



# Dropping Courses on: sac.dualenroll.com

Make sure to select  
the correct course  
before dropping

**1** Log into [sac.dualenroll.com](http://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.

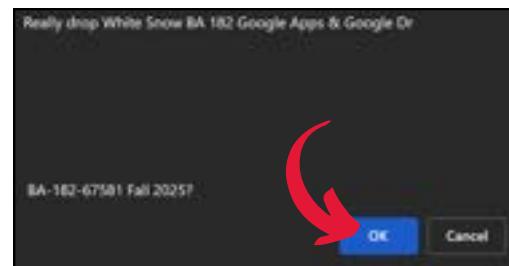
**2** Go to the **Status tab to view your registered courses**. Select "View Current Status" to view your courses.

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	Actions
SOC 100 (Introduction to Sociology) SOC-100: 68386[1] Santa Ana College Fall 2025	Pending	High School: Confirm Course/Approve Credits [History] [Notifications] [Abandon]

Abandon Reason

Maximum 250 Characters

Abandon Cancel

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

## 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.

Business

Course	Type	Instructor	Term	College
ACCT 100	ACCT	Accounting for Small Business	Fall 2025	Santa Ana College
ACCT 101	ACCT	Financial Accounting	Fall 2025	Santa Ana College
ACCT 11A	ACCT	Intermediate Income Taxes, Partnerships and LLCs	Fall 2025	Santa Ana College
ACCT 12B	ACCT	QuickBooks Online	Fall 2025	Santa Ana College
ACCT 12B	ACCT	QuickBooks	Fall 2025	Santa Ana College
ACCT 12B	ACCT	QuickBooks II	Fall 2025	Santa Ana College
ACCT 131	ACCT	Introduction to Accounting for the Dual	Fall 2025	Santa Ana College
BA 300	BA	Business Writing Skills	Fall 2025	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.

Bus-100-12345

Section	Type	Instructor	Location	Days/Times	Start/End Date	Options
BUS-100-12345	Online (Stream)			Online	08/30/25 - 12/07/25	Register

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BUS-100-12345	Online (Stream)			Online	08/30/25 - 12/07/25	Register