 (2)
 - ☐ Fall 2023 (2)
 - ☐ Spring 2023 (2)
 - ☐ Spring Intercession 2023 (2)
 - ☐ Summer 2023 (2)

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”**.

| ENGL-101-26988 Freshman Composition Runs from 8/21/2023 - 12/9/2023 | | | | Add Section to Schedule | |
|-------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------|--------------------------------------|-----------------------------------------|--|
| Seats ⓘ | Times | Locations | Instructors | | |
| 24 / 28 / 0 | M/W 10:15 AM - 12:20 PM 8/21/2023 - 12/9/2023 | Santiago Canyon College, Humanities Bldg H-116 1 Lecture | Silvey, Kathy (1 Lecture, 1 Lecture) | | |

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

Section Details

ENGL-101-26992
Freshman
Composition
Fall 2023

Instructors Smith, Sean M. (Smith_Sean@scccollege.edu)

Meeting Information M, W 10:15 AM - 12:20 PM
8/21/2023 - 12/9/2023
Santiago Canyon College, Humanities Bldg H-126 (1 Lecture)

Dates 8/21/2023 - 12/9/2023

Seats Available 21 / 28 / 0

Credits 4

Grading Graded ▾

Requisites English 061 or ACE 116 or qualifying profile from English placement process - Must be completed prior to taking this course.

Course Description This course emphasizes expository and argumentative essays and the research paper, allowing students to gain familiarity with learning approaches connected to successful writing and to compose in a variety of digital environments.

Close **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"**.

Course Details

ENGL-101 Freshman Composition
This course emphasizes expository and argumentative essays and the research paper, allowing students to gain familiarity with learning approaches connected to successful writing and to compose in a variety of digital environments.

Credits 4

Locations Offered Santiago Canyon College, Humanities Bldg H-126

Requisites English 061 or ACE 116 or qualifying profile from English placement process - Must be completed prior to taking this course.

Term Select a term...
Summer 2023 Continuing Ed.
Summer 2023
Fall 2023 -Cont Ed.
Fall 2023
Spring 2024 -Cont Ed.(pending)
Spring Intersession 2024
Spring 2024
Summer 2024
Summer 2024 -Cont Ed.
Fall 2024 -Cont. Ed. (pending)
Fall 2024
Spring 2025 -Cont Ed.(pending)
Spring Intersession 2025
Spring 2025
Summer 2025
Summer 2025 -Cont. Ed(pending)

