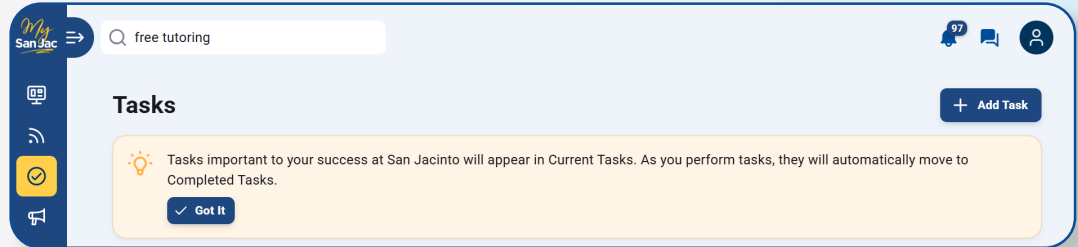


Visit the Student Services Lab in the Welcome Center for registration assistance!

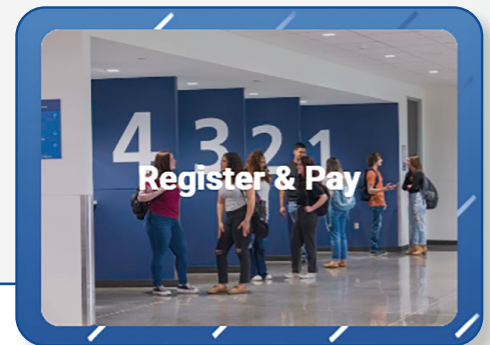
LOG IN TO MY SAN JAC PORTAL

1. Visit my.sanjac.edu/dashboard.
2. Select login button at top right corner of screen:
 - a. User name: LastName.FirstNameInitialLast6DigitsofG#@stu.sanjac.edu
 - b. Password: Created during new student orientation (case-sensitive)
3. Click "Tasks" to view holds.
4. Clear any holds that could prevent registration.



SEARCH AND REGISTER FOR CLASSES

5. Hover over or click "Register & Pay."
6. Select "Course Registration."
7. Select a term: Choose most current term ending in "Credit" and click "Submit."
NOTE: Avoid selecting continuing ed, which is not for credit-seeking students.
8. Insert subject and course number to find appropriate class.
9. Use "Advanced Search" and filter by campus, instructional method, part of term, and more!



Enter Your Search Criteria ⓘ

Term: Fall Semester 2025-Credit

Subject

Course Number

Keyword

Campus

Instructional Methods

Part Of Term

10. Click on "Add" button to right of desired section.
11. Visit "Summary," review courses, and click "Submit."
12. To continue adding classes, click "Search Again" and repeat steps 8-11. See Page 2 to learn about registering for science lecture and lab ("Registering for Sciences") or corequisite courses ("Avoiding Linked Courses").

PAYING FOR CLASSES

1. Log in to My San Jac portal.
 2. Select "Register & Pay."
 3. Select "Make a Payment."
 4. Select either "Enroll in Payment Plan" or "Make Payment."
 5. Pay by the deadline to avoid being removed from courses.
- ⚠️ Promise Scholars, financial aid, or other aid recipients must address pending requirements **before** payment deadline.

REGISTRATION REMINDERS

- Make sure your classes are at the correct campus.
- Confirm you can attend on selected days/times.
- Identify instructional method — online anytime, hybrid, face-to-face.
- Identify part of term by locating beginning/end dates.

Continued on back

DROPPING/CHANGING COURSES

Please refer to drop deadlines, refund schedule, and other important information. Scan QR code before dropping a class:



REGISTERING FOR SCIENCES

1. Find the filter "Subject and Course Number." Enter both course numbers in same filter box. Example: BIOL 1306 and BIOL 1106.
2. Fill out any additional filters. Click "Search."
3. Click "Section" to view linked lectures and labs. Section numbers will be the same. Click "Add" to select both sections. You must add both lecture and lab **at the same time**.

Section

213

213

AVOIDING LINKED COURSES

- You may get a "Corequisite Required Error" when registering for ENGL 1301 or MATH 1314, 1324, 1332, or 1342.
- Do NOT register for a corequisite unless specifically advised to for college prep.
- Avoid classes that require a corequisite by referring to "Course Attribute" column.

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Ty	Attribute
Contemporary Mat...	Mathe...	1332	072	3	18...	Fa...	Christie Marie... Jlsoft, Da	[S][M][T][W][F][S] 09:30 PM - 07:1	So...	FULL...	Lecture	Mathematics Special Institutional Courses Academic Course Co-Requisite Modality Online Approved

Status	Schedule Ty	Attribute
FULL...	Lecture	Mathematics Special Institutional Courses Academic Course Co-Requisite Modality Online Approved

PRINTING YOUR SCHEDULE

1. After you've registered, click on "Schedule" and "Options."
2. Once the schedule appears, confirm term is correct.
3. Right click on schedule and select "Print." Change setting to landscape and print.

TROUBLESHOOTING COMMON REGISTRATION ERRORS

- Corequisite errors for science and college prep: See "Registering for Sciences" and "Avoiding Linked Courses" sections.
- EDUC 1100 error: You must register for Learning Framework course (EDUC 1100) **first**, then add other classes.
- GUST required error: See program advisor for help.
- PREREQ & TEST SCORE error: Prerequisite is required to register for course. Before you contact your program advisor, check course description at coursefinder.sanjac.edu to learn which course must be taken.
- "Time Tickets prevent registration at this time" error: Go back and select "For Credit" term (not continuing ed) or refresh web browser.

