How to make your appointment:

• Log in to your MySite account with your Student ID and PIN code.
• Go to My Information > Appointments > Click on Make an Assessment Appointment > Select Regular or Walk-In as the test type and click Search.

OR

• Stop by or Call the Matriculation Office in Village 8-5. Please have your Student ID number available when calling or stopping by.
• Please use any of the methods above if you need to reschedule your appointment.

Testing Requirements

• PHOTO I.D. is REQUIRED for ALL testing.
• Please plan to be present for 2.5 to 3 hours if taking all of the tests.
• Know your Saddleback student ID number.
• Calculators are NOT Allowed.
• Drinks or open containers are not allowed in the testing room.

Important Information

• The Matriculation Process consists of three separate components: Orientation, Assessment or Alternative Evidence, and Advisement/Ed Plan.
• New or Returning students need to apply online at www.saddleback.edu before making an appointment. Continuing students with a student ID number may make an appointment by calling the Matriculation Office or through MySite.
• Students who want to enroll in ESL courses or do not speak fluent English should take the English as a Second Language (ESL) test.

Remember to complete your ONLINE ORIENTATION (do now) and ADVISEMENT (do after testing) by going to www.saddleback.edu/matriculation/ and clicking these graphic images.
Submit an Application, go to www.saddleback.edu and click on the Apply Now link. If you need assistance with your application, please call the Admissions and Records Office at 949-582-4555.

All students who are required to matriculate must complete the three step Matriculation process listed below before registering for any classes. *Starting in fall 2014, new state regulations will give registration priority to students who have completed all steps of the matriculation process and are in good academic standing.*

<table>
<thead>
<tr>
<th>3-Step Process</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orientation</strong></td>
<td>go to <a href="http://www.saddleback.edu/matriculation">www.saddleback.edu/matriculation</a> and click on the Online Orientation link. You will need to answer all 10 questions included in the 6 sections of the orientation and print out the final completion page for your records.</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>in math, English, and reading are conducted by appointment in the Matriculation testing room located in the Village 8. Please call 949-582-4970 or click on the Make Testing Appointment link on our web site to schedule an appointment. Students who have completed a math and/or English course at another college or university can submit Alternative Evidence (see below for instructions) to be exempt from testing.</td>
</tr>
<tr>
<td><strong>Advisement/Ed Plan</strong></td>
<td>helps students to determine their educational goal, plan a schedule of courses for the semester, and prepare a “First Semester Educational Plan”. The Advisement session must be done after the completion of the assessment exams or evaluation of Alternative Evidence. Go to <a href="http://www.saddleback.edu/matriculation">www.saddleback.edu/matriculation</a> and click on the Online Advisement link.</td>
</tr>
</tbody>
</table>

**Submitting Alternative Evidence**

It is the responsibility of the student to provide specific evidence to the Matriculation Office, (Village 8-5) a minimum of two weeks prior to your assigned registration date. You may not be required to complete portions of the assessment component of the matriculation process if you have met any of the following criteria:

1. You have taken a placement/assessment exam at another California Community College with placements and raw test scores listed on the placement letter.
2. You have taken an AP English or AP Calculus AB or BC exams and received a score of 3 or higher.
3. You have completed a course in English composition and/or math with a minimum of a "C", "P" or "CR” grade from an accredited college or university.

Providing alternative evidence does NOT exempt you from the Orientation or Advisement/Ed Plan components of the Matriculation process.

Only students with AA/AS degree or higher are exempt from the entire Matriculation process.

**Register For Classes** after you have applied to the college and completed all three steps of the Matriculation process (if required). You will be eligible to register for classes on your assigned registration date that can be found in your MySite under My Information > Appointments.

**Parking**

- Parking permits are required for all testing sessions.
- Daily parking passes are available at the yellow parking pass dispensers.
- Parking lot 1 is centrally located to the Village.
- Do not use metered parking spaces due to their two hour limitation.