

Registration Guide For Students

SADDLEBACK COLLEGE

OFFICE OF ADMISSIONS AND RECORDS

949-582-4555

Welcome to Saddleback College!

In the following pages, you will find helpful information to get you started with registration. At this point, we assume that you have already applied to the college and completed Matriculation (assessment, orientation, and advisement/planning) if you were required to do so.

This document provides a general overview. You may find additional information published by the college in the [college catalog](#), [Student Handbook](#), [Class Schedule](#), [Saddleback College website](#), etc.

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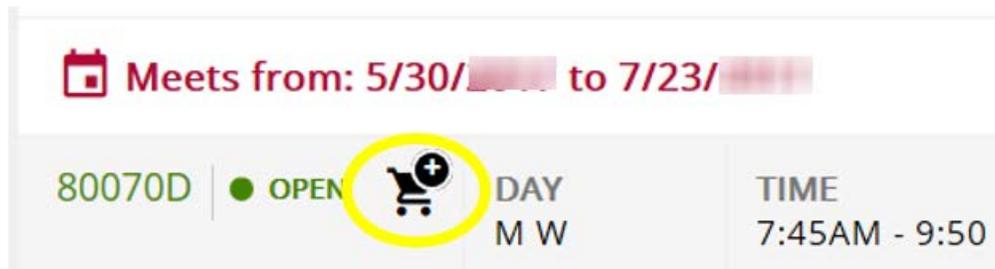
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Getting Ready to Register

What can I do before my registration time has arrived?

Shopping Cart

- Before your registration time arrives, you should plan your schedule using the [online schedule of classes](#). Select your classes and place them in your Shopping Cart by clicking on the shopping cart icon. (See below)
- Placing them in your Shopping Cart does not guarantee you a place in the class but will make registration easier.



Pre-Requisite Course Clearance

- If the class you are interested in indicates that it has a “Pre-requisite course” this means you must have completed a more-basic course before you will be allowed to enroll.
- If you believe you have proof of pre-requisite completion, contact the [Matriculation Office](#) to clear pre-requisites for English and Math courses or, for a course requiring a math or English pre-req; contact the language lab for international languages; and contact the appropriate academic division for all other classes.

Forward Student Email

- Saddleback College uses email to communicate important information so be sure to check it often.
- A Saddleback College email account is created within 24 hours using the Microsoft Outlook.com system. You may choose to forward your messages to another personal email account.
- Instructions on how to forward you email may be found at the following link:

[Forward Student Email](#)

- After you complete the forwarding step in MySite, you will receive an email from scadmissions@saddleback.edu. **Be sure to click the link to confirm your email address.**

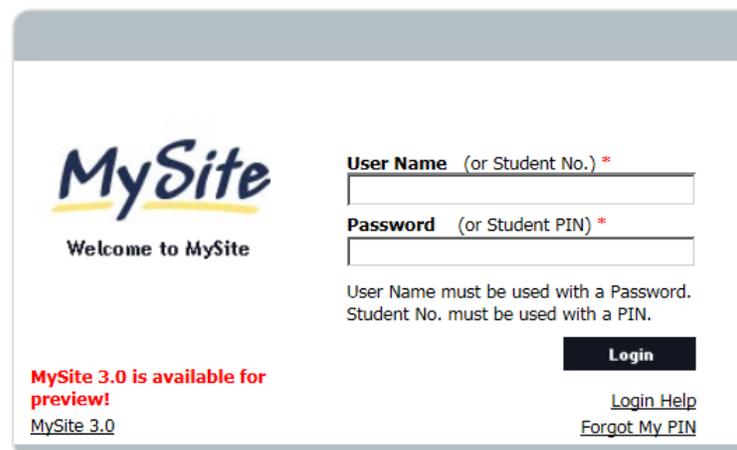
How to Login to MySite

MySite is the student Web portal where you will complete registration and other services. When you applied to Saddleback, you were automatically assigned a Student ID Number which was sent to you by email. You were asked to create a 4-digit PIN(Personal Identification Number) when you submitted your application.

- 1) Go to www.saddleback.edu.
- 2) Select MYSITE from the red menu bar located at the top of the page (see screenshot below)



- 3) To login to [MySite](#), enter your Student ID number and PIN (4 digit PIN you created during the application process). Your Student ID was sent by email.



