Online Registration Instructions

IMPORTANT! Continuing students can enroll in classes any time after the start time and date of their Appointment to Register. New and Returning students must first complete and submit a Student Application before being able to register for classes.

1. Log on to www.saddleback.edu
2. Click MySite.
3. In the Login Name box, type in your Student ID Number and in the Password box, type in your 4-digit PIN Number, then click Login. (See below for PIN Number help.)
4. Click My Classes (on the left side of the screen).
5. Click Register for Classes.
6. Click Add / Drop Classes in the appropriate semester box, the semester you are registering in.
7. Update your records and/or provide requested additions to your information. Click Next.
   IMPORTANT! On this page, you may see a message in RED regarding our Student E-mail. You do NOT have to update/confirm your e-mail in order to register for classes! That can be done at a later time. However, you DO have to answer ALL questions on this page that have a RED ASTERISK by them. Be sure to SCROLL DOWN (AND scroll right, if necessary) to see the entire page of questions. The most frequently missed questions are:
   - Enter your mobile (cell) phone number or click the down arrow and select “No Mobile Phone.”
   - The “Vocational & Technical Information Act (VTEA)” question: You MUST check one (or more) boxes.
   - Check the box to verify that the correct Social security number is on file.
   - The “Electronic 1098T” (tax form) question: You MUST click on the down arrow and select “Yes” or “No.”
If you cannot move forward from this page you have not answered all the questions. Scroll up to read any messages in RED and scroll up and down to look for the questions with RED ASTERISKS, answer them, then click “Next.”
8. Type in the class ticket number, then click Add Class. VERY IMPORTANT! You must click “Add Class.” If you hit the “Enter” key instead, you will NOT be enrolled in your class(es)!
   If the class is open, you will see it listed on the screen. If the class is full, this will be stated in RED in the pop-up box. Click the “X” at the top right of the box and continue registration.
9. After you finish entering all class ticket numbers, click Next.
10. Your class fees, if any, will be stated. IMPORTANT! To complete your enrollment, you must respond to 2 questions:
   - ASB Stamp? At the bottom left, choose “Yes” or “No” to purchase an ASB Stamp (campus discounts). Click Next.
   - Refund Policy? Whether you have fees or not, you MUST choose the drop-down choice, “I accept the Refund Policy”. If you decline, your enrollment will not be completed. Click Next.
11. The class(es) you have successfully registered for will be listed on the “Registration Confirmation” screen. Be sure all of your classes are listed on this page, print this confirmation, then log out.

PIN Number Information

PIN Numbers are generally the month & day of your birthday (example: August 14th, 1945 would be 0814), the month & year of your birthday (example: August 14th, 1945 would be 0845), or the last four digits of your Social Security number. If these options do not work, click “Forgot My PIN” and follow the prompts to answer the secret question. If you see MMDD, type in the month and day of your birthday in a 4-digit format (example: August 14th, 1945 would be 0814) in all three boxes, click “Change PIN”, and you’ll have reset your PIN to this 4-digit number.

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