



# Saddleback College

## Matriculation Process



“Matriculation is a process, not a test”

**Students who are required to matriculate must complete the following steps before they are eligible to register for ANY class!**

**Step 1:**

**Online Orientation to Saddleback College** is accessible in your MySite (see back side of this document) or from a direct link on the Matriculation website (printed at the bottom of this document). Students must complete all sections and pass the final test at the end of the orientation in order to receive credit.

**Step 2:**

**Math and English Placement** is used as an indicator of the course levels a student should begin with and for prerequisite clearances. Placement can be obtained using one or more of the following methods:

**Assessment Testing**

Math and English/Reading assessment exams are conducted by appointment for specific nights and weekends or walk-in assessment most Mondays - Thursdays between 9am - 1:30pm at the Matriculation testing room located in Village 8-5. Please call to schedule an appointment or go to your MySite and click on My Information > Appointments > Make an Assessment Appointment.

**Alternative Evidence**

The evidence below may be submitted with a completed “Math and English Alternative Evidence Evaluation Form” to obtain Math and English placement:

1. Other college transcripts with an equivalent Math and English course completed and passed with a grade of C or better.
2. Other California Community College assessment exams that match those given at Saddleback College: *MDTP for Math and CTEP for English*.

**Step 3:**

**Online Advisement & First Semester Plan** helps students determine a potential major, an educational goal, and prepares their First Semester Plan (FSP) using My Academic Plan (MAP). The Advisement and FSP are completed in MySite (see back side of this document) **after** Math and English placement is obtained from one of the methods above.



**Register For Classes!** Once you have completed all steps of the Matriculation Process, your Matriculation Status will be COMPLETE and you will be eligible to REGISTER for classes on or after your **assigned registration date**.

**State regulations give registration priority to students who have completed all steps of the Matriculation process and are in good academic standing.**

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



HIDE MENU

- ☐ MySite
- ☐ My Classes
- 7 > Register For Classes
  - > Make Payment
  - > Refund Information
  - > Shopping Cart
  - > Current Classes
  - > Change Grading Option
  - > Unofficial Grades
  - > Academic History
  - > Class Status
  - > Waitlists
- ☐ My Information
- ☐ Matriculation
- 2 > Assessment & Placement
- 5 > Matriculation Status
- 4 > Online Advisement
- 1 > Online Orientation
- 3 > Placement Info
- 6 > Appointments
  - > Transcript Requests
  - > Degrees/Certs/Transfers
  - > Change Address
  - > Reminders
  - > Official Enrollment Verification
  - > 1098-T Information
  - > Fee Statement
- ☐ My Academic Plan
  - > Overview
- ☐ First Semester Plan
  - > New Plan
  - > My Plans
- ☐ My Email
  - > Change PIN/Password
  - > My College
  - > Contact Us
  - > My Preferences
  - > Parking
  - > Help

# Using Your Student MySite Account

1. Open your Internet web browser and go to: [www.saddleback.edu](http://www.saddleback.edu)
2. Click on the web link that reads: MySite
3. Log-in with your **Saddleback student number** and 4 digit **PIN** code.  
If you do not know your student number or PIN code, you will need to show a photo ID at the Admissions and Records Office (SSC 102) to obtain them!

## 1 Completing your Online Orientation

- 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

*Students must complete all sections and pass the final test at the end of the orientation in order to receive credit for this step. Average time for completion is about 30 minutes.*

## 2 Viewing your Matriculation assessment exam 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

*If you do not see your results, please submit an exam rescore request.*

## 3 Viewing alternative evidence evaluation 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

*Results will show up as Math and/or English placement.*

## 4 Completing your Advisement & First Semester Ed Plan

- Click on the menu link that reads: My Information
- Click on the menu link that reads: Matriculation
- Click on the Online Advisement link to start the program

*Complete all sections of the advisement and then click on the First Semester Ed Plan link from the Advisement completion page. Create your Educational Plan and add at least one required general ed. or major course to your plan. (You will finalize your Ed Plan with a counselor prior to completing 15 degree applicable units or your 3rd semester.)*



*NOTE: if you forget to click on the First Semester Ed Plan link at the end of the online advisement, you can access it directly by clicking on the menu link under My Academic Plan.*

## 5 Checking your Matriculation Process status

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

*Your Matriculation status must show COMPLETE before you can register for classes*

## 6 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 and its not an OPEN registration period, please call the Admissions Office at 949-582-4555*

## 7 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 Update Information Page
- Follow the on-screen instructions to add classes
- Pay for classes and print a copy of the receipt