MySite
Welcome to MySite

User Name (or Student No.) *

Password (or Student PIN) *

User Name must be used with a Password.
Student No. must be used with a PIN.

Login

[Login Help](#)
[Forgot My PIN](#)

MySite 3.0 is available for preview!
[MySite 3.0](#)

Adding Classes

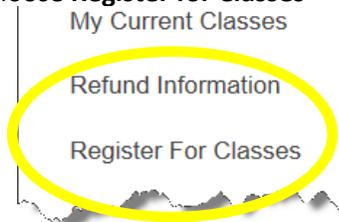
During the registration period prior to the start of the term, you may register in classes (after your registration appointment.) You may continue to register in any open class until 11:00 pm of the evening before the class begins. For example: If a class begins on Tuesday, students may enroll up to 11:00pm on Monday. You may also enroll in Irvine Valley College courses through MySite registration.

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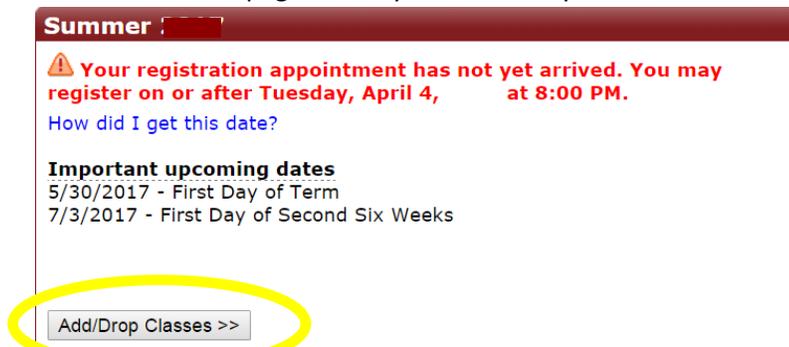


- 3) From the My Classes dropdown menu, choose **Register for Classes**



Adding an Open Class

- 1) Choose the current semester by clicking on the Add/Drop Classes button. You will be taken to the next page where you will enter your class ticket numbers.



- 2) Complete all steps.
- 3) Print and save the Confirmation page.

- 4) For a step-by-step screenshot of registration or to view a video, visit [How to Register for Classes](#) on the Admissions and Records Website.

Adding a Closed (Full) Class

Wait Lists

When a class has reached its capacity, the status of the class will change from Open to “Full”. At that time a wait list will open, allowing students the opportunity to be added to the waitlist. (Be aware that not all classes have a wait list.) A pop-up screen will ask you if you want to be added to the waitlist.

View the video at: <http://www.socccd.edu/help/waitlist.htm> for more wait list information.

Also, you may view your Wait List information in MySite under the My Classes menu.

Add Permit Codes (APC)

When a class has reached its capacity or the start date of the class has arrived, instructor permission is necessary in order to add a class. An Add Permit Code issued by the instructor allows a student to add a closed class. If a student drops a class that is full, an APC is automatically sent by email to the first student on the wait list. The student then has until 11:00pm the following day to add the class online. If they fail to do so, the APC becomes invalid and another APC is sent to the next student on the wait list. Here is a sample APC form:

Saddleback College - Fall 2016 Add Permit Code (APC)

For: **KOR 1 - ELEMENTARY KOREAN**
Instructor: _____

Ticket Number: 80765 APC: 1482 Last Day to Add: 9/5/2016

Students:

- Beginning one week prior to the start of the semester online payment is by **credit/debit card only** and payment with cash or checks require in-person registration at the Admissions Office.
- This class requires concurrent enrollment in another class. The APC number on this slip may also be used for the additional required class as long as you enter this ticket number first.
- Computers are available for student use in the Admissions Office, Library, and Student Services Center lobby.

Online Instructions:

1. Click on MySite from the college website: www.saddleback.edu - then log in using your student ID number and PIN
2. Click on 'My Classes' and then 'Register For Classes'.
3. Enter the ticket number and APC number listed above when prompted. If you need to exit Registration before completing the Add transaction while using this APC code, be sure that you select the 'Cancel Registration' button or else the APC will no longer be valid when you return.

