

HOW TO APPLY & REGISTER

STEP ONE:

To apply to Santa Ana College, complete an application online at www.sac.edu. Click on the “Apply” link. After submitting all of your information, you will receive an e-mail confirmation from CCCApply. Within 24 hours, you will receive another e-mail from Santa Ana College with your login information and important registration information. You will be able to log in to **WebAdvisor** to register for classes.

STEP TWO:

Online Registration Steps:

WebAdvisor is open Monday–Sunday (Please note: The online system will not be available on Saturdays from 2:00 am to 5:00 am).

- 1 Go to www.sac.edu and click on the “WebAdvisor” link.
- 2 Click on “Log In” from the Main Menu.
- 3 Log in (if you forget your password, go back to the Main Menu and click on the “What’s my password?” link).
- 4 From the Menu, click on the “Student” tab.
- 5 Click on “Register for Classes” from the Registration Menu.
- 6 Follow the instructions to complete your registration.
- 7 Pay immediately to keep your classes.

ONLINE PRIORITY REGISTRATION DATES

Continuing Students	Oct. 30, 2017 – Jan. 1, 2018
New Students	Nov. 2, 2017 – Jan. 1, 2018
CAP High School Students	Dec. 11, 2017 – Jan. 1, 2018

DROP FOR NON-PAYMENT POLICY

Enrollment fees must be paid IN FULL within 3 calendar days of registration or your classes may be dropped and released to other students. In addition to the 3-day non-payment drop policy, there is a **final outstanding balance drop date**. No balance will be carried over into the start of the semester. **All fees (enrollment and health fees) must be paid in full by the Friday (midnight) before the start of the semester.** If there is a balance on your account, your classes may be dropped the next morning (Saturday) regardless of when you registered. There will be no drops for nonpayment processed once the semester begins. If you need assistance paying your enrollment fees and would like to apply for a Fee Waiver, go to www.cccapply.org/BOG Waiver/. It is your responsibility to check your account balance and pay the amount owed.

Student Responsibility To Drop Classes

To avoid a “W” grade, students must drop classes on or before the day of first class meeting. **Students will not be automatically dropped for non-attendance. You must drop online.** Anytime after the first class meeting, you will not be eligible to receive a refund for your classes nor be exempt from payment.

WAIT LIST POLICY

You are not able to wait list more than one section per course. You cannot wait list a course that will conflict with another course. As seats become available, students will be moved into an open seat. You will be notified by email (it is your responsibility to make sure that your e-mail is up-to-date) **and will have 3 calendar days to pay for the course or you may be dropped.** If your name remains on the wait list, you must attend the first class meeting and obtain the instructor’s approval to add the course (Log in to **WebAdvisor** often to check your status on the wait list).

NOTE:

Please check that your email address is current in your student profile via **WebAdvisor**.

Admissions and Records:

**Hours are Monday–Thursday, 8:00 am–6:45 pm
Friday, 8:00 am–4:30 pm** (Hours subject to change)

PAY FEES IMMEDIATELY

Fees must be paid within 3 calendar days of registering for courses or you may be dropped for non-payment. The date that you register counts as the first calendar day.

Pay Online with a credit card at www.sac.edu

Pay in person at the college cashier’s office locations listed on this page. Payment by check, Visa, MasterCard, and Discover are accepted.

or mail check or money order to:

Registration, SAC Cashier’s Office, 1530 W. 17th Street, Santa Ana, CA 92706

Registration, SCC Cashier’s Office, 8045 E. Chapman Avenue, Orange, CA 92869

Do not send cash! Make checks payable to “RSCCD” and write your Student ID number on the check.

Enrollment Fee: \$46.00 per unit. Payment is required of all students upon registering for classes.

Non Resident Tuition: \$285.00 per unit in addition to the per enrollment fee for non-resident students. Refer residency questions to the Admissions office.

Health Fee: \$16.00 for intercession is charged to all students whether or not they choose to use health services.

Refunds: Students will be eligible for a refund if they drop their course on or before the day of the first class meeting.

Material Fee: Material fee may be required for a course. Check classes online for specific fees.

Representation Fee: \$2.00 at SAC. \$1.00 at SCC.

Student Photo Identification Card: is available at the Cashier’s Office, room VL-205B at Santa Ana College, FREE of charge.

College Activities Fee: \$10.00 for college activities and discounts.

Parking Fee: A permit is not required to park on campus during Intercession. Permits are required beginning with the start of full semester classes.

FIRST CLASS MEETING

Make sure you attend the first class meeting! Attendance at the first meeting of a class is advised because of enrollment demands. Any student not reporting to the first class meeting may be dropped from the roll sheet.

PHOTOGRAPHY

Santa Ana College/Santiago Canyon College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual’s photograph may be made in writing to Public Affairs and Publications, RSCCD District Office, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.

INTERSESSION 2018 CALENDAR

Oct. 30, 2017	Online registration
Dec. 23, 2017 – Jan. 1, 2018	College is closed for holidays
Jan. 2	Instruction begins
Refer to section information in WebAdvisor:	<ul style="list-style-type: none"> • Last day to add a class with instructor’s signature or add code • Last day to drop a class with enrollment fee refund and no “W” grade • Last day to drop a class with “W” grade
Jan. 09	Last day to file Pass/No Pass
Jan. 15	Martin Luther King Holiday
Last Day of Class	Intercession final exams
Jan. 28	Instruction ends
Feb. 5	Full Spring semester instruction begins

OFF-CAMPUS FIELD TRIPS POLICY

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

NOTES



Online Classes. For more information go to www.sac.edu/disted



Hybrid Classes. For more information go to www.sac.edu/disted



Off campus field trips. Read the policy on this page.



Open Educational Resources used in replacement of purchased textbooks



Honors Courses

FREQUENTLY ASKED QUESTIONS

Do I have to apply for both Intercession (2018SI) and Spring (2018SP)?

Yes: If you are not enrolled in two consecutive full terms (Spring and Fall).

If I complete a 2018SI application and would like to enroll in 2018SP classes, do I have to fill out another application?

Yes: You are encouraged to submit both applications on or after October 30, 2017.

Where do I apply for the Intercession?

Applications are available online at www.sac.edu.

How do I enroll for Intercession Classes?

Enroll online via **WebAdvisor** at www.sac.edu, October 30, 2017 – January 1, 2018. **NOTE:** College is closed for Holiday Break, December 23, 2017 – January 1, 2018.

PROBLEMS REGISTERING?

Have you attended SAC or SCC during the Spring or Fall Semester 2017?

No: You need to submit an application prior to registering for classes—apply online.

Yes: Continue with the following questions.

- Have you completed the needed prerequisites for the class? If not, call Counseling and make an appointment, 1-714-564-6100.
- Have you taken the course at least 2 times already? If yes, call Counseling and make an appointment, 1-714-564-6100.

DO I need a parking permit during the January Intercession classes?

No. Permits are required beginning with the start of full semester classes!

Registration questions?

Call 714-564-6005