



## 5 Steps to Pre- Register for SC Emeritus Institute Classes Spring 2010

Below you will find 5 steps to **PRE-REGISTER** for classes offered by the EMERITUS INSTITUTE at Saddleback College.

**1. COMPLETE** a one-page Emeritus Institute APPLICATION. (It can be found on the *reverse side* of this page, online at: [www.saddleback.edu/emeritus](http://www.saddleback.edu/emeritus), on the back cover of any EI *Schedule of Classes* and at either Emeritus Office.)

**2. SEND** the **completed** application to the following address:

SADDLEBACK COLLEGE      Attention: DORIS at  
28000 Marguerite Parkway      Admissions & Records  
Mission Viejo, CA 92692

Your application will generate an ID for you or it will **activate** one you **already have** from previous semesters.

**3. CHECK** your mail for a **"PERMIT to REGISTER"** from the SC Admissions & Records Office. You should receive it within 1 ½ weeks. It will contain your Student # and the date and time when your # is activated, at which time you will be able to use the Online or Telephone Registration system to pre-register for classes.

**4.** In the meanwhile, **FIND** the correct **TICKET NUMBERS** for the classes you want by checking the EMERITUS Spring 2010 course offerings on our website: [www.saddleback.edu/emeritus](http://www.saddleback.edu/emeritus) where you will find a printable **Schedule of Classes** as well as other helpful pre-registration materials. In addition to the website, facility flyers and schedules are distributed to all EI hosting facilities.

**5. REGISTER** for your classes either ONLINE (through the MYSITE Portal) or by TELEPHONE (582-7579) **on or after** the date (& time) written on your **"PERMIT to REGISTER."** *Registration Worksheets* are available to help "walk" you through the registration system on our website, at all EI hosting facilities and at either Emeritus Office.

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

Additional INFORMATION:

### **GATE PASS DEADLINE:**

Please be aware that you must pre-register by **Sunday, January 3, 2010** in order to have your Gate Pass mailed to your home.

### **NO GATE PASS PROMPT GIVEN ???**

If you did not get the question, "Do you need a Gate Pass?" while registering for a Laguna Woods Village class and you do need one, please call the Emeritus office at [582-4835](tel:582-4835) to have your name manually added to the Gate Pass Mailing list.

### **LATE ADDs:**

The Emeritus Institute has an EXTENDED Enrollment Period, which allows students additional time to join classes. After January 10, 2010, Late Starting Students should go to the class, with a completed application, and ask the instructor for "Permission to Add." If a Gate Pass is needed to go to the class, the student should call an EI office (**582-4835 or 770-9669**) to arrange for a one-day Gate Clearance and a semester Gate Pass.

**SPRING 2010 Session Dates: JANUARY 11<sup>th</sup> – MAY 20<sup>th</sup>**