SANTA ANA COLLEGE

INSIDE THIS ISSUE

GradCON (formerly Grad Fair) is happening on **May 7th** in front of the SAC Campus Store. This festive event will feature music, food, and plenty of school spirit. Join us in honoring our graduates with a fun and memorable sendoff!

SANTA ANA COLLEGE
GRADCON 2025
May 7, 2025   11 A.M. - 1 P.M.
SAC.EDU/**GRAD**CON!

SELF-SERVICE **STUDENT DROP REASONS**

As of January 2025, Self-Service includes a feature that **collects student drop reasons**. This data helps Student Services better understand the challenges students face and connect them with appropriate support, it also helps campus programs refine their services to better meet student needs. According to a recent survey, 93.8% of the 233 students expressed satisfaction or no concerns with the new Drop Reasons feature.

Message from the Dean

Over the past year and a half, Admissions and Records strategically focused on restructuring the foundations of our enrollment processes to improve service delivery in order to build capacity that enhances and elevates the student experience. From degree auto-awards to new and exciting digital tools for students, we have transformed the enrollment workflow by leveraging technological advancements to automate and increase operational efficiency that extends to all college employees and faculty. We are fortunate to have amazing college and district partners who provided significant contributions. Stay tuned for more implementations to come.

Mark DeAsis
Mark DeAsis
Dean, Enrollment & Support Services

SANTA ANA COLLEGE

A&R DIRECTORY
Who Handles What at A&R

The Admissions & Records Office is here to support you with all aspects of the admissions and enrollment process—from add/drop procedures to technical assistance and policy guidance. Connect with the appropriate team member to get the help you need.

A&R SPECIALIST I
(Front Counter)

AB-540	FERPA Release
1098-T Form	Home Campus Change
Change of Information	Late Add Petition
Class Add	Pass/No Pass Petition
Enrollment Verification	Special Admit Forms

A&R SPECIALIST II

Academic Renewals	Late-Add Petition
AP Scores	Overlap/Overload Petitions
CA Residency	Prerequisite Challenge*
Credit By Exam/DD214	Subpoena Requests
Dual Enrollment/SB554	Transcript Status
Fraud Holds Verification	Transcript Evaluation (HS)

A&R SPECIALIST III

Class Transfers	CCCApply Applications
Class Reinstatements	CJ/FT Academy Enrollments
Grade Changes	Excused Withdrawals
Excessive Absence Drops	Military Withdrawals
No-Show Drops	Probation Hold Releases
Unit Changes	Transcript Evaluation (CC)

A&R TECH SPECIALIST

Colleague/Self-Service Support	National Student Clearinghouse
Dynamic Forms Support,	Priority Registration Assignment
CCCApply Technical Support	Waitlist Rollovers
CVC Portal Support	CCPG Appeals/A&G Petitions
Fraud Prevention	Course Rep Exception
Queries & Reports	Student Contracts

ADMINISTRATIVE SECRETARY

ASSOCIATE DEAN
ADMISSIONS & RECORDS

DEAN
ENROLLMENT & SUPPORT SERVICES

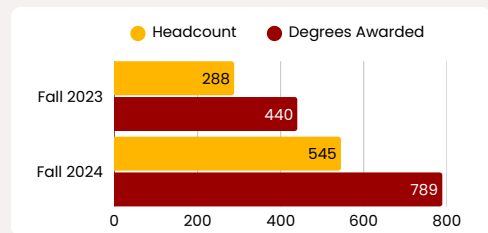| Name	Alpha	Extension	Email
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Evan Dahl *(interim)*		x46017	Dahl_Evan@sac.edu
Steven Truong *(interim)*		x46017	Truong_Steven@sac.edu
Karina Molina *(interim)*	A - E	x46017	Molina_Karina@sac.edu
Juan Cabrera	F - J	x46017	Cabrera_Juan@sac.edu
Ashley Vergara *(interim)*	K - M	x46017	Vergara_Ashley@sac.edu
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Thien Pham *(acting)*		x46009	Pham_Thien_P@sac.edu
Melissa De la Cruz		x46007	Delacruz_Melissa@sac.edu
Hung Nguyen		x46339	Nguyen_Hung@sac.edu
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EXCITING UPDATES

A&R ACADEMY VIDEO SERIES

The **A&R Academy** is a new series of **short video tutorials** designed to help students navigate the **Self-Service** portal. These videos cover key topics from class registration to ordering official transcripts, with more tutorials planned for future release.

