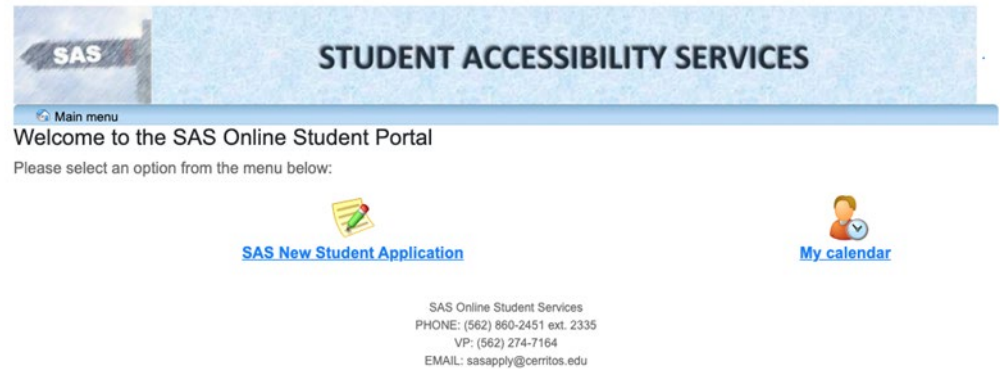# SAS New Student Application Guide

SAS has created this guide to help students navigate through the steps of applying to our program through our online portal. Students wishing to apply to SAS should do so through the portal using the SAS New Student Application.

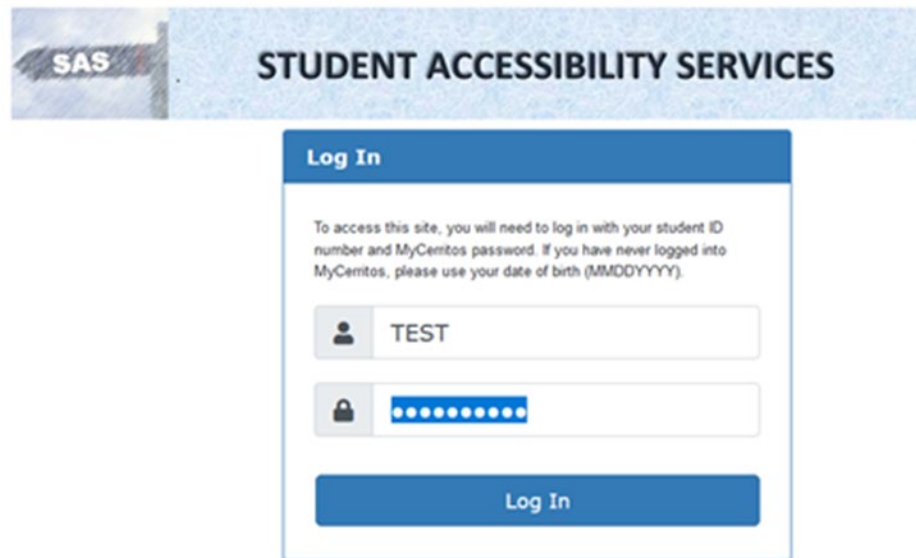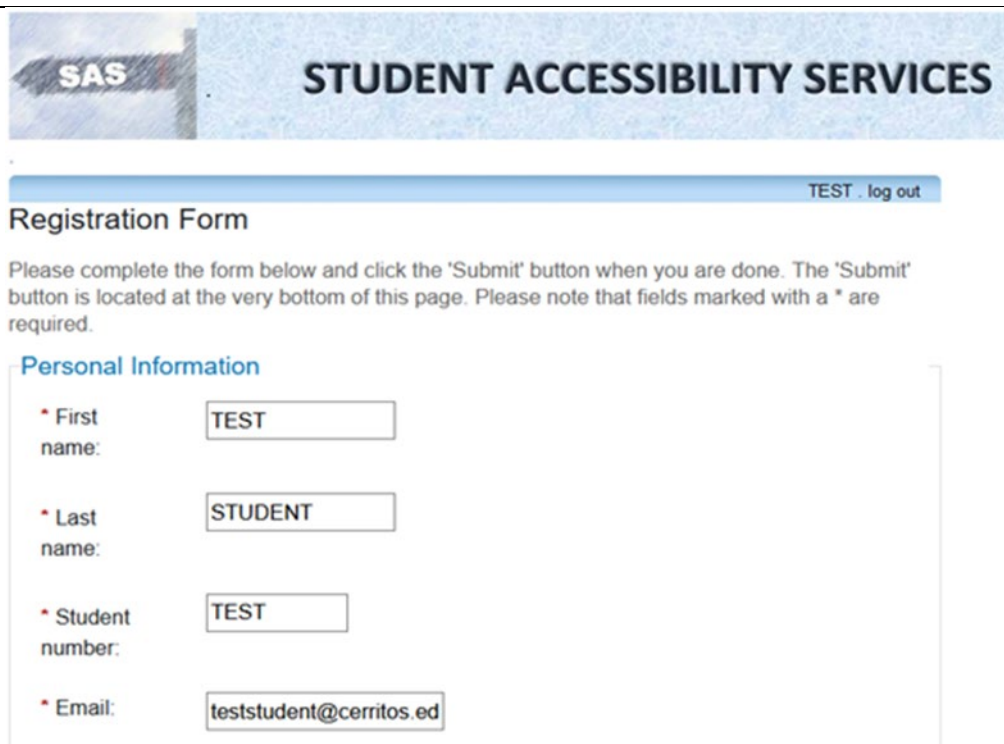|	
To start your intake application, log into the portal using the following link: https://clockwork.cerritos.edu/clockwork/custom/misc/home.aspx Then select "SAS New Student Application."	**STUDENT ACCESSIBILITY SERVICES** Main menu Welcome to the SAS Online Student Portal Please select an option from the menu below: SAS New Student Application My calendar SAS Online Student Services PHONE: (562) 860-2451 ext. 2335 VP: (562) 274-7164 EMAIL: sasapply@cerritos.edu
The page will prompt the user with instructions to enter their student ID and password in the corresponding fields. (This is the same login information used to log into your MyCerritos account to add/drop courses.) Enter your student number and your password (your eight-digit birthdate unless you changed it: MMDDYYYY). Select "Log In."	**STUDENT ACCESSIBILITY SERVICES** **Log In** To access this site, you will need to log in with your student ID number and MyCerritos password. If you have never logged into MyCerritos, please use your date of birth (MMDDYYYY). TEST •••••••••• Log In