For In-Person Registration: Student ID#: Name:

The form contains the Class Information, including the ticket number, the Add Permit Code, and the Last Day to Add the class. The codes are unique and may be used only one time; therefore, students may not share the same APC. The student must add the class with the APC by the end of the Last Day to Add stated on the form.

If a class does not have a wait list, students may attend the first class meeting to request an APC from the instructor if openings become available.

Payment of Fees, Penalty for Non-Payment, and Refunds

Students are given five (5) days to pay their registration fees during the pre-semester registration period (prior to the second Friday before the start of the semester). The payment deadline date is printed on your confirmation page in My Site registration.

MySite Registration Confirmation
Fall 20

Important Messages for [Redacted]

- Print this page as confirmation of your registration. This is your receipt.
- You may view your up-to-date account balance at any time by selecting *My Information*, then *View Fee Statement* in your MySite account.
- You will receive an email version of this information at [Redacted]17@gmail.com

Student Name: [Redacted]
Student No.: 200 [Redacted]

Payment Deadline for Classes Added in Today's Session

- Note: Classes added prior to today have an earlier deadline

Your payment must be received on or before: **July 20, 20** or your classes will be dropped.

Payment Options

Credit/Debit cards: Pay your fees online via MySite, at the time you enroll in classes.

Visa, MasterCard, Discover, or debit cards are accepted.

Cash or Check: If you choose to pay by cash or check, payment must be **received** at the Student Payment Office by the payment deadline stated on your registration confirmation page. Please note:

Beginning the 2nd Friday prior to the start of the semester, this option is not available online. You will need to come to the Admissions Office to enroll in your classes and you will be sent to the Student Payment Office to pay your fees the same day.

Other

If your fees are being paid by an outside agency, be sure to provide documentation to the Student Payment Office prior to your payment deadline.

You may pay your fees online, by mail, by telephone (with credit card), or in-person (at the Student Payment Office).

Penalty for Non-Payment of Fees

Prior to the start of the semester: You will be dropped from classes if you do not meet your payment deadline.

Start of Semester: Once the semester has begun, you are responsible for all fees and will not be automatically dropped from classes due to nonpayment. Failure to pay fees will result in a hold being placed on your account which will prevent future registration and access to official transcripts.

Refunds

You must officially drop classes through online within the established refund deadline dates in order to be eligible for a refund of fees paid.

It is the always the student's responsibility to drop a class prior to the refund deadline date to ensure a refund.

Refund deadline dates are different for different classes. The refund deadline date for each class can be found in the details section of the online schedule at saddleback.edu/cs.

After you drop a class prior to the refund deadline, a credit is placed on your student account and you may request a payment by submitting a Request for Refund form to the [Student Payment Office](#).

Students are not entitled to a refund:

- When classes are dropped after the class' refund deadline date
- When classes are dropped by an instructor after the class' refund deadline date

Student are entitled to a refund:

- When the college cancels the class

The Associated Student Body (ASB) stamp fee is non-refundable. If the student withdraws from Saddleback College before the first day of classes, she/he may contact the ASG Office to request a refund. <https://www.saddleback.edu/asg>

For more information about Fees and Refunds, please visit the [Student Payment Office website](#).

Dropping or Withdrawing from Classes

It is your responsibility to officially drop a class online for refund purposes and to avoid receiving a substandard grade. It is not enough just to stop attending. Classes may have different drop deadlines.

How to Drop a Class

- Method 1: Log into MySite. Go to *MyClasses*. Select *Register for Classes*. Choose the current semester by clicking on the Add/Drop. Enter the ticket number for the class you wish to drop. Continue by clicking on the Next button until get to the last Confirmation page. Print and save the page. This is your proof of dropping the class.
- Method 2: Log into MySite. Go to *My Current Classes* and click the drop button for the class you wish to drop and continue through each screen until you successfully drop.

To receive a refund of fees (or to reverse charges for a class, if you haven't paid):

- Drop your class by the refund deadline posted in the online Schedule of Classes.
- It is always your responsibility to drop a class prior to the refund date in order to get a refund or reversal of fees.
- If you drop after the refund deadline, you will be responsible for the fees, even if you don't attend the class.
- If you drop a class before the refund date, a credit will be generated on your student account provide you had paid for the class. This credit will stay on your account can be used for future enrollments or you may request a refund from the [Student Payment Office](#).