These videos are available at sac.edu/ARacademy.

EXPANDED PRIORITY REGISTRATION

The **Priority Registration Workgroup**—composed of students, faculty, classified professionals, and managers—developed a formal process for campus programs to **apply for Group II priority registration** access. As a result of this collaborative effort, the *Puente Program, International Students Program*, and *MESA* were recently approved to receive Group II priority registration, following state-approved programs in the established Order of Registration.

WORKGROUP MEMBERS

Students: Ariel Bruno & Dennise Cruz
Faculty: Claire Coyne & Leo Pastrana
Staff: Thien Pham & Jay Nguyen
Managers: Hung Nguyen & Dr. Matthew Morin
Facilitator: Mark DeAsis
Final Approval: Dr. Vaniethia Hubbard

FIRST SEMESTER ED PLANS FOR ADT DEGREES

In alignment with **AB-928** and in collaboration with Dr. Maria Beltran, Counseling Chair, SAC students planning to transfer to a four-year university will now be automatically offered an **Associate Degree for Transfer (ADT)** at the time of application. Additionally, they will receive a **pre-approved first-semester educational plan**. This proactive approach ensures students have a clear path as they register for courses during their first semester, eliminating uncertainty about course applicability to their program of study and educational goals.

DEGREE AUTO AWARD
INCREASES STUDENT COMPLETION RATE

In Fall 2024, the Admissions & Records and Graduation Office launched the **Degree Auto Award** Project in collaboration with Counseling Chairs and Information Technology Services. The project involved a comprehensive review of each SAC student's coursework, aligning it with all available degree programs to assess individual progress toward completion. During the pilot, students who had completed 100% of a degree, as well as those within two courses of completion, were identified. These students received notifications either confirming their degree completion or outlining the remaining units needed. As a result, an additional **173 degrees** were awarded to another **113 students**—many of whom were unaware they had completed, or were close to completing, a degree.

Headcount ● Degrees Awarded

Fall 2023 Headcount	288
Fall 2023 Degrees Awarded	440
Fall 2024 Headcount	545
Fall 2024 Degrees Awarded	789

(axis: 0, 200, 400, 600, 800)

Building on this success, the Spring 2025 phase of the project identified over 500 students who had either fulfilled all degree requirements or were on track to do so by the end of the semester. Given the positive outcomes and impact on student success, SAC will fully implement the Degree Auto Award Project beginning in Summer 2025 to help students graduate as efficiently as possible.

Kudos to Associate Dean of A&R, Hung Nguyen for leading this project with Graduation Specialists, Christine Gorlato and Tina Pov, Technology Specialists, Jay Nguyen and Thien Pham, and Ciprian Mitocaru with ITS.

FASTER STUDENT COMMUNICATION

We've **automated emails** through **Colleague**, improving how students receive updates about:

- 📥 **Welcome Emails -** for new students
- ✅ **Fraud Notifications -** for suspected fraud students

This ensures faster responses and less manual follow-up!
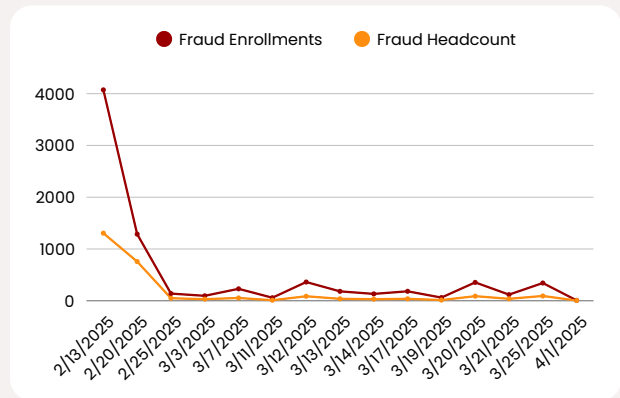
CRIMINAL JUSTICE & FIRE TECHNOLOGY ACADEMIES