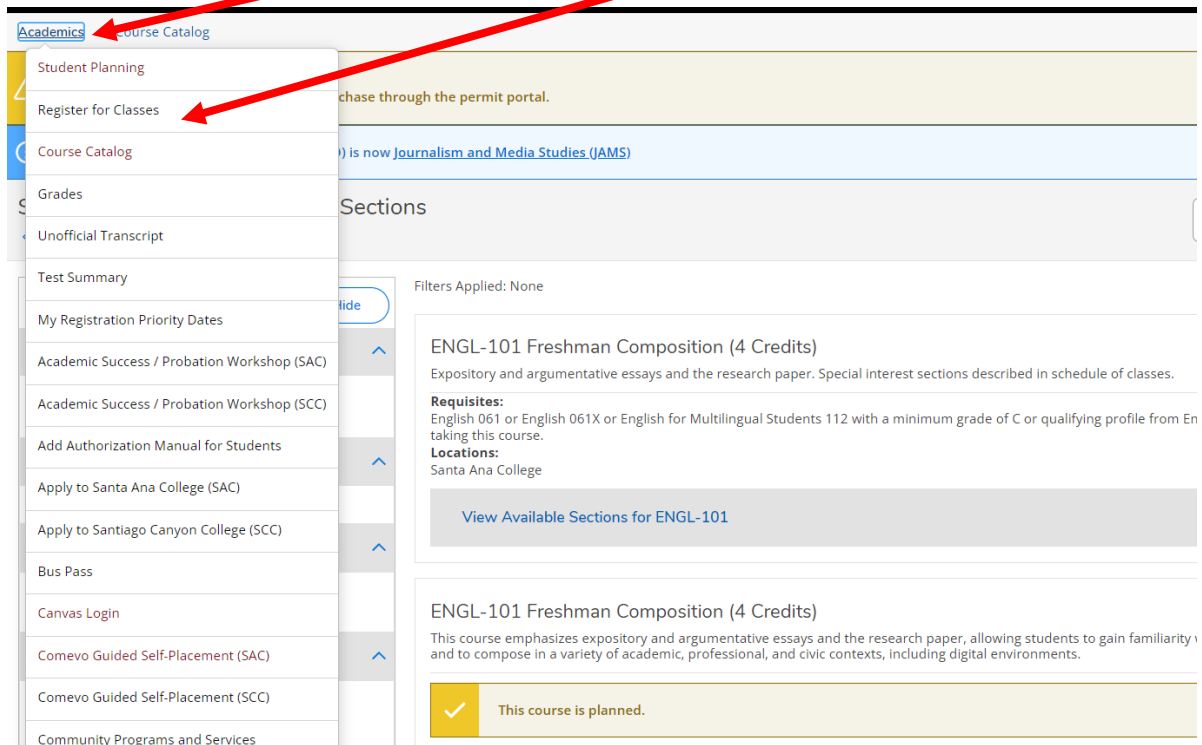
Close **Add Course to Plan**

1 **Add Course to Plan**

2 **Select a term...**

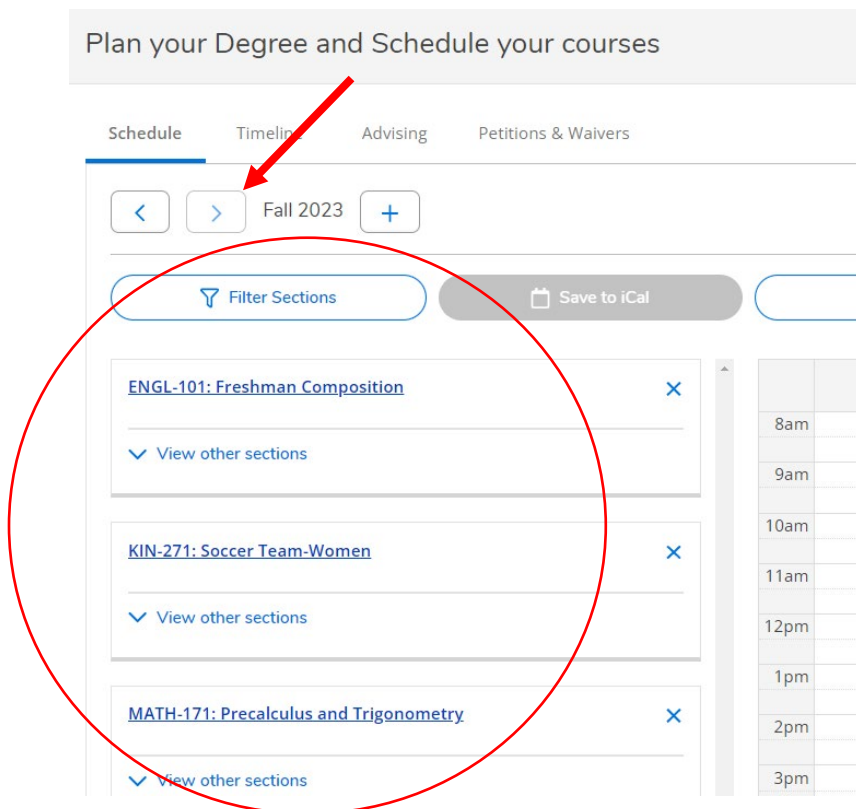
3 **Add Course to Plan**

Do these steps for all the courses you want to enroll in. Once you are done, you are ready to start planning. On the **“Academics”** Tab select **“Register for Classes”**



The screenshot shows the 'Academics' tab selected in the top navigation bar. A dropdown menu is open, listing various options. The 'Register for Classes' option is highlighted with a red arrow. Other options in the menu include 'Student Planning', 'Course Catalog', 'Grades', 'Unofficial Transcript', 'Test Summary', 'My Registration Priority Dates', 'Academic Success / Probation Workshop (SAC)', 'Academic Success / Probation Workshop (SCC)', 'Add Authorization Manual for Students', 'Apply to Santa Ana College (SAC)', 'Apply to Santiago Canyon College (SCC)', 'Bus Pass', 'Canvas Login', 'Comevo Guided Self-Placement (SAC)', 'Comevo Guided Self-Placement (SCC)', and 'Community Programs and Services'.

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 and your counselor selected.



The screenshot shows the 'Schedule' tab selected in the top navigation bar. A red arrow points to the 'Fall 2023' semester selector. Below the semester selector, there are buttons for 'Filter Sections' and 'Save to iCal'. A list of selected courses is shown, including 'ENGL-101: Freshman Composition', 'KIN-271: Soccer Team-Women', and 'MATH-171: Precalculus and Trigonometry'. Each course has a 'View other sections' link. A red circle highlights the course list area. To the right of the course list is a time slot grid with slots from 8am to 3pm.

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.

