## Welcome to the Learning Center

INTERSESSION/SPRING 2023

#### Services Available Through Learning Center

- ► Tutoring: writing, math, sciences, social sciences, EMLS, modern languages, Medical Assisting.
- Workshops: English, Math, Biology, Criminal Justice, OTA
- ▶ DOTAs: English, Modern Languages, Criminal Justice, History
- Conversation Circles: practice English speaking and listening
- Services are in-person in Dunlap Hall and online through Zoom in Canvas; however, you must register for the Learning Center and make an appointment through your Starfish account (except for writing tutoring and DOTAs which are drop-in)



- Registering to LRN 095 through Self-Service & Self-enroll through Canvas
  - Registration is required by all students who wish to use tutoring services

# 1. Log in to Self-Service with your Student Credentials.







Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

Login authentication screens are changing. Learn More - Single Sign-On FAQs

Retrieve Username or Reset Password

For Students:

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

For Employee

- LastName\_FirstName@sccollege.edu
- LastName\_FirstName@sac.edu
- LastName\_FirstName@rsccd.edu
   Example: Smith\_John@rsccd.edu

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## 2. Under Home screen, click 'Student Planning'

# Hello, Welcome to Colleague Self-Service! Choose a category to get started. Student Finance Here you can view your latest statement, make a payment online and purchase student parking permits. Financial Aid Here you can access financial aid data, forms, etc. Student Planning Here you can change your consent for e-delivery of tax information. Fourse Catalog Here you can view and search the course catalog. Grades Here you can view your grades by term.

Academic Attendance

Here you can view your attendances by term.

# 3. On the search bar, type in section number "23465". Then click on 'Magnifier' symbol.

#### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:



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



Plan your Degree & Register for Classes

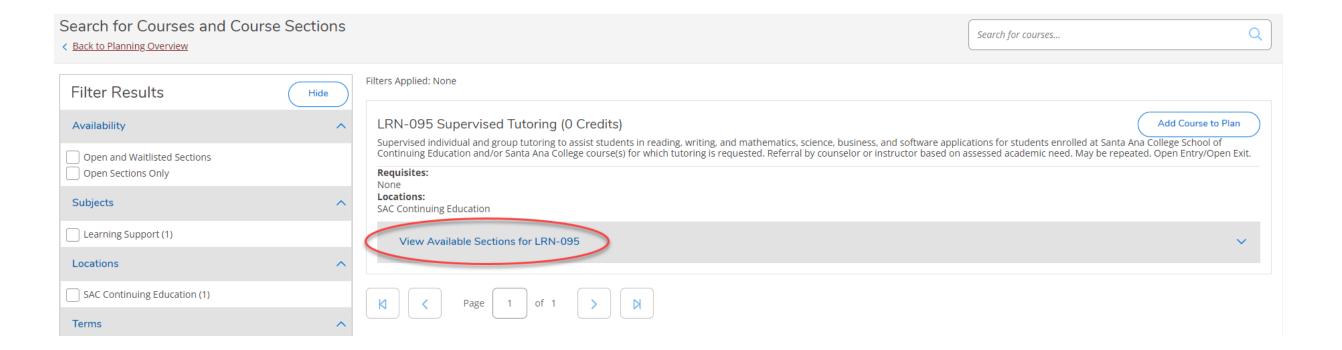
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

