

# EMERITUS Telephone Registration Worksheet

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

BEFORE YOU CALL TO REGISTER, BE SURE TO COMPLETE THIS WORKSHEET WITH:

- Your Student ID Number (See your "Permit to Register")
- Your PIN Number (Usually the last four digits of your social security number)
- Your class ticket numbers (See the "Schedule of Classes")
- Your credit card information (Only if needed)



**STEP 1** Dial (949) 582-7579.

**STEP 2** Enter your **Student ID Number**       + #.

**STEP 3** Enter your **Personal Identification Number (PIN)**.     + #.  
(Usually the last 4 numbers of your social security number)

**STEP 4** Enter how many **hours per week** you're employed.   + #.

**STEP 5** When asked if the **Major Code** printed on your Permit to Register is correct, press **1**.

**STEP 6** When asked if the **Educational Goal** printed on your Permit to Register is correct, press **1**.

**STEP 7** To enroll in a class, press **1**, enter the ticket number, then press the # key.

To add additional courses, press **1** again and enter the new ticket number, followed by the # key.

NOTE: If the class you are enrolling in meets in Laguna Woods, you will be asked if you need a gate pass.

Press **1** if you need a gate pass. Press **2** if you don't need a gate pass.

	Ticket Number	Course	Day(s)	Time
Example	Press <b>1</b> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + #	ACCT 229X	Th	2-3:50pm
	Press <b>1</b> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + #	_____	_____	_____
	Press <b>1</b> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + #	_____	_____	_____
	Press <b>1</b> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + #	_____	_____	_____
	Press <b>1</b> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + #	_____	_____	_____
	Press <b>1</b> + <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> + #	_____	_____	_____



IMPORTANT! After entering all your ticket numbers, Press **7** to **LEAVE** the Enrollment Menu and **CONTINUE** Registration.

**STEP 8** The system will state how much you owe, if anything.

**8A.** To pay by **credit card**, press **1**. **VISA, MasterCard and Discover** accepted.

Enter your credit card number, followed by the # key.             + #

Enter your credit card expiration date:     + #

Enter your CCV number.    + # (Usually the last three numbers on the back of your credit card.)

**8B.** To pay by **check or money order**, press **2**. To pay by **cash**, press **3**.

**Payment must be received within 5 working days.**

The system will say "Please wait while your records are updated." (It may repeat this several times.)

**IMPORTANT! Do not hang up until you hear the words "Congratulations... etc." or your registration will NOT be completed.**

**During telephone enrollment you have these options:**

- |   |   |
|---|---|
| Press <b>1</b> to <b>ENROLL</b> in a course - you will be asked to enter the ticket number, followed by the # key. If the course is available, the system will confirm your enrollment and return you to the main menu. | Press <b>4</b> to hear your <b>current fee balance</b> for this call. You <b>MUST</b> continue to Step 8.                                   |
| Press <b>2</b> to <b>DROP</b> a course. To delete a previously entered course, press 2; you will then be asked to enter the ticket number, followed by the # key.   | Press <b>5</b> to <b>ERASE</b> all of your adds and drops made during this call and return to the Enrollment Menu. You may then start over. |
| Press <b>3</b> to hear your <b>current course selection(s)</b> . When you choose this option, you will hear the course name and ticket number of the courses you have selected.   | Press <b>6</b> to <b>EXIT</b> telephone registration and <b>cancel</b> all transactions.  |
|   | Press <b>7</b> to <b>LEAVE</b> the Enrollment Menu and <b>CONTINUE</b> Registration.  |