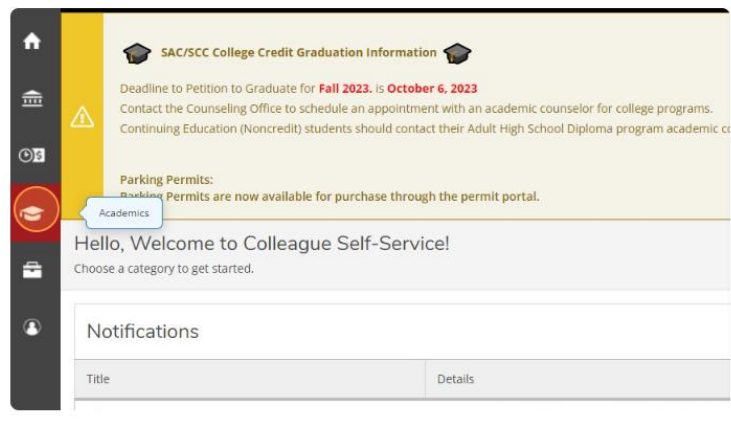


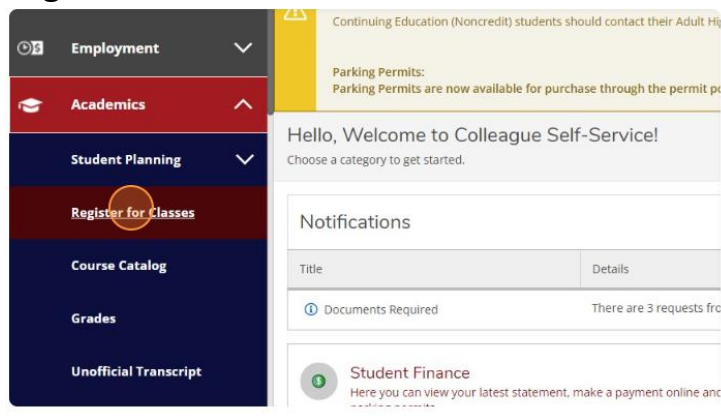


## Registering for Classes: How to Add a Course on Self-Service

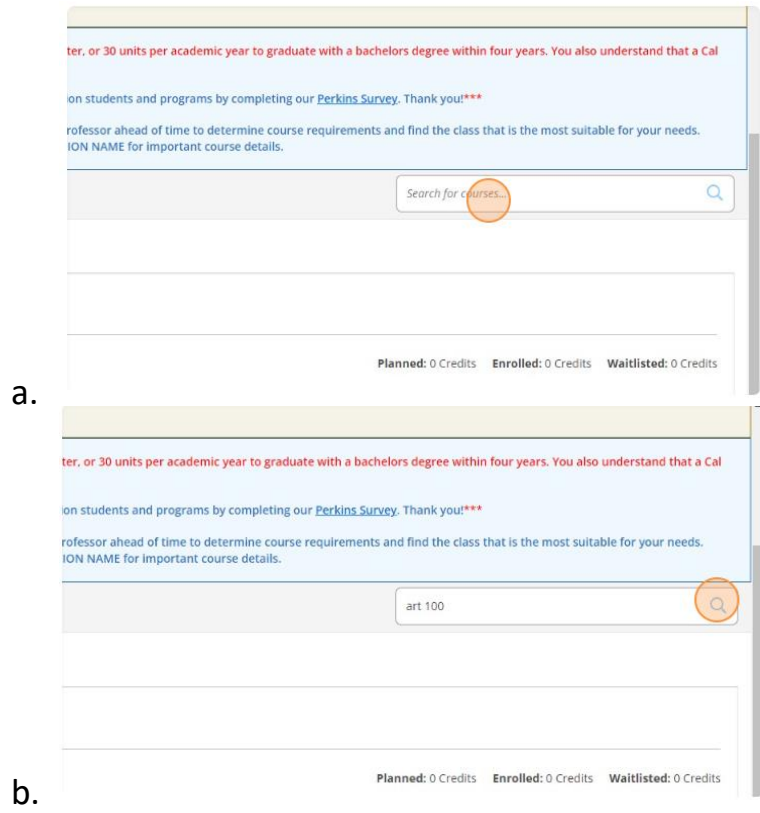
1. Navigate to <https://www.sac.edu/selfservice>
2. Log in using the credentials provided from Admissions in your Welcome Letter email.
3. Click on “Academics”



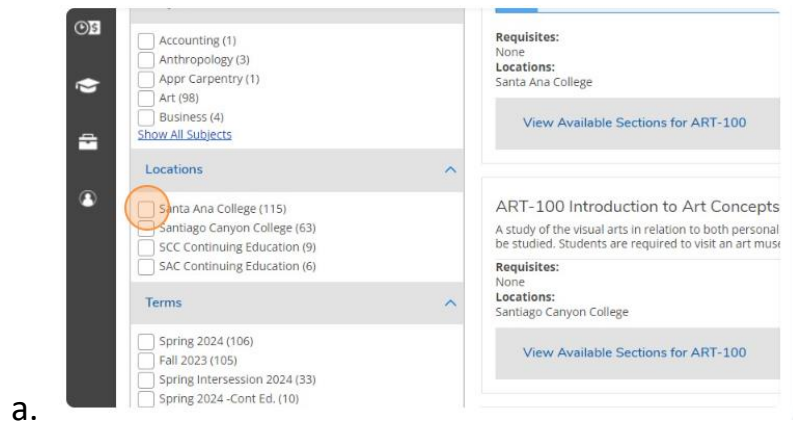
4. Click “Register for Classes”