In Summer 2024, Admissions and Records piloted an electronic admissions application for the Criminal Justice and Fire Technology Academies. As with most pilot initiatives, the team made minor adjustments and refinements to enhance system functionality. The fully developed and robust version was officially launched in Spring 2025. This new, streamlined enrollment process—now live—seamlessly integrates the electronic application with online registration, resulting in a truly paperless onboarding experience for students in both academies. Special recognition goes to Dean William Reardon and Dean Ernie Gomez, along with their respective teams, for their dedicated collaboration with Admissions and Records' Technology Specialists, Jay Nguyen and Thien Pham, in making these improvements possible.

SAC's Fraud Unit Continues to open seats to REAL STUDENTS

A&R has successfully integrated **N2N's Lightleap AI** technology to **actively monitor** and **detect** signs of fraudulent enrollment. When suspicious activity is detected, students are **immediately notified** via email and asked to verify their identity using a government-issued photo ID—either online or in person. They have **5 days** to respond before being dropped from classes and waitlisted enrollments, and losing access to Financial Aid, Self-Service, and Canvas.

Since the start of Spring 2025, we've flagged and removed **2,641** suspected fraud accounts—reclaiming over **7,600** seats for real students ready to learn.

- **Summer 2025**: 2 Fraud Enrollments *(pending verification)*
- **Fall 2025:** 0 Fraud Enrollment

ellucian LIVE | 2025

The Enrollment Services Team—comprised of Admissions & Records and Financial Aid—attended Ellucian Live 2025 in Orlando, FL to explore enhanced functionalities within Colleague and Self-Service. This conference supported our ongoing efforts to improve both student experiences and institutional workflows. While there, we engaged in valuable discussions with system programmers, product developers, and Ellucian partners, exchanging best practices and insights focused on optimizing student services and office operations.

SAC Enrollment Services *(L to R): Robert Manson, Mark DeAsis, Hung Nguyen, Jay Nguyen, Thuy Huong Nguyen, Ha Dinh*

> *Ellucian Live was an eye-opening experience. I learned practical strategies to automate graduation checks, streamline transcript evaluations, and improve student processes. I'm excited to apply what we learned to enhance our services at Santa Ana College.*
>
> — ***Jay Nguyen**, A&R Technology Specialist*

> *Ellucian Live offered valuable insights into how other institutions are leveraging technology to improve student success. The sessions on Colleague integration and workflow optimization sparked new ideas that we're eager to explore at SAC.*
>
> — ***Hung Nguyen**, Associate Dean*

SANTA ANA COLLEGE
2025-2026 Admissions & Records Timeline

TERM DATES	2025FA	2026SI	2026SP	2026SU
CCCAPPLY APPLICATION OPENS	09/01/25	09/01/25	09/01/25	09/01/25
TERM START DATE	08/18/25	01/05/26	02/09/26	06/15/26
TERM END DATE	12/07/25	02/01/26	06/07/26	08/09/26
CENSUS DATE (Full-Semester Courses)	09/02/25	01/07/26	02/23/26	06/22/26
*Census Date (First 8-week Courses)	08/28/25		02/19/26	
SECOND 8-WEEK BEGINS	10/13/25		04/13/26	
*Census Date (Second 8-week Courses)	10/23/25		04/23/26	
Holidays and *Campus Closure	Sep 01, Nov 11 *Nov 27-28, *Dec 22-26	Jan 01 Jan 19	Feb 13 & 16, Mar 31 *Apr 06-11, May 25	Jun 19 Jul 03

