



Update your
address book!

PLEASE SEND ALL INQUIRIES
OR REQUESTS TO:

ADMISSIONS@SAC.EDU

ADMISSIONS & RECORDS

Fall Newsletter

DYNAMIC FORMS FOR THE DONS!

In the spirit of adding convenience to students, Admissions and Records (A&R) launched 11 electronic forms that are now available in Self Service and at www.sac.edu/forms. More electronic forms are still in development and will go live in Fall 2023

Through our integrated API, all forms are pre-populated with student information such as name, ID, and email leaving the student to only complete specific requests.

 **LIVE**

- AB540
- California Residency
- Change of Home Campus
- Change of Information
- Counseling Probation Intervention
- Course Repetition
- Dual Enrollment Add Auth.
- Excused Withdrawal
- FERPA Release
- Military Withdrawal
- Pass/No Pass

COMING SOON...

- Academic Renewal without Course Repetition
- Late Add Petition
- Instructor Class Change Form
- Instructor Grade Change

DIVISION & FACULTY UPDATES



Need a Form?

- Waitlist roll-over process for like classes will be processed in Admissions and Records as requested by Academic Affairs. All requests should be routed from the division office to nguyen_hung@sac.edu.
- **Course Set-up Tip:** In order to ensure accurate course deadlines, never modify an existing 16 week course to a shortened timeline. Instead, delete the course altogether and create a new course with desired parameters (less than 16 weeks) to ensure Colleague can pull accurate dates for seamless student enrollment

- A&R will continue to ensure faculty approval on all adds taking place after the start of class. Late add petitions will require additional approval from the Division Dean and subsequently, the VP of Academic Affairs.
- A Faculty Add/Drop Notification System is currently being reviewed as a solution to alert faculty of adds and drops that take place throughout the term. A&R and ITS are working on a solution to ensure an OPT-OUT process is in place. More information to come!

2024 PRIORITY REGISTRATION

Intersession 2024

Wednesday
11/01/2023



Spring 2024
Monday
11/06/2023



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NEW PRIORITY REGISTRATION GROUPS ADDED

Student-Parents and Rising Scholars have been added to Group 1 Priority Registration beginning in November 2023 for the upcoming Intersession and Spring 2024 semester. [Click here](#) for a link to the Student Parent/Guardian Survey.

AB540 CHANGE OF PROCEDURE



Previously, AB540 students would have to re-submit the AB540 Form to Admissions & Records every time a new application is submitted. This time-consuming process is draining to students when they've already submitted their affidavit to our office during their initial enrollment. Since the change in procedure on September 14th, returning AB540 students will have their status reinstated ensuring they are billed with resident fees. This automatic process will reduce additional action from students and expedite the onboarding process in support of Pillar 1 of the Guided Pathways Framework.

CHATBOT IS LIVE!

The chatbot system by Ocelot is a great tool for students to receive immediate support 24/7 providing greater overall access to A&R. Research has also shown that chatbots can ensure equity across all underserved student populations. Visit any A&R webpage to access the chatbot!

May I help you?



Welcome to Santa Ana College Admissions & Records. How can I help you?



STREAMLINING ENROLLMENT

When students submit Course Repetition and Late Add petitions, A&R will no longer need additional add cards to complete enrollment.

These requests already have the course and student authorization needed to ensure our records remain audit-ready!

CJ AND FIRE ACADEMIES REVAMPED!

Courses associated with Criminal Justice and Fire Academies are currently undergoing course adjustments to provide streamlined enrollment access to students. A&R completed 244 course adjustments specific to the Fire Academy and additional courses are in progress to be corrected. Phase II will address courses associated with CJ with projected completion at the end of October.





UP-FRONT EVALUATION

The Admissions and Graduation Teams are embarking on an 8-week training session in order to evaluate official transcripts and validate prerequisites. The goal is to equip six A&R Specialists with the knowledge and tools to evaluate transcripts allowing students to clear prerequisites in two days. Full implementation of Up-front Evaluation is December 2023.

CRACK DOWN ON FRAUDULENT APPLICATIONS

Due to the rise of fraudulent applications received, A&R implemented a student verification process that prevents enrollment of potentially "fake students" generated by bots. Our team in A&R will verify all potential fraudulent applications to maximize the ability for real students to enroll in classes. With faculty already dropping for no-show, SAC will be in the position to crack down on fraudulent applicants.



Thien P. Pham, formerly an Admissions & Records Specialist II, is now serving as an Interim Admissions & Records Specialist III.

"I'm excited to be able to contribute in a new way to my amazing team!"



Mark DeAsis began his role as Acting Dean of Enrollment Services in August 2023. He is currently serving SAC on Tuesdays and Thursdays in a part-time capacity.

"SAC is a very dynamic college and I'm excited to meet everyone on campus!"

MEET SOME OF OUR A&R TEAM!

Maria Moreno, formerly an Admissions & Records Specialist III, is now serving as an Interim Admissions & Records Technical Specialist.



"I'm looking forward to working more with SAC Faculty, special programs, and helping the A&R team!"



SANTA ANA COLLEGE

[SAC.EDU/ADMISSIONS](https://sac.edu/admissions)