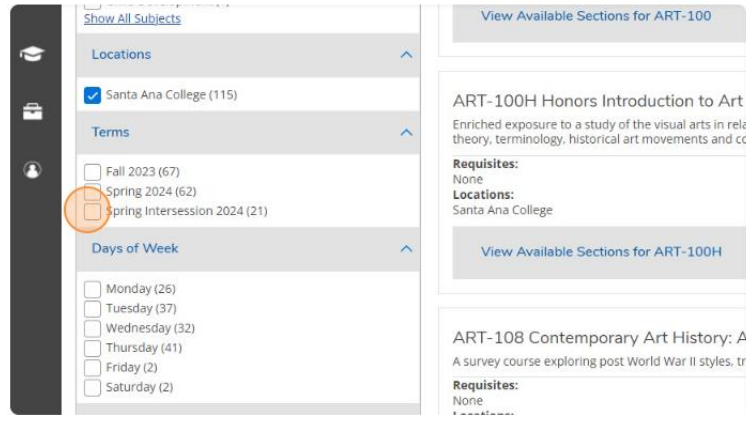
5. Click into the “Search for courses...” field and type in the course you are looking to add. For example “ART 100” then click on the search icon.



6. To filter all classes so you only see sections offered at SAC, click the box next to **“Santa Ana College”**

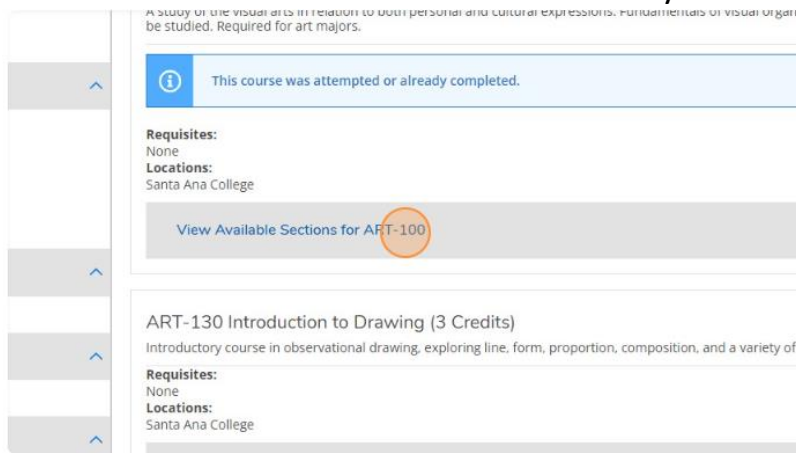


7. To see only sections offered in the term you are looking to enroll in, click the box next to the appropriate term.



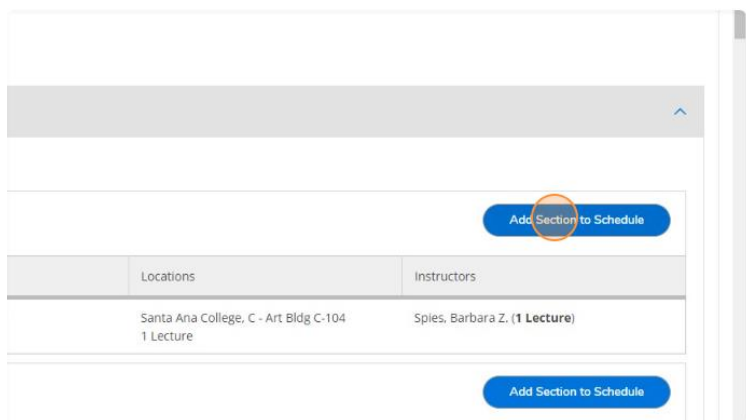
a.

8. Click on **“View Available Sections”** for the course you are looking to add.



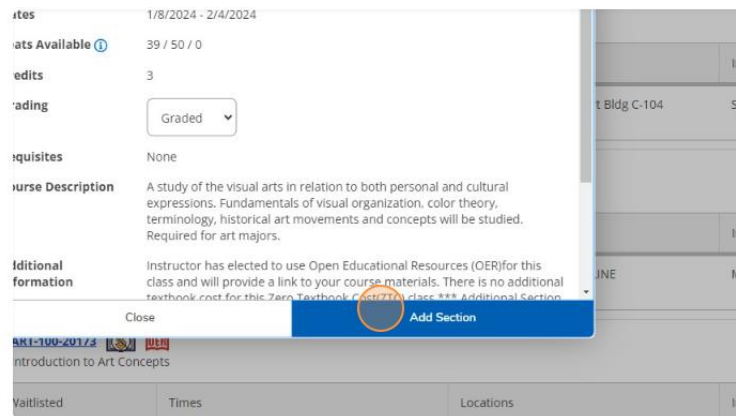
a.