PRE-REGISTRATION ACTIVITIES	2025FA	2026SI	2026SP	2026SU
PRIORITY REG GROUP II APPLICATION PERIOD	02/09/25 - 02/16/25	09/14/25 - 09/21/25		01/25/26 - 02/01/26
PRIORITY REG GROUP II WORKGROUP DECISION	02/28/25	10/03/25		02/13/26
SPECIAL PROGRAMS TO COMPLETE CORM FLAG	03/05/25	10/08/25	10/08/25	02/18/26
REGISTRATION DATE ASSIGNMENT	03/07/25	10/10/25	10/10/25	02/20/26
CLASS SCHEDULE RELEASE DATE (SELF SERVICE)	03/28/25	10/20/25	10/20/25	02/18/26
PROBATION & DISMISSAL LETTERS SENT	First week of Mar 2026		First week of Oct 2026	

REGISTRATION DATES	2025FA	2026SI	2026SP	2026SU
(P1) PRIORITY GROUP I*	04/01/25	10/27/25	11/03/25	03/16/26
(P2) PRIORITY GROUP II*	04/02/25	10/27/25	11/04/25	03/17/26
Continuing Students with 50+ units	04/03/25	10/27/25	11/05/25	03/18/26
Early Decision Program	04/02/25 - 05/09/25			
Continuing Students with 20 - 49 units	04/30/25	10/27/25	11/06/25	03/19/26
Continuing Students with 0 - 19 units	05/01/25	10/27/25	11/07/25	03/20/26
New & Returning Students	05/02/25	10/28/25	11/08/25	03/21/26
Loss of Priority Registration Students	05/03/25	10/29/25	11/09/25	03/22/26
Special Admit Students & Open Registration	05/05/25	10/30/25	11/11/25	03/23/26

* **P1** : Veterans / DSPS / EOPS / CalWORKs / Foster Youth / Student Parents / Rising Scholars
* **P2** : Athletes / CAMP / STARS / UMOJA / Online Degree Pathways / ASG Leaders / Honors / ISP / MESA / Puente / Rising Scholars

ADD & DROP DEADLINES (Full Semester Courses)	2025FA	2026SI	2026SP	2026SU
Last day to register without Add Authorization	08/17/25	01/04/26	02/08/26	06/14/26
Last day to register with Add Authorization	09/01/25	01/06/26	02/22/26	06/21/26
Last day to drop with a Refund & without a "W"	09/01/25	01/06/26	02/22/26	06/21/26
Last day to drop with a "W" grade	11/09/25	01/25/26	05/10/26	07/26/26
Last day to submit P/NP or EW petitions	Must be submitted by the section's last day of instruction			

GRADUATION PETITION DEADLINES	2025FA	2026SI	2026SP	2026SU
Associate Degrees for Transfer (ADT)	09/05/25		02/06/26	06/25/25
All other degrees and certificates	10/03/25		03/06/26	
Commencement Date	06/04/26			

FACULTY DEADLINES (Full Semester Courses)	2025FA	2026SI	2026SP	2026SU
Final Grades & Positive Attendance Rosters	12/11/25	02/05/26	06/11/26	08/13/26

END OF TERM PROCESSES	2025FA	2026SI	2026SP	2026SU
INTERNAL AUDIT (RG540,940, 947,AB540, CA RES, LAP)	12/07/25	02/01/26	06/07/26	08/09/26
PROCESS GENERAL ACADEMIC STANDING	12/29/25	02/12/26	06/19/26	08/20/26
PREREQUISITE DROPS	12/30/25	02/13/26	06/19/26	08/21/26

COLLEGE REPORTING DEADLINES	(R1)	(P1)	(P2)	(P3)
SAC CCFS 320 ["F" Factor (P3), Annualizers (P1), all FTES entered]	TBD	TBD	TBD	TBD
STATE CCFS 320 DUE	11/01/25	01/15/26	04/20/26	07/15/26