Your name, student number, and email will be auto-generated from the system. Please verify that your personal information is correct. You may not edit the name, ID, or email listed. If your name or student number is not correct you should submit a Change of Student Data form to Admissions and Records at admissions-info@cerritos.edu .All students should be using the student email address issued by Cerritos College. Should a student prefer to receive college correspondence via a personal email address, it is recommended to set it up so that emails are forwarded to that preferred address. Click for more info on setting up student email.	**SAS** · **STUDENT ACCESSIBILITY SERVICES** TEST . log out **Registration Form** Please complete the form below and click the 'Submit' button when you are done. The 'Submit' button is located at the very bottom of this page. Please note that fields marked with a * are required. **Personal Information** * First name: `TEST` * Last name: `STUDENT` * Student number: `TEST` * Email: `teststudent@cerritos.ed`
You will be required to upload at least one document that verifies your disability. This can include your IEP and psychoeducational report from high school, a medical report, or you can have your doctor or other treating professional complete our Disability Verification form. Documents should be submitted in PDF or Word format. If using your phone, scan your document instead of taking a picture. Help with this is available through the SAS High Tech Center.	**Please upload at least one document that verifies your disability. Documents you submit will become part of your confidential file in SAS and will not be shared with other entities on campus. You will not be able to proceed with submitting your application without uploading at least one disability verification document here. Only PDF or Word documents are accepted.** * Required Verification of Disability #1 Browse... No file selected.

Fill out all required information in the order requested.	**Please indicate the nature of your disability:**
All questions marked with a red asterisk (*) require a response.	☐ Acquired Brain Injury *
	☐ Attention Deficit Hyperactivity Disorder (ADHD)
If any information does not apply to you, please type in "N/A" in the available text box.	☐ Autism Spectrum Disorder (ASD)*
	☐ Blind or Low Vision *
	☐ Deaf or Hard of Hearing *
	☐ Intellectual Disability *
	☐ Learning Disability *
	☐ Mental Health *
	☐ Physical Disability *
	☐ Speech/Language Disorder
	☐ Other Health Condition or Disability *
	If other, please specify:
	[ ]
	* Do you experience seizures?
	○ Yes
	○ No
	○ Don't Know
	Educational Background
	* Have you received a high school diploma or GED?
	○ Yes
	○ No

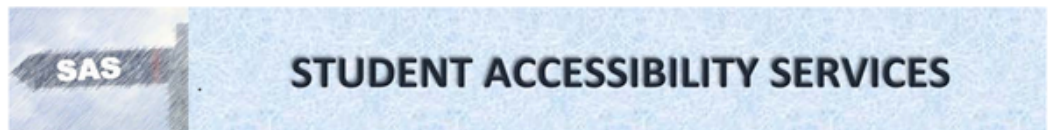|	
Complete all questions and select "Submit" at the bottom of the page. All questions marked with a red asterisk (*) are required. Any questions that have not been answered or at least one file has not been uploaded, you will see a small red icon. If this occurs, make a selection and/or upload at least one file and re-select the "Submit" button.	**By clicking "Submit", I understand and agree that I am not officially a SAS student until a SAS specialist has conducted my intake, reviewed my documentation, and determined that I am eligible via an interactive process.** Submit Cancel
Once the submission is successful you will see this page. Please remember to log out by clicking "log out" in the top right corner once you are done. You should receive an email confirmation message shortly after submission. Please check your inbox and spam folder to ensure you received confirmation. Your application will be reviewed and, if everything is complete, you will be emailed an intake appointment within 5-7 business days. For any questions, please contact us: PHONE: (562) 860-2451 ext. 2335 VP: (562) 274-7164 EMAIL: sasapply@cerritos.edu	**SAS STUDENT ACCESSIBILITY SERVICES** TEST . log out ## Thank you for your submission You will receive a confirmation email from Student Accessibility Services (SAS) with further instructions within a few minutes. It will be sent to the email address on file with the college. Please do not forget to check your spam/junk folder if you don't find it in your inbox folder. If you do not receive a confirmation email, please contact us at **sasapply@cerritos.edu**. **Return to the SAS application page** **Return to the SAS homepage**