9. Review all of the sections being offered and find the one you wish to add and then select **“Add Section to Schedule”**



a.

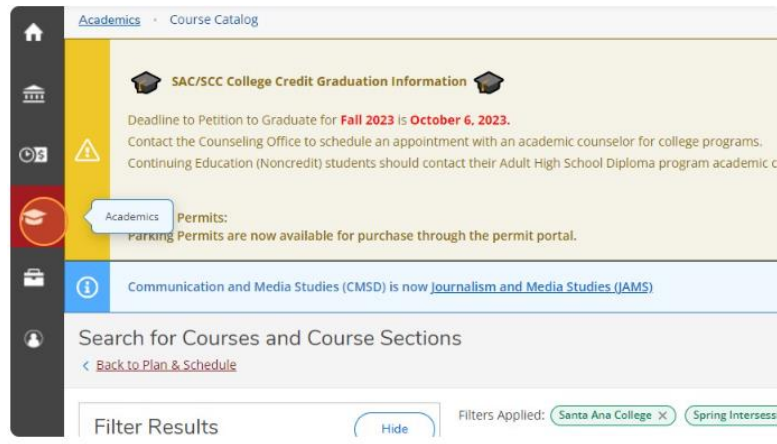
10. Then click **“Add Section”**



a.

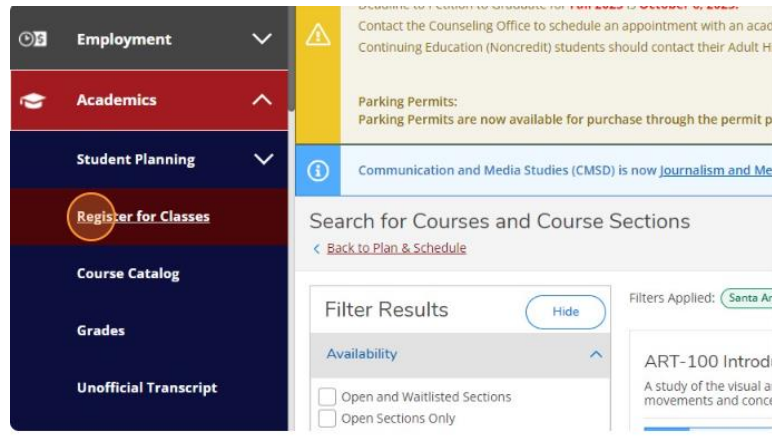
11. The course has now been added to your plan. **You have NOT enrolled in the course and your seat is not saved. Continue to finish enrolling.**

12. Click on **“Academics”**



a.

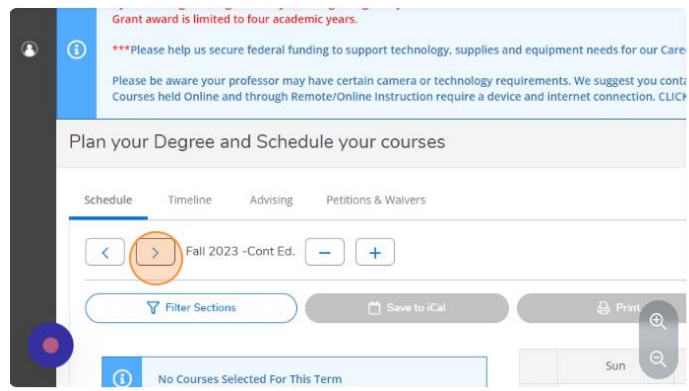
13. Click **“Register for Classes”**



a.

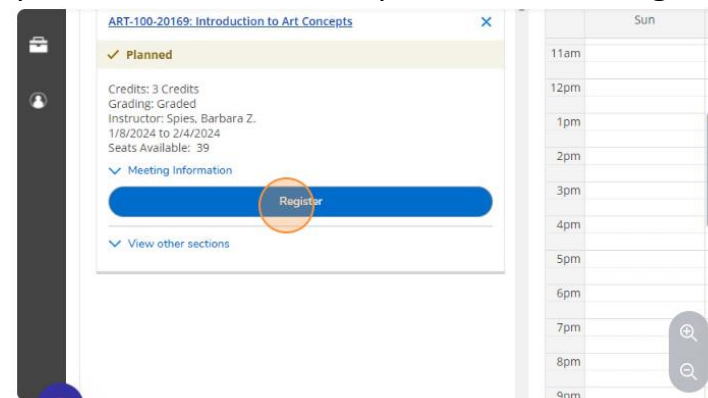
14. Click the ">" icon to navigate through terms. Find the term for the class you are planning to add/enroll in.

a. *Note: If you are taking a college level course, make sure the term does NOT end with "-Cont Ed."*



b.

15. Once you find the correct term, you will see the course you just added to your plan. It will be noted as planned. Click "**Register**" to add the course.



a.

**Still have questions?** Contact Admissions for assistance at [admissions@sac.edu](mailto:admissions@sac.edu) or use the chatbot at [sac.edu/admissions](https://sac.edu/admissions) or call 714 564-6017.