

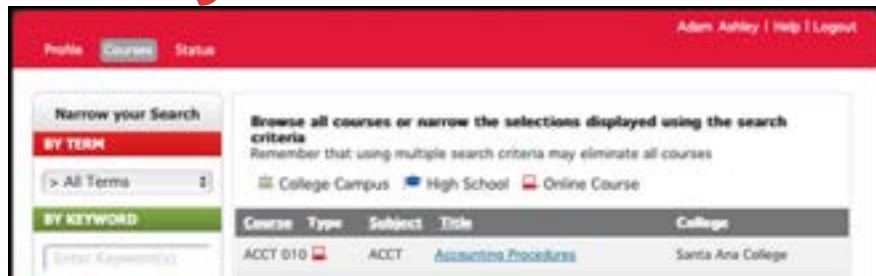


Make sure to select the correct course before dropping

Dropping Courses on: sac.dualenroll.com

- 1 Log into sac.dualenroll.com with your **SAC student email and password** (sent to you from Santa Ana College after you applied - same as your Canvas Login)

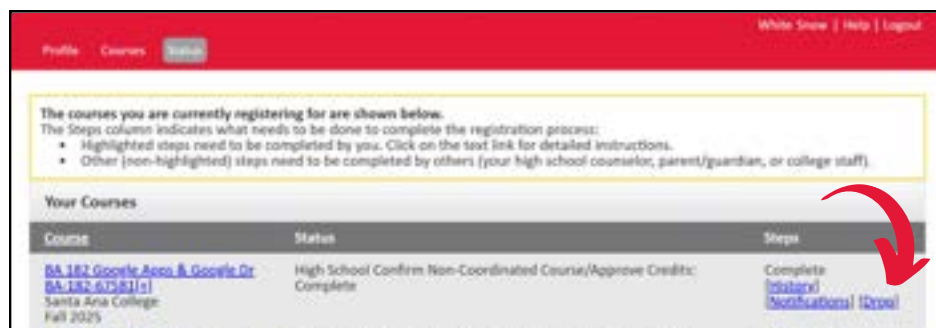
You will land on a Course Selection Page.



- 2 Go to the **Status** tab to view your registered courses. Select "View Current Status" to view your courses.

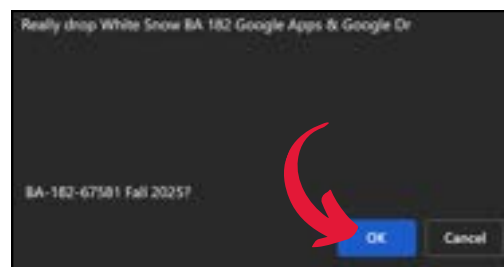
Review the course to drop and under Steps, select **Drop**.

NOTE: During the "W" grade period, it will show as **Withdraw**.



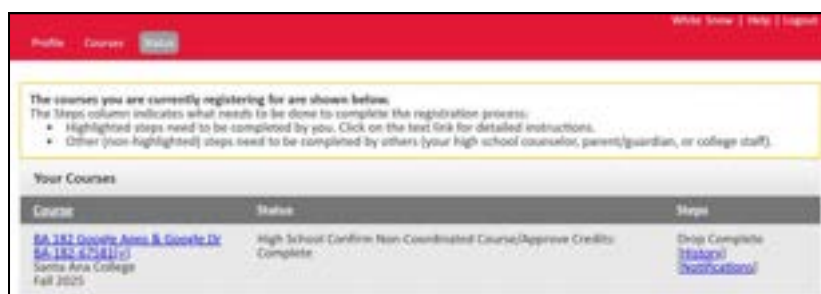
- 3 Another pop-up will show to confirm the course you are dropping.

Double-check you are dropping from the correct course.



- 4 Click **"OK"** to drop the course.

You get redirected to your Status page that will show processing status. When you are dropped, it will show "Drop Complete"



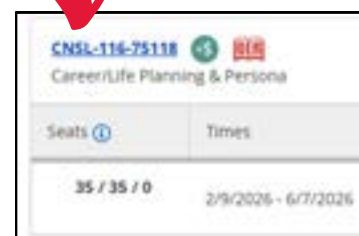
Important Info to Remember!

Deadlines to drop may differ between sections. Make sure you always check the section add and drop deadlines for each class.

NOTE: A "W" grade will not affect your GPA, but it will count as an attempt for that specific course title.

To find the section deadlines for your class go to **Self-Service** and click on the course title to get to "Section Details" - you will find the dates to:

- Add course with Add Authorization
- Drop without "W" - no grade and not listed on SAC transcript
- Drop with "W" grade on SAC transcript





Additional Tips & How-To's:



Terminate A Pending Registration

Log in and go to "Status" - click on "View current status"

Find the class registration you want to terminate (only possible for registrations that have not yet been completed. Once a registration is completed you can only drop or withdraw from class, if the class within drop/withdrawal deadlines).

Your Courses		
Course	Status	Steps
SOC 100 Introduction to Sociology SOC 100: 68150 (1) Santa Ana College Fall 2025		High School: Confirm Course/Approve Credits History Notifications Abandon

Click on "Abandon" - enter a reason why you want to abandon the registration request, e.g. "Class no longer needed" and confirm.

Abandon Reason

Maximum 200 characters

Abandon Cancel

Keyword VS Section Number Search

There are two ways to search for classes.

Keyword Search: If you want to look for a class related to a subject of your choice, **By Keyword** search will look for and **list ALL classes** under that subject. Keywords can be words, class name (HIST-120) or section numbers.

Narrow your Search

BY TERM: All Terms

BY KEYWORD

Business

BY COURSE TYPE: Choose all that apply: College Campus, High School, Online

BY SCHEDULE: Show only classes meeting on: Mon, Tue, Wed, Thu, Fri, Sat

Browse all courses or narrow the selection displayed using the search criteria. Remember that using multiple search criteria may eliminate all courses.

College Campus High School Online Course

Course	Type	Subject	Title	College
ACCT 100	ACCT	Accounting for Small Business	Santa Ana College	
ACCT 101	ACCT	Financial Accounting	Santa Ana College	
ACCT 11A	ACCT	Intermediate Income Taxes, Partnerships and LLCs	Santa Ana College	
ACCT 120	ACCT	QuickBooks Online	Santa Ana College	
ACCT 125	ACCT	QuickBooks I	Santa Ana College	
ACCT 126	ACCT	QuickBooks II	Santa Ana College	
ASL 111	ASL	Introduction to Interpreting for the Deaf	Santa Ana College	
BA 100	BA	Business Writing Skills	Santa Ana College	

Section Number Search: If you want a specific class to enroll in, you can use search **By Section Number**: type your class in this format: *BUS-100-12345* (sample).

NOTE: You MUST include the dash lines (-), or it will give you all classes for the section name.

When you click the class title link, it will only show that specific class section.

BY KEYWORD: Business

BY COURSE TYPE: Choose all that apply: College Campus, High School, Online

BY SCHEDULE: Show only classes meeting on: Mon, Tue, Wed, Thu, Fri, Sat

Start Time: End Time:

BY SECTION NUMBER

BUS-100-12345

Course	Type	Subject	Title	College
ACCT 100	ACCT	Accounting for Small Business	Santa Ana College	



Section	Type	Section Number	Location	Days/Times	Start/End Date	Options
BUS 100-12345	Online	Online	Online	Mon-Fri 10:00-11:00	02/20/25 - 05/01/25	Register