



Saddleback College Matriculation Process

"Matriculation is not only testing"

All students who are required to complete the Matriculation process will need to complete all **three** of the following steps before registering for classes.

Online Orientation, go to www.saddleback.edu/matriculation and click on the Online Orientation button. You will need to complete all six sections of the orientation and answer all 10 questions.

Assessment testing in Math, English, and Reading are conducted by appointment in the Matriculation testing room located in the Student Services Center room 225A. Please call 949-582-4970 to schedule an appointment or go to your MySite account and click on My Information > Appointments > Make an Assessment Appointment. Students who have completed a math and/or English course at another college or university can submit Alternative Evidence to be exempt from testing.

Advisement sessions help students to determine their educational goal, plan a first semester schedule, and prepare a "Student Educational Plan". The Advisement occurs after the student completes their assessment testing or evaluation of Alternative Evidence. You can select one of the following three methods to complete Student Advisement:

1. Online Advisement (see reverse side for instructions)
2. Group Advisements are by appointments only and must be made at the Matriculation office SSC 225B or by calling 949-582-4970.
3. Completion of either APSY 1, APSY 140, or APSY 160 may be used to fulfill your Advisement requirement.



Register For Classes, You will be eligible to register for classes after you have completed all three steps of the Matriculation process and when it is your ***assigned registration period***.

Instructions on how to register for classes, view your assessment scores, check your assigned registration appointment, and start your Online Orientation/Advisement can be found on the reverse side of this document.



Saddleback College Matriculation Office, 28000 Marguerite Parkway, Mission Viejo, CA 92692
949-582-4970

www.saddleback.edu/matriculation

Using Your Student MySite Account

1. Open your Internet web browser and go to: www.saddleback.edu
2. Click on the button link that reads: MySite
3. Log-in with your Saddleback student ID number and pin code.

If you do not know your student ID number or PIN code, you will need to show a photo ID at the Admissions and Records Office (SSC 102) to obtain them!

[HIDE MENU](#)

1 Obtaining your Matriculation test results

- Click on the menu link that reads: My Information
- Click on the menu link that reads: Matriculation
- Click on the menu link that reads: Assessment & Placement

2 3 Completing your Online Orientation and Advisement

- Click on the menu link that reads: My Information
- Click on the menu link that reads: Matriculation
- Click on the Online Orientation link to start the program
You will need to complete all ten questions located in the six sections of the orientation and print out the Final Page for proof of completion.
- Click on the Online Advisement link to start the program
*You will **need to have your test results prior to starting** the advisement. Complete all sections of the advisement and fill out advisement worksheet located in your Matriculation folder or on our website. The worksheet will need to be turned in to the Matriculation Office in order to receive credit.*

4 5 Creating a My Academic Plan (MAP)

- Click on the menu link that reads: My Academic Plan
- Click on the menu link that reads: New Plan
- To Review Plans, click on the menu link that reads: My Plans

6 Viewing prerequisite evaluation & challenge/appeal results

- Click on the menu link that reads: My Information
- Click on the menu link that reads: Matriculation
- Click on the menu link that reads: Placement Info

7 View your registration appointment

- Click on the menu link that reads: My Information
- Click on the menu link that reads: Appointments
- Select the semester in the drop-down menu and your registration appointment will be listed. If you DO NOT have an appointment listed, please call the Admissions Office at 949-582-4555

8 Register for classes

- Click on the menu link that reads: My Classes
- Click on the menu link that reads: Register For Classes
- Click on the Add/Drop button in the term box you wish to enroll in
- Complete all required fields on the Information Page
- Follow the on-screen instructions to add classes
- Pay for classes and print a copy of the receipt

9 Student E-mail

- Click on the menu link that reads: My E-mail
- Click on the menu link that reads: Student E-mail
- Log-in and check your E-mail or forward it to a preferred e-mail address.

MySite

[HIDE MENU](#)

- MySite
- My Classes
 - 8 > Register For Classes
 - > Make Payment
 - > Refund Information
 - > Shopping Cart
 - > Current Classes
 - > Change Grading Option
 - > Unofficial Grades
 - > Academic History
 - > Class Status
- My Information
- Matriculation
 - 1 > Assessment & Placement
 - 3 > Online Advisement
 - 2 > Online Orientation
 - 6 > Placement Info
 - 7 > Appointments
 - > Change Address
- My Academic Plan
 - > Overview
 - 4 > New Plan
 - 5 > My Plans
 - > Counselor Tools
- My Email
 - 9 > Student Email
 - > Exchange Email
 - > Change PIN/Password
 - > My Preferences
 - > Parking

+ SITE + SHORTCUTS