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

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

☐ Step 1: Apply at Solano.edu

Visit **solano.edu**, click on *"Apply Now"* 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 pop-up 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 username, password, and SCC ID number.

Important Notice: For your privacy and security, Solano Community College has 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, and click on "K12 Students" to learn how to apply and complete a special admissions form.*

☐ Step 2: Orientation

Visit solano.edu, click *"Student Services"* then *"Orientation" under the "Access" column* to complete the New Online Orienation 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 chances 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 official 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 *"Student Services"* and then *"Admissions and Records"* under the *"Access" column,* 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 *"Student Services"* and then *"Counseling"* under the *"Success"* column. 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 *"Student Services"* and then *"Financial Aid"* under the *"Access"* column 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

MySolano is where you can view and access your 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"* (under the quick links list down the middle of the page.)

Remember to pay your fees!

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 searching for *"Counseling"* at **solano.edu** search box 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 Can 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 (in the quick links list down the middle of the page).
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 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 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 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 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 transcipts.

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 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 Admissions and Records Office in the Fairfield Campus, Bldg 400, and purchase in person.

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.