23465

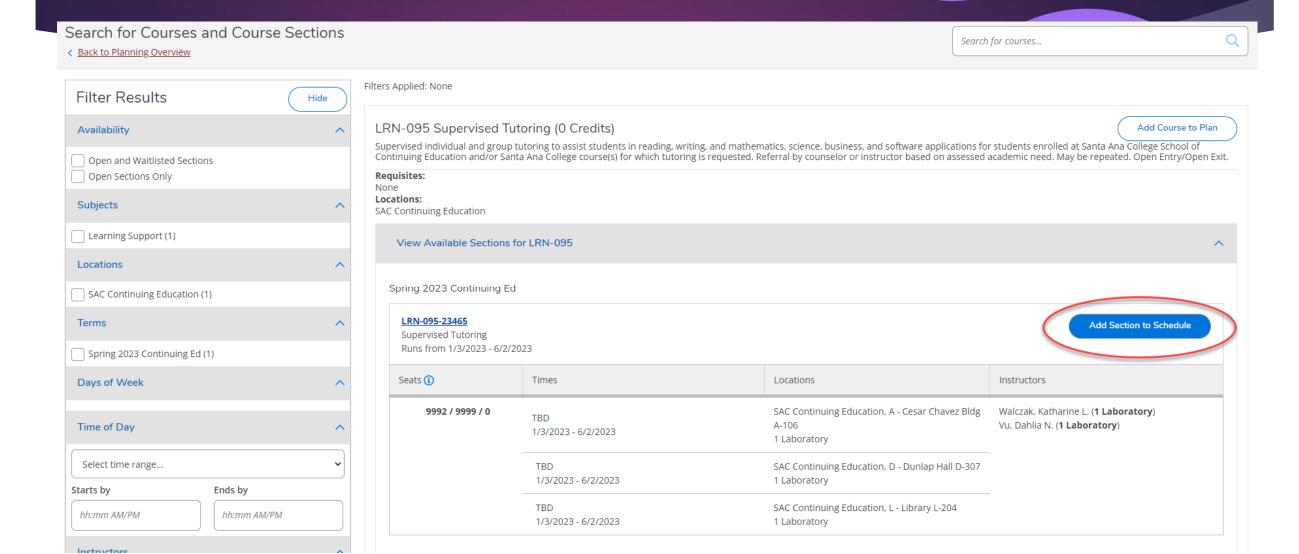
Go to Plan & Schedule

Programs Cumulative GPA Progress

# 4. Click on 'View Available Section for LRN-95'.



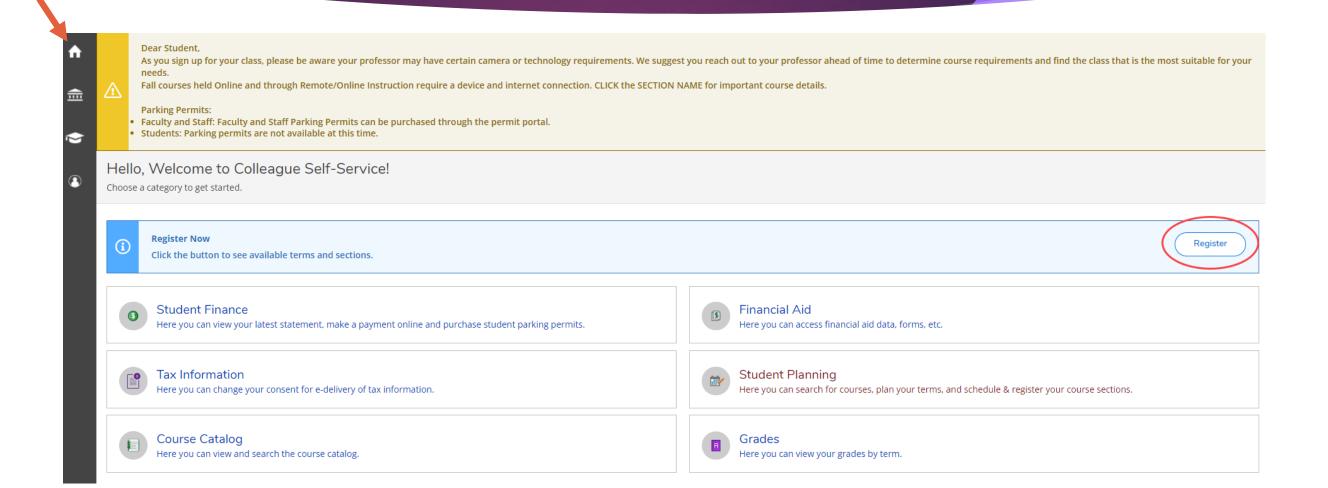
#### 5. Click on 'Add Section to Schedule'.



