

EMERITUS Online Registration Instructions

Only students who have a "Registration Permit" may register for classes during their priority window.

IMPORTANT: Students registering for classes meeting in Laguna Woods MUST turn off the "Pop up Blocker" on their computer before logging on to MySite in order to receive the "do you need a gate pass" question!

- Log on to www.saddleback.edu
- Click on **MySite**.
- Type your **Student ID number** in the "Log in" box.
- Type in your **PIN number** in the "Password" box. (Usually the last four digits of your social security number.)
- Click on **Login**.
- Click on **My Classes**.
- Click on **Register**. Scroll to the bottom of the page.
- Click on **Add/Drop Classes** in the appropriate semester box.
- Type in the **ticket number of the class in the "Ticket Number" box**, then click on **Add Class**. (Very Important!)
- If the class meets in Laguna Woods, you will be asked if you need a gate pass. Be sure to click **YES**, if you need one. Click **NO** if you do not need a pass.
- If the class is open, the screen will tell you that you have been added.*
Enter more ticket numbers if you want to enroll in more classes. (Remember to click on **Add Class** after each ticket number you enter.)
After you're finished entering all your ticket numbers, click **Next**.
- The "Checkout: Fees" screen states your class fees, if any. Click on **Next**.
If you do have class fees, you will see another screen that allows you to pay. You may click on credit/debit card and enter the requested information, or you may click on check or money order and mail your payment within five business days.
Click on **Complete Registration**.
- The "**Registration Confirmation**" screen lists the class(es) you have registered for. Print this page. (Students who register online are NOT mailed a registration confirmation.) Click on **Log Out**.

* If the class you wish to take is closed, you have the option of attending the first class meeting to ask the instructor if he/she can add you to the class. If there is room to add you, the instructor will give you an "Add Permit" slip which must be fully completed and returned immediately to the instructor for submission to the Emeritus Office or the Admissions & Records Office. If there is a class fee, your personal check or money order MUST be attached to the Add Permit. (Cash CANNOT be accepted by instructors or the Emeritus Office.)



Online Application for Saddleback College Emeritus Institute

1. Access the Emeritus website at www.saddleback.edu/AP/emmeritus
2. Click on the Emeritus Application (located on the left-hand side of screen) and print.
3. Fully complete the application and sign in ink.
4. Mail the completed application to the address provided.
5. When your application has been processed you will be mailed a permit to register.