



5 Steps to Register for SC Emeritus Institute Classes Pre-Registration SUMMER 2010

Below you will find 5 steps to **PRE-REGISTER** for classes offered by the EMERITUS INSTITUTE at Saddleback College. These are **free*** college classes for seniors at a variety of area locations.

1. COMPLETE a one-page EMERITUS APPLICATION. (It can be found on the *reverse side*, online at: www.saddleback.edu/AP/emeritus, at an Emeritus Office **and** in the back of the smaller EMERITUS INSTITUTE Only Schedule of Classes.)

2. SEND the **completed** application to: Admissions & Records
SADDLEBACK COLLEGE
28000 Marguerite Parkway
Mission Viejo, CA 92692

This will generate a student ID # for you or it will **activate** one you **already have** from previous semesters.

3. You will be sent a "PERMIT to REGISTER" from the SC Admissions & Records Office within 2 weeks. The "Permit to Register" contains your Student # number and the date and time when your ID# is activated and you will be able to use the registration system to pre-register yourself in classes.

4. Meanwhile, CHECK the back pages of the Summer 10 SADDLEBACK COLLEGE Schedule of Classes to view the EMERITUS course offerings. This catalog was mailed to all South Orange County Residents through bulk mail in *early April*. You may also find a copy of our smaller EMERITUS INSTITUTE Schedule of Classes at any facility that hosts our classes.

5. FILL OUT a Telephone Registration Worksheet (available in either the SC or the EI Schedule of Classes). The sheet "walks" you through the registration process**.

PLEASE NOTE: Each student must register themselves. The EI staff can only explain the process; they cannot register students.

*Most EI classes are 0 units; a few do have 1 unit and the cost is \$26 per unit. In addition, some classes have small materials fees (\$3-15.) This information can be found under the class descriptions.

**You can register by TELEPHONE (582-7579) or ON-LINE at www.saddleback.edu, using "MySite."

If you need a Gate Pass for a Laguna Woods Village class but do not receive a "Gate Pass Prompt" *while you are registering*, you should immediately call the Emeritus office at 582-4835 to have your name added to the Gate Pass Mailing list. Please also be aware that **May 15th** is the registration deadline for having your Gate Pass mailed to you.

After May 25, 2009, the procedures to enroll in EI classes and to obtain a Gate Pass **will change**. Please call an EI office (**582-4835 or 770-9669**) for information about LATE registration after that date. In addition, Emeritus has an EXTENDED Enrollment Period, allowing students to join a class through late June, with instructor permission. Simply go to the class you are interested in, with your application in hand and ask!

SUMMER 10 Session Dates: May 24 – JULY 16