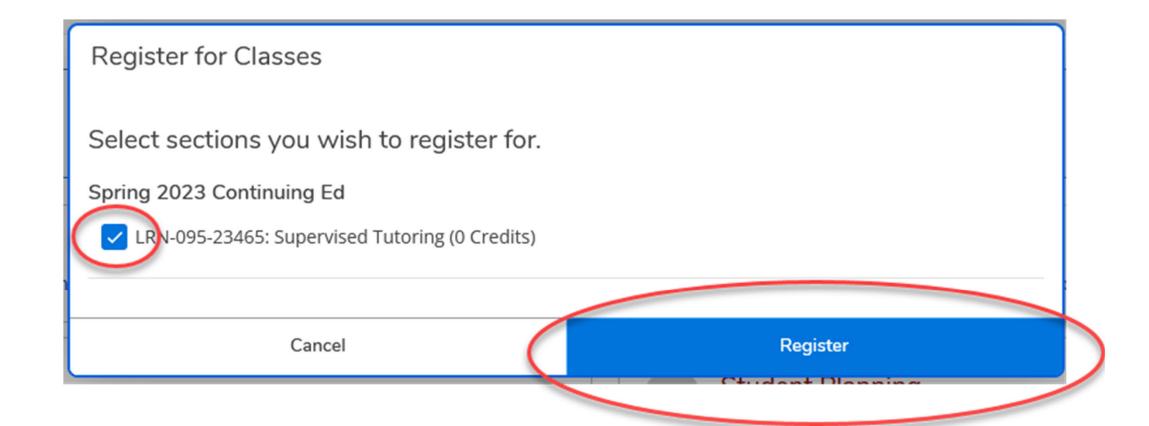
# 6. Verify information as shown below. Then, click 'Add Section'.

Section Details LRN-095-23465 **Supervised Tutoring** Spring 2023 Continuing Ed Walczak, (Walczak Katharine@sac.edu) Instructors Katharine L. Vu, Dahlia N. ( Vu\_Dahlia@sac.edu ) Meeting Information 1/3/2023 - 6/2/2023 SAC Continuing Education, A - Cesar Chavez Bldg A-106 (1 Laboratory) 1/3/2023 - 6/2/2023 SAC Continuing Education, D - Dunlap Hall D-307 (1 Laboratory) 1/3/2023 - 6/2/2023 SAC Continuing Education, L - Library L-204 (1 Laboratory) 1/3/2023 - 6/2/2023 **Dates** Seats Available (i) 9993 / 9999 / 0 Credits Grading Graded Requisites None **Course Description** Supervised individual and group tutoring to assist students in reading, writing, and mathematics, science, business, and software applications for students enrolled at Santa Ana College School of Continuing Education and/or Santa Ana College course(s) for which tutoring is requested. Referral by counselor or instructor based on assessed academic need. May be repeated. Open Entry/Open Exit. Close Add Section

# 7. Click 'Home' symbol at the top left to return to the Home screen. Then, click 'Register'.



# 8. Select the section, then click 'Register'



# 9. You are now successfully register for Learning Center

#### Register for Classes



You are now registered for your courses.

Spring 2023 Continuing Ed

✓ LRN-095-23465: Supervised Tutoring (0 Credits)



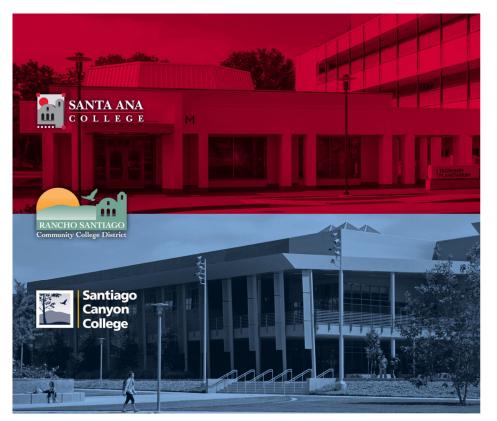
LRN-095-23465 - Warning: Student's academic level doesn't match the course LRN-095-23465.

Close

Go to Schedule

### 9. Self-enroll to SAC Online Tutoring

- Click on the link <a href="https://rsccd.instructure.com/enroll/9RK37K">https://rsccd.instructure.com/enroll/9RK37K</a>
  - ► Sign-in to Canvas with your Student credentials







Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in



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- LastName\_FirstName@rsccd.edu
   Example: Smith\_John@rsccd.edu

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#### 10. Go to your Dashboard

Click on Enroll in Course



A message will appear stating you have successfully enrolled in the course.

You will be able to access tutoring in the listed Conferzoom hours

#### On Your Canvas Dashboard



#### Welcome to Online Tutoring



Register for Online Tutoring in WebAdvisor.

If you are not registered, <u>click here for directions</u>  $\implies$ .



Monday - Thursday: 1:30 p.m. - 4:30 p.m. (in-person and online)

6:00 p.m. - 7:30 p.m. (online only)

Saturday: 9:00 a.m. - 12:00 p.m. (online only)