Step-by-Step Self-Scheduling Instructions

1. Enter your Student Number and Birth Date then click Continue.

Santa Ana College
1530 West 17th Street, Santa Ana, California 92706

To make an Appointment log-on here:

1. Enter your Student Number   Student Number [   ]

2. Enter your birthdate   Birth Date [   ]
   Example: 09/20/1988

3. Click Continue

[Back]   [Continue]   [Cancel]

2. Select the "Make Appointment" option (indicated by the red arrow) to proceed.

Individual, Orientation and Workshop Appointment Menu

Please select the desired option

➡ [Make Appointment]

No appointments have been scheduled

[View or Cancel Appointments]

[View Appt. History]

[Logout]

3. In the following screen, please select your Appointment Type (in the column indicated by the red arrow). For best results, <u>DO NOT</u> adjust your search criteria in the other columns. Then click "Find Appointments" at the bottom to proceed.

Search for Orientation or Workshop Appointments

Please select the Appointment Type, Counselor, day of the week and time of day you prefer.

Appointment Type	Day of week	Start Time	End Time	Counselor Name
All	All	7:00 AM	6:45 PM	Ana Meckes
45 Minute Appointment	Monday	7:15 AM	7:00 PM	Angela Brown
45 Minute Nursing Only Appointment	Tuesday	7:30 AM	7:15 PM	Ann Cass
60 Minute Appointment	Wednesday	7:45 AM	7:30 PM	CalWORKS Distribution Workshop
60 Minute Nursing Only Appointment	Thursday	8:00 AM	7:45 PM	Deepa Tharani
Nursing Orientation	Friday	8:15 AM	8:00 PM	Dennis Gilmour

[Go Back]   [Reset]   [Find Appointments]

4. In the Appointment Search Results page, select the appointment that best suits your needs. Click the box in the "Select" column (indicated by the red arrow) next to your appointment selection to proceed.
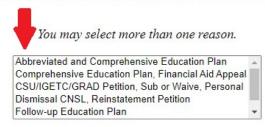
Appointment Search Results

Select your Counseling appointment

Select	Appointment Type	Date	Day	Time	Counselor Name
*	60 Minute Appointment	11/13/2020	Friday	9:00 AM	Dennis Gilmour
*	45 Minute Nursing Only Appointment	11/16/2020	Monday	2:15 PM	Dr. Mary Castellanos
*	45 Minute Nursing Only Appointment	11/17/2020	Tuesday	9:45 AM	Dr. Mary Castellanos

5. In the Counseling Reason Selection page, select the reason(s) for the appointment in the box indicated by the red arrow. For phone appointments, please verify your phone number in the box indicated by the blue arrow. Please enter and confirm your email in the boxes indicated by the green arrow, then click Continue at the bottom of the page to finalize your appointment.

Counseling Reason Selection

Please select a reason then Click on Continue

You may select more than one reason.

Abbreviated and Comprehensive Education Plan
Comprehensive Education Plan, Financial Aid Appeal
CSU/IGETC/GRAD Petition, Sub or Waive, Personal
Dismissal CNSL, Reinstatement Petition
Follow-up Education Plan

Please enter any comments that may assist the counselor with this appointment.

Please verify your phone number, change as needed.

Phone Number   Extension
(714) 564-6054

eMail Address
tk48110@sac.edu

Confirm eMail Address

Continue   Cancel

How to Retrieve Student ID Number

Step 1: Log on to WebAdvisor with your username (**combination of two letters and 5 numbers**) and password.

Step 2: Click on the green student button and under User Account, click on **What's My Student ID Num**.