To drop without a receiving a "W" (withdrawal) on your transcript:

- Drop your class by the deadline posted in the Schedule of Classes.
- A drop after the deadline date will result in a "W" grade on your permanent transcript.

To drop your class with a "W" on your transcript:

- Drop your class by the deadline posted in the Schedule of Classes
- After the deadline passes, you can no longer drop the class and the instructor is required to issue you a final grade at the end of the semester.
- To avoid a substandard grade that affects your GPA, drop by the posted deadline.

Please Note: The Admissions and Records Office cannot extend the deadline to drop or withdraw from a class.

Deadlines: They're Important!

There are important deadlines associated with registration. These include deadlines to add classes, drop classes (with or without a withdrawal showing on your transcript), drop for a refund, choose a grading option, etc. Deadlines are specific to each class and may be found in the [online class schedule](#). Just locate your class and choose, "Details," at the far right hand side. Here is a sample:

HIST 4 - WORLD HISTORY TO 1500

UNITS: 3
A survey of major themes and events in world history from the earliest civilizations to 1500. Emphasis will be placed on the rise of ancient Egypt, Greece, and Rome; the early Indian, Chinese, Latin American, and African empires, and European expansionism and global encounters.

Full term: 1/17/2017 to 5/25/2017

15270	● CLOSED	DAY M W	TIME 9:30AM - 10:45	OPEN SEATS None	LOCATION BGS 146	INSTRUCTOR K. GRONNERUD	INFO DETAILS BOOKS
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Class Details

HIST 4 - WORLD HISTORY TO 1500 1/17/2017 to 5/25/2017 (16.6 weeks)

Ticket # 15270 ● CLOSED

DAY M W	TIME 9:30AM - 10:45	INSTRUCTOR(S)	LOCATION BGS 146	UNITS 3
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Seat Count

TOTAL 33	ENROLLED 27	OPEN None	WAITLIST Not Available
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Catalog Description

A survey of major themes and events in world history from the earliest civilizations to 1500. Emphasis will be placed on the rise of ancient Egypt, Greece, and Rome; the early Indian, Chinese, Latin American, and African empires, and European expansionism and global encounters.

Important Dates

- First Week of Class Begins: Tuesday, 1/17/2017
- First Class Meeting on: Wednesday, 1/18/2017
- Add without Instructor Permission by: Tuesday, 1/17/2017
- Last Day to Add with APC*: Sunday, 2/5/2017
- Drop with Refund by: Sunday, 1/29/2017
- Elect Pass/No Pass by: Thursday, 2/23/2017
- Drop without 'W' Grade by: Sunday, 2/5/2017
- Drop with 'W' Grade by: Wednesday, 4/12/2017
- Last Week of Class Ends: Thursday, 5/25/2017

* Earlier date may be required by instructor. Click on the 🕒 to set a personal reminder for that date.

As a state institution, Saddleback College is mandated to comply with the California Regulations (Title 5) and the California Education Code. The deadlines mentioned above are part of the state regulations. As such, Saddleback College may not change the deadline dates.

STUDENT PHOTO ID CARDS

Saddleback College issues student identification cards to be used for college services including the library, printing on campus, and access to other services. Your Saddleback College ID will also work for services on the Irvine Valley College campus.

Photos must be an unobstructed, front view of the full face that is a representation of the true appearance of the card holder. Hats, sunglasses, and any other clothing that might obstruct the view of the face may not be worn. All headwear must be removed, unless worn for valid religious, cultural, or medical reasons.

To be issued a photo ID card, students must be currently enrolled at Saddleback College, with no outstanding balance and have Saddleback College as their College of Record.

HOW TO OBTAIN A PHOTO ID CARD

Student photos may be taken in the Office of Admissions and Records (SCC 102) during normal business hours. Students must bring a picture ID (e.g. driver's license or passport) for identify verification and their student ID number. New photo IDS are not needed every semester. Replacement photos can be taken for free when an ID is lost. For any questions contact the Office of Admissions and Records at 949-582-4555 or email scadmissions@saddleback.edu