



How to Check Your Saddleback College Registration Appointment Online

- Log onto the Saddleback College Web site at www.saddleback.edu
- **Click MySite** on the left of the screen.
- Enter your **Student ID Number** and **PIN***, then **click Login**. (Can't recall your PIN? See below.)
- **Click My Information** on the left of the screen.
- **Click Appointments** from the drop-down menu.
- **View your appointment start date and time.**
(Be sure the correct semester is indicated. If it isn't, change the semester by clicking the down arrow and then clicking the correct semester.)
 - ▶ Students always have a **WINDOW OF TIME** to register.
The screen will show you the date and time you may **begin** registering.
Your **WINDOW OF TIME** always **ends** at 11:00 pm the night before the semester starts.
 - ▶ Students cannot register prior to the **date and time** assigned to them.

* **PIN NUMBER INFORMATION** (Personal Identification Number)

If you submitted a **PAPER** Student Application, your PIN Number is either:

- The **MONTH AND DAY** of your birth in a 4-Digit Format. (Example: August 4 = "0804")
- The **MONTH AND YEAR** of your birth in a 4-Digit Format. (Example: October 23, 1945 = "1045")
- The **LAST 4 DIGITS** of your Social Security Number

If you submitted an **ONLINE** Student Application on your computer:

- You were asked to create your own PIN # when you applied. If you don't recall it, you'll need to go to the Admissions & Records Office on campus with a legal photo ID.

After you determine your PIN, be sure to write it down and keep it handy for future reference!