



# Getting Started at Solano Community College

## Steps to Enroll

*To be the most successful, please complete the steps in advance of the start of the semester. For important dates and deadlines, go to <https://welcome.solano.edu/> and click on "Academics" and then "Dates and Deadlines" under the "Resources" column. If you have any questions, please contact us at [admissions@solano.edu](mailto:admissions@solano.edu) or 707-864-7171.*

### Step 1: Apply to Solano

Visit <https://welcome.solano.edu/>, in the top right corner, click on "Apply Now". This will open another page and will lead you through the online CCCApply site for the California Community Colleges application for admission.

To complete the online application, you must first create an account with OpenCCC. You will then follow the prompts to answer the questions. Make sure your email address is correct in the application in order to receive your username, password, and Solano Community College ID number.

Once you have completed the application, submit the application. All College correspondences will be sent to the email address you supplied with your application. After your application is complete, you will receive an email (wait time approx. 30 minutes) from SCC's Admissions & Records Office with your Solano 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 <https://welcome.solano.edu/ar-k12-admission/> to learn how to apply and complete a special admissions form.

### Step 2: Orientation

Visit <https://welcome.solano.edu/orientation/> and click "New Online Orientation VIP (Virtual Information Program)". It is advised that students complete the orientation prior to registering for classes at Solano.

### Step 3: English and Math Assessment

As a result of AB 705 legislation, assessment testing is no longer offered for English and math placement. It is suggested that students with questions about what English or math they should register for contact Solano's Counseling Office at [counseling@solano.edu](mailto:counseling@solano.edu) or 707-864-7101.

### Step 4: Check for Prerequisites/ Submit Transcripts

If the course you wish to enroll in has a prerequisite that you have completed at another school, please submit your unofficial or official transcripts to the Admissions & Records Office from the institution where you took the course so that we can clear the prerequisite before you register. For more information, go to <https://welcome.solano.edu/ar-prerequisites/>

### Step 5: Meet with a Counselor

All students should make an appointment with a counselor to develop an Education Plan. Getting academic counseling advice early will prevent you from taking classes that are unnecessary and are not required. For more information, go to <https://welcome.solano.edu/counseling-home/>

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

Most students receive some aid or scholarships after applying for Financial Aid that they do not have to pay back and can help pay for books. To learn about financial aid, visit <https://welcome.solano.edu/fa-home/>. If you have questions and want to speak to someone, contact us at [financialaid@solano.edu](mailto:financialaid@solano.edu) or 707-864-7103.

Students also may qualify for Solano's **Extended Opportunity Program and Services (EOPS)**. For more information visit <https://welcome.solano.edu/eops-homepage/> or contact us at [eops@solano.edu](mailto:eops@solano.edu) or 707-863-7888.

### Step 7: Log in to your FalconNest

By logging into FalconNest, students can view and access information, register for classes, pay fees, request a copy of their transcripts, review their financial aid awards, and many more important features. To access FalconNest, please visit <https://welcome.solano.edu/> and scroll down to the middle of the page under "Quick Links" and select "FalconNest".

# How-To's

## How to Make a Counseling Appointment

You can make an appointment with the following options. \*Note – SCCID# is required when scheduling.

1. Call Counseling at (707)-864-7101
2. Email Counseling at [counseling@solano.edu](mailto:counseling@solano.edu)
3. Or, you may visit our Counseling Appointment Scheduling System at <https://welcome.solano.edu/counseling-locations/>

## How to Check your Registration Date/Time

1. Log into FalconNest and click on the "Student Self-Service" Card.
2. Under "Student Records," select Registration.
3. Click "Prepare for Registration," and select a term from the drop-down menu. Then click "Continue."
4. Your Registration Status will display with date and time.

## How to Look up Classes

You can look up classes by following the steps below:

1. Go to <https://welcome.solano.edu/>
2. Click on the "Class Search" 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 "Continue" to begin filtering your class search results.

## How to Register For Classes

Remember to check for class prerequisites.

1. Log into FalconNest and click on the "Student Self-Service" Card.
2. Under "Student Records," click on "Add/Drop Classes".
3. Select "Register: Add/Drop Classes" then choose the term and click "Continue."
4. If you know the CRN (Course Registration Number, a 5-digit code each class has assigned to it) of the class you want to add, enter it and click "Search."
  - 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 Number" for the course you want to add.
3. Click "Search" for the course you want to add.
4. Select an open course and click "Add."
5. Click confirm action by clicking "Submit," which will result in "Register/Registered."

## How to Change a Class Grading Option to Pass/No Pass (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](mailto:admissions@solano.edu)

## How to Drop Classes

1. Log into FalconNest and click on the "Student Self-Service" Card.
2. Under "Student Records," click on "Add/Drop Classes."
3. Select a Term, and "Continue."
4. Under "Summary," click on the drop-down arrow for the class you want to drop. To confirm Drop, select "Drop/Dropped" and then click "Submit."
5. To confirm your drop, go back to "View Registration Information."

## How to View and Print Schedule and Bill

1. Log into FalconNest and click on the "Student Self-Service" Card.
2. Under "Student Records," click on "Registration."
3. Click "View Registration Information."
4. Select the "Term" from the drop-down, and then "Print Page."
5. You may also find this under the "Student Accounts" section.

## How to View and Pay Fees

1. Log into FalconNest and click on the "Student Self-Service" Card.
2. Under "Student Accounts," select "Account Summary." You may also view Student Registration & Fees by Term.
3. Select the "Pay Now" icon to pay fees electronically.

## How to View and Print an Unofficial Transcript

1. Log into FalconNest and click "Student Self-Service" Card.
2. Under "Student Records," click on "Unofficial Transcript."
3. Select "Transcript Level" and "Transcript Type" and click "Submit."
4. Click "Print" to print your unofficial transcripts.

## How to Order an Official Transcript

1. Log into FalconNest and click "Student Self-Service."
2. Scroll down to "Additional Links" and click "Order Transcripts."
3. Scroll down and select either "Incoming or Outgoing Official Transcript."

## How to get a Student ID

1. Student ID's are **free** and allow students to ride localFAST busses and the Falcon Flyer (Vanpool) for free.
2. You can find out more information about how to obtain a student ID by visiting <https://welcome.solano.edu/co-student-ids/>

## How to Purchase a Parking Decal/Permit

1. Log in to FalconNest.
2. Select "View All Cards," and find "Parking Permit."
3. To purchase a "Parking Permit," fill out all information and follow the prompts.
4. 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.
5. The Parking Decal will be mailed to the address you provided.