Getting Started at Solano Community College

Note: Most "click on" links mentioned below are located on the www.solano.edu homepage, alphabetized on the left hand side.

➢ Steps to Enroll

Please complete the 'Steps to Enroll' well before the semester start date. For important dates and deadlines, go to www.solano.edu and click on "*Datesand Deadlines*" If you have any questions, email us: admissions@solano.edu or call (707) 864-7171.

Step 1: Apply @ www.Solano.edu

Go to solano.edu, click on "*Application*" and then *"SCC Application Website."* You can also click on "*Future Students*" and then "*Application or Open CCC*". This will open another web page to submit an online application with OpenCCCApply.net.

To complete the online application, you must first create an account with OpenCCC and follow the prompts: simply type your answers in the corresponding fields or select your answers from the popup lists (where applicable).

Once you have completed the application, click the [Submit] button located on the left column to submit the application.

Make sure your email address is correct in the application in order to receive your MySolano username, password, and SCC ID number.

Important Notice: For your privacy and security, Solano Community CollegeÁhas suspended the issuing of new student email accounts. All college correspondences will be sent to the email address you supplied with your application.

After your application is complete, you will receive a separate email (wait time approx. 30 minutes) from SCC's Admissions and Records Office with your MySolano username, password, and student ID number. Be sure to check your spam/junk folder for this email.

If you are a K-12 student, please go to solano.edu, click on "*K12 Students*" to learn how to apply.

Step 2: Orientation

Visit solano.edu, click "*Counseling*" then "*Orientation*" to complete the New Online Orientation VIP (Virtual Information Program).

Step 3: English and Math Assessment

Placement/Assessment testing is no longer offered as a result of AB705 legislation.

For assessment information please visit http://www.solano.edu/assessment/assm_new.php for up-to-date placement information reflecting important changes mandated by the California State Legislature.

Step 4: Check for Prerequisites/Submit Transcripts

If the course you wish to take has a prerequisite that you have fulfilled at another school, submit your transcripts to the Admissions and Records Office from the institution where you took the course so you can clear the prerequisite before you register. For more information, go to solano.edu and click on "*Admissions and Records*" and then "*Prerequisites*".

Step 5: Meet with a Counselor

All students should make an appointment with a counselor to develop an Education Plan. For more information, go to solano.edu and click on "*Counseling*". To learn about making a counseling appointment, see the How-To's section.

Step 6: Apply For Financial Aid and Extended Opportunity Program and Services (EOPS)

To learn about financial aid, visit solano.edu then click on "*Financial Aid*" or visit the Student Services Building (Bldg. 400, 2nd Floor) at the Fairfield Campus. For more information regarding EOPS, visit solano.edu/eops or call (707) 864-7000, ext 4444.

Step 7: Log in to your MySolano Account

MySolano is where you can view and access all student resources, such as: register for classes, view and print your Schedule/Bill, view and pay fees, request transcripts, review you financial aid status/requirements/awards/etc., find information about campus life, and so much more! To access, visit solano.edu and click "*MySolano*" (green rectangle on the left-hand side, right below the college logo).

Remember to pay your fees!

How-To's:

How to Make a Counseling Appointment

You can make an appointment by calling (707) 864-7101 or using your MySolano Account:

1. Log in to MySolano and click on the "*Student*" Tab.
2. Under "Registration", click on "*Meet with a Counselor.*" Make sure to read all the information to make an appointment that meets your needs.
3. Click on the location you prefer.
4. Log in using your username and password.
5. Or, you can also chat with a counselor by visiting the "*Counseling*" section of solano.edu and clicking on "*Online Express Counseling.*"

How to Check Your Registration Date/Time

1. Log in to MySolano and click on the "*Student*" tab.
2. Under "Registration", click "*When Do I Register?*"
3. Select the term and click *"Submit"*

How to Look Up Classes

You can look up classes by following the steps below:

1. Go to solano.edu.
2. Click on the "*Schedule of Classes*" icon (under the scrolling banner).
3. Select the appropriate term, subject and location of the classes you are looking for.
4. Click *"Submit"*

How to Register For Classes

Remember to check for class prerequisites

1. Log in to MySolano and click on the "*Student*" tab.
2. Under "Registration" click on "*Add or Drop Classes*".
3. Select the term and click "*Submit*".
4. If you know the CRN (unique 5 digit number each class has) of the class you want to add, enter it and click "*Submit Changes*".
   a. For a class with a co-requisite, you must enter the CRN of the class and the co-requisite before you click "*Submit Changes*".

If you do not know the CRN of the class you want to add:

1. Click "*Class Search*" and select the subject.
2. Click "*Course Search*" for the course you want to add.
3. Click "*View Sections*" for the course you want to add.
4. Select an open course and click "*Register*".
   a. Open Classes will have a selection box that you can click on, and closed classes will have a "C" on the left.
5. Click *"Complete Registration and Pay"* to view the Registration Fee Assessment.

How to View and Print Schedule and Bill

1. Log in to MySolano and click on the "*Student*" tab.
2. Under "Registration", click on "*View/Print Schedule and Bill*".
3. Select the term and click "*Submit*".
4. Click "*Print Page*".
5. You may also find this under the "Pay Fees" section.

How to View and Pay Fees

1. Log in to MySolano and click on the "*Student*" tab.
2. Scroll down and under "Pay Fees", click "*Pay Fees*".
3. Select the term and click *"Submit"*.
4. Click "*Pay Now*".

How to Drop Classes

1. Log in to MySolano and click on the "*Student*" tab.
2. Under "Registration", click on "*Add or Drop Classes*".
3. Select the term and click "*Submit.*"
4. Under "Action", click on the drop down arrow and select "*Web Drop*".
5. Scroll down and click "*Submit Changes*".

How to Change a Class Grading Option to P/NP

1. Visit the Admissions and Records Office on the 1st floor of Building 400.
2. Complete the Pass/No Pass Authorization Card.
3. Or, submit your request via email to admissions@solano.edu

How to View and Print an Unofficial Transcript

1. Log in to MySolano and click on the "*Student*" tab.
2. Scroll down and under "Transcripts", click on "*Unofficial Transcripts*" and then click on *"Submit"*.
3. You may right click and select "*Print*" or press "Ctrl+P" to print your unofficial transcripts.

How to Order an Official Transcript

1. Log in to MySolano and click on the "*Student*" tab.
2. Scroll down and under "Transcripts". click on "*Official Transcripts"*.
3. Click *"Begin Order"* and follow the prompts.

How Purchase a Parking Decal (Parking Permit)

1. Log in to MySolano.
2. Scroll down and under "Parking", click *"Purchase Parking Permit"* or "*Student Parking"*.
3. Select the permit term you wish to purchase and click "*Next"*.
4. Fill out all information and follow the prompts.
5. Follow the links to print out your Temporary Parking Permit. Your temporary parking permit will also be emailed to you at the email address you provided.
6. The parking decal will be mailed to you at the provided address.

How to Purchase a Student ID

1. Log in to MySolano and click on the "*Student*" tab.
2. Scroll down and under "Pay Fees", click "*Purchase Student ID Card"*.
3. Select the term and click *"Submit"*.
4. Under "*Additional Fees",* click "*Select Additional Fees"*.
5. Pay $5 with Visa or MasterCard.
6. You may also visit the Cashier's Office at the Fairfield Campus, Bldg 400, and purchase in person.