



Solano Community College "STEPS" to Registration



- Step 1**
Complete an Admissions Application Online at www.solano.edu, click on "Registration."
Be sure to include your **e-mail address** (it is required if you take an online course).
- Step 2**
Submit official transcripts
If the course you wish to take has a prerequisite, submit your transcripts from the institution where you took the course so your prerequisite can be cleared before you register. Prerequisite clearances are entered within 5 business days for specifically requested classes.
- Step 3**
Apply for Financial Aid and Extended Opportunity Program and Services (EOPS)
Visit our Financial Aid Office either online at www.solano.edu, click on "Financial Aid," or call (707) 864-7103. You can also visit them in the Library Building (100). Visit the EOPS Office online also or call (707) 864-7000, ext. 4444.
- Step 4**
Take the English Assessment/Complete the Online Orientation
Check the days and times of assessments at www.solano.edu, click on "Counseling." You will need to bring photo ID when you take the assessment test. Next, obtain valuable information by completing the free Solano College online orientation workshop at www.solano.edu, click on "Counseling" and then "Online Orientation."
- Step 5**
Meet with a Counselor
Meet with a counselor to develop a personal education plan for achieving your goals. Same day counseling appointments are available daily at the Counseling Office (come early, because we often run out of appointments!). Call (707) 864-7101 for more information.
- Step 6**
Register for classes
You can review the course listings at www.solano.edu, (click on Registration). The Schedule of Classes is mailed to all Solano County residents prior to the beginning of each registration period. You will need to check your priority if you register during the priority registration period. For more information about priority registration, click on "Registration Priorities-Spring 2008" after selecting "Registration" from our homepage.
- Step 7**
Pay fees
Pay your fees with a credit card when you register online or by phone. Personal checks and money orders can be mailed to the Admissions and Records Office, 4000 Suisun Valley Rd, Fairfield, CA 94534. Fees include \$20/unit Enrollment Fee plus \$1/unit Student Center Fee (\$10 per year maximum for courses taken at the SCC campus). All students are also required to pay a \$13 Health Services Fee (\$5.00 for the Summer semester), and a \$.50 Grade Mailing Fee. The fee for the optional Student ID Card is \$5, and a semester Parking Decal is \$20 (Fall and Spring; \$6.00 Summer.)
- Step 8**
Obtain Student ID Card
If you purchase the optional Student ID Card, take your schedule of classes with a picture ID to the Student Center/Bookstore (Building 1400) to take your picture and obtain your card. The ID card is required to use the Library and/or printers on campus; pick up student financial aid checks at the Bookstore; participate in ASSC-sponsored events; and entitles you to many discounts.