



Getting Started at Solano Community College

➤ Steps to Enroll

You should take these steps to enroll well before the semester start date. For important dates and deadlines, go to solano.edu and click on “*Date and Deadlines*.” If you have any questions, email us: admissions@solano.edu or call (707) 864-7171.

Step 1: Apply At Solano.edu

Click on “Future Students” and then “Application or Open CCC”.

Make sure your email address is correct in the application in order to receive your username, password, and SCC email address. After your application is complete, you will receive an email with your MySolano username, password, and student ID number. Be sure to check your student email account often, as this how SCC will communicate with you.

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](http://solano.edu), click “*Counseling*” then “*Orientation*” for the online orientation.

Step 3: English and Math Assessment

Please visit our placement website at <http://www.solano.edu/assessment/> for up to date placement information reflecting important changes mandated by the California State Legislature.

Step 4: Submit Official Transcripts

If the course you wish to take has a prerequisite that you have fulfilled at another school, submit your transcripts 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*” then “*Transcripts*”.

Step 5: Meet with a Counselor

All students must make an appointment with a counselor to develop an Education Plan. To learn more 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 (400) at the Fairfield Campus. For more information regarding EOPS, visit solano.edu/eops or call (707) 864-7000, ext 4444.

Step 7: Register for Classes

To learn how to Find and Register for classes, see the How-To’s Section.

Step 8: Pay Fees

To learn how to pay your fees, see the How-To’s section.

Step 9: View/Print Your Schedule Bill

To learn how to print your Schedule Bill, see the How-To’s section.

➤ 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. Login to MySolano & Click on the “*Student*” Tab.
2. Under “*Registration*”, click on “*Meet with a Counselor*” and click the link that best applies to you.
3. Click on the location you prefer.
4. Login using your username and password.

5. Or, you can 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 MySolano and click on the "Student" tab
2. Under "Registration", click "Registration Status/Priority" and select the appropriate term.

How to Look up Classes:

You can look by following the steps below:

1. Go to Solano.edu homepage.
2. Click on the "schedule" icon (under the scrolling banner)

How to Register For 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. If you know the CRN (The 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 and 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 "Registration and Pay" to finish registering.

How to View and Pay Fees

1. Login to MySolano & click on the "Student" tab.
2. Click "Pay Fees"

How to View and Print Schedule Bill

1. Login to MySolano & click on the "Student" tab.

2. Click "View/Print Schedule and Bill" under "Registration."
3. Select the term and click "Submit."
4. Click "Print Page."

How to Drop Classes

1. Login to MySolano & 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 and select "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 in 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. Login to MySolano & click on the "Student" tab.
2. Click on "Unofficial Transcripts" and then click on "Submit".

How to Order an Official Transcript

1. Login to MySolano & click on the "Student" tab.
2. Click on "Official Transcripts".
3. Click "Begin Order."

How Purchase a Parking Decal (Parking Permit)

1. Login to MySolano.
2. Under "Parking", click "Student Parking."
3. Select the appropriate term.
4. Fill out all information then click "Submit."
5. Follow the link to print out your Temporary Parking Permit.

How to Purchase a Student ID

1. Login to MySolano & click on the "Student" tab.
2. Under "Pay Fees", click "Purchase Student ID Card" and select the appropriate term.
3. Click "Submit"
4. Under "Additional Fees", click "Select Additional Fees".
5. Pay \$5 with a VISA or MasterCard