

## **How-To's:**

### **HOW TO CHECK YOUR REGISTRATION DATE/TIME**

1. Log in to MySolano and click on the "Student" tab.
2. Under "Registration," click "When Can I Register" and select the appropriate term.

### **HOW TO LOOK UP CLASSES**

You can look up classes by following the steps below:

1. Go to the 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 of the class you want 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 don't know the CRN of the class you want to add:

1. Click "Class Search" and select the subject.
2. Click "Course Search."
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 "Complete Registration and Pay" to finish registering

### **HOW TO VIEW AND PAY FEES**

1. Log in to MySolano and click on the "Student" tab.
2. Click "Pay Fees."

### **HOW TO VIEW AND PRINT SCHEDULE BILL**

1. Log in to MySolano and click on the "Student" tab.
2. Click "Print Receipt and Schedule" under "Registration."
3. Select the term and click "Submit."
4. Click "Print Page."

### **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 "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. Under "Student Records," click on "Transcripts."
3. Click on "Unofficial Transcripts" then click "Submit."

### **HOW TO ORDER AN OFFICIAL TRANSCRIPT**

1. Log in to MySolano and click on the "Student" tab.
2. Under "Student Records," click on "Transcripts."
3. Click on "Order Official Transcripts."
4. Click "Start my Order."

### **HOW TO PURCHASE A PARKING DECAL**

1. Log in to MySolano.
2. Under "Parking," click "Student Parking."
3. Under "Semester Parking Permits," click "SCC Parking Payment/Order Site" and 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. Log in to MySolano and click on the "Student" tab.
2. Under "Registration," 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.