MATH-171: Precalculus and Trigonometry

[View other sections](#)

1 of 3

MATH-171-28132 Precalculus and Trigonometry
 Seats Available: 25 / 36 / 0
 Instructor: Danova, Veselka I.
 Time:
 Dates: 8/21/2023 - 12/9/2023
 Location: Santiago Canyon College . CANVAS (Online)

This section has a waitlist
 MATH-171-28223 Precalculus and Trigonometry
 Waitlisted: 5
 Instructor: Cotter, Matthew W.
 Time:
 Dates: 8/21/2023 - 12/9/2023
 Location: Santiago Canyon College . CANVAS (Online)

MATH-171-28224 Precalculus and Trigonometry
 Seats Available: 28 / 36 / 0
 Instructor: Sakamoto, Scott I.
 Time:
 Dates: 8/21/2023 - 12/9/2023
 Location: Santiago Canyon College . CANVAS (Online)

| | Sun | Mon | Tue | Wed | Thu | Fri |
|------|-----|----------------|----------------|----------------|----------------|----------------|
| 6am | | | | | | |
| 7am | | | | | | |
| 8am | | MATH-171-28223 | ENGL-101-26981 | ENGL-101-26952 | MATH-171-28223 | ENGL-101-26981 |
| 9am | | | | | | |
| 10am | | | | | | |
| 11am | | MATH-171-28227 | MATH-171-28230 | MATH-171-28227 | MATH-171-28230 | |
| 12pm | | | | | | |
| 1pm | | | | | | |
| 2pm | | ENGL-101-26953 | ENGL-101-26960 | ENGL-101-26953 | ENGL-101-26960 | |
| 3pm | | | | | | |
| 4pm | | | ENGL-101-26956 | ENGL-101-26959 | | |
| 5pm | | | | | | |
| 6pm | | | | | | |

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

Section Details

MATH-171-28231
 Precalculus and Trigonometry
 Fall 2023

Instructors Tran, Duy Q. (Tran.Duy@sccollege.edu)

Meeting Information W 11:00 AM - 1:00 PM
 8/21/2023 - 12/9/2023
 Santiago Canyon College, . CANVAS (Online W Scheduled Zoom Mtgs)
 8/21/2023 - 12/9/2023
 Santiago Canyon College, . CANVAS (Online)

Dates 8/21/2023 - 12/9/2023

Seats Available 26 / 36 / 0

Credits 5

Grading Graded

Requisites
 Mathematics 080 or Mathematics 085 or qualifying profile from Mathematics placement process. - Must be completed prior to taking this course.

Course Description Study of polynomial, rational, absolute value, exponential, logarithmic.

Close **Add Section**

When you select an online class, it will show up at the bottom of the Schedule under **“Sections with no meeting time.”** To place yourself on the waitlist, click that button.

MATH-171-28223: Precalculus and Trigonometry

✓ **Planned**

Credits: 5 Credits
Grading: Graded
Instructor: Cotter, Matthew W.
8/21/2023 to 12/9/2023
Waitlisted: 5

✓ Meeting Information

⚠ This section has a waitlist

Waitlist

✓ View other sections

Sections with no meeting time

✓ **MATH-171 Precalculus and Trigonometry Section 28223 Faculty: Cotter, Matthew W.**

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”**.

CNL-101-30410: Educational, Personal, Cultural

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Hersom, Karen M.
8/21/2023 to 12/10/2023

✓ Meeting Information

Drop

✓ View other sections

ENGL-101-32240: Freshman Composition

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Huggett, Danelle
8/21/2023 to 12/10/2023
Seats Available: 12

✓ Meeting Information

Register

| | Sun | Mon | Tue | Wed | Thu |
|------|-----|----------------|-----|----------------|-----|
| 6am | | | | | |
| 7am | | | | | |
| 8am | | MATH-171-28223 | | MATH-171-28223 | |
| 9am | | | | | |
| 10am | | CNL-101-30410 | | CNL-101-30410 | |
| 11am | | | | | |
| 12pm | | | | | |
| 1pm | | | | | |
| 2pm | | ENGL-101-32240 | | ENGL-101-32240 | |
| 3pm | | | | | |
| 4pm | | | | | |
| 5pm | | | | | |
| 6pm | | | | | |

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](#)

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Fall 2023

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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.

Fall 2023

Planned: 4 Credits Enrolled: 3 Credits Waitlisted: 5

Schedule Details

| Status | Course Title | Time | Location | Instructor |
|-----------------------------|-------------------------------------------------|--------------------------------------------------|------------------------|------------------|
| Registered, but not started | CNSL-101-30410: Educational, Personal, Cultural | MW 10:15 AM - 11:40 AM 8/21/2023 - 12/10/2023 | SCC E Building, E-304 | Hersom, Karen M. |
| Planned | ENGL-101-32240: Freshman Composition | MW 1:30 PM - 3:35 PM 8/21/2023 - 12/10/2023 | Humanities Bldg, H-124 | Huggett, Danelle |
| Waitlisted | MATH-171-28225: Precalculus and Trigonometry | MW 7:30 AM - 10:00 AM 8/21/2023 - 12/9/2023 | SCC E Building, E-206 | Heneks, Kasara |