



# 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 MySolano

By logging into MySolano, 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 MySolano, please visit <https://welcome.solano.edu/> and click the link in the middle of the page titled “MySolano”.

# 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. Using your username and password, log into 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 your preferred location.
4. Or, you can also chat with a counselor by searching for "Counseling" at <https://welcome.solano.edu/> and then clicking on "Online Express Counseling."

## How to Check your Registration Date/Time

1. Log into 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 <https://welcome.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 into 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 Course Registration Number, a 5 digit code each class has assigned to it) 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 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 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 into 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 into MySolano and click on the "Student" tab.
2. Scroll down and under "Pay Fees," click the "Pay Fees" link.
3. Select the term and click "Submit."
4. Click "Pay Now."

## How to View and Print an Unofficial Transcript

1. Log into 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 transcripts.

## How to Order an Official Transcript

1. Log into 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 get a Student ID

1. Student ID's are **free** and allow students to ride local FAST busses 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 Purchase a Parking Decal/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.