



STEP-BY-STEP ENROLLMENT GUIDE FOR HIGH SCHOOL (CAP) STUDENTS

- APPLY** online (www.sccollege.edu – click on **Apply**)
- EMAILS** – student will receive two emails
 - First email – confirmation email (will receive on day of application)
 - Second email – provides **WebAdvisor Login** (will receive w/in 3-5 business days)
- PLACEMENT TESTING** – If student is taking a Chemistry, English or Math course, student must schedule a **Placement Test** through Counseling. Counseling will need your **Student Number**. To obtain your **Student Number**, log in to **WebAdvisor**, go to **My Profile**.
- CAP ATTACHMENT LETTER** – Read CAP Attachment Letter for *important* information about the CAP program – info regarding enrollment fees and assigned registration date
- CAP FORM**
 - Download a CAP form from the [SCC Admissions & Records / Forms web page](#).
 - Obtain required signatures from high school principal/counselor *and* parent.
 - Students under 16 years of age and/or 10th grade or below must obtain an additional signature from Santiago Canyon College *Dean of Admissions & Records* or the *Registrar* (Admissions & Records Office, Building E – Room 101).
 - Submit completed and signed CAP form to the Admissions & Records Office (E-101), *in person, before* your registration date. Online registration is restricted until the CAP form is submitted.
- CHECK REGISTRATION DATE ONLINE**
 - Go to www.sccollege.edu – click on **Online Records/WebAdvisor** and log in
 - Click on **View Online Registration Date**
- REGISTER ONLINE** – student may register any time *on or after* registration date
 - Go to www.sccollege.edu – click on **Online Records/WebAdvisor** and log in
 - Click on **Register for Classes** link. Register for your classes.
 - If on wait list, check email daily
- BEFORE FIRST DAY OF SCHOOL** – Print your class schedule – know where your classes are located