



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:

Current Assessment Process as of 4/16/18

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

1. **NEW** High school transcripts showing successful completion of math and English courses through the 11th grade with an adequate overall non-weighted GPA.
2. Other college transcripts with Math and English courses completed and passed with a grade of C or better.
3. AP English and/or Math exams with a score of 3 or higher.
4. Math and English/Reading assessment exams that are conducted by appointment for specific nights and weekends or walk-in assessment most Mondays & Thursdays between 9am - 1:30pm 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.

Step 3:

Advisement & First Semester Plan helps students determine a potential major, an educational goal, and prepares their First Semester Plan using My Academic Plan (MAP). The Advisement and Educational Plan can be completed in MySite (see back side of this document) **after** Math and English placement is obtained from one of the methods above or in person during a Group Advisement session. *Group Advisement schedules are posted on the Matriculation website (starting May 2018).*



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**.

Instructions on how to complete your Orientation & Advisement/FSP, view your math and English placement, check your assigned registration appointment, and register for classes can be found on the reverse side of this document.

Using Your Student MySite Account

1. Open your Internet web browser and go to: 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. Students should print or photograph the completion certificate for their records.

2 Viewing your Math and English placements

- 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 contact the Matriculation Office.

OR, if you would like to see how you obtained your placements please follow the instructions below and read the comments.

Viewing your Math and English placements with details

- 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.

3 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.) Average time for completion is about 45 minutes.



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*.

4 Checking your Matriculation 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

5 View your Registration Date and Time

- 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 in the lower section of the screen

If you DO NOT have an appointment listed and its not an OPEN registration period, please call the Admissions Office at 949-582-4555

6 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 Records Page
- Follow the on-screen instructions to add classes
- Pay for classes and print a copy of the receipt