How to make an appointment (Nights & Weekends):
• Online: using your Saddleback Student Number and 4-digit PIN, log into your MySite. Click on My Information > Appointments, then click on 'Make an Assessment Appointment.' Select 'Nights & Weekends' for testing type and available dates will display. Select your testing date.
• Phone or in-person: call 949-582-4970 or visit the Matriculation Office (Village 8-5) to schedule an evening or Saturday testing appointment.

Requirements for your testing session:
• Photo I.D. is required at check-in.
  (e.g. Driver’s License, High School ID card, Passport, etc.)
• Current term application required before assessment testing.
• Allow 2.5–3 hours for English, Reading & Math testing.
  If English exam only: 1.5 hours. If Math exam only: 1 or 1.5 hours.
• Cell phones must be off at all times in the Matriculation Office.

Items not allowed in the Testing Lab:
• Calculators, drinks/open containers, notebooks/binders are not allowed in the Testing Lab. Do not bring these items.

Important Information
• The Matriculation Process consists of three separate components: (1) Online Orientation, (2) Assessment Testing or Alternative Evidence, and (3) Online Advisement including a First Semester Ed Plan.
• Students who want to enroll in ESL courses must take the English as a Second Language (ESL) exam. Exam appointment is required.
• Current application required: New & Returning students need a current term application & Registration Date to be eligible for assessment testing.

Remember to complete your Online Orientation and Online Advisement/Ed Plan by going to www.saddleback.edu/matriculation and clicking on these graphic images.
Matriculation is not a test but a process.

To submit an application, go to www.saddleback.edu and click on the ‘Apply’ link. If you need assistance with your application, please call the Admissions & Records Office: 949-582-4555.

All students who are required to matriculate must complete the 3-step Matriculation Process (see below) before registering for any classes. State regulations give registration priority to students who are in good academic standing and have completed all steps of the Matriculation Process.

1. **Orientation** familiarizes students with campus services and programs. To begin the Orientation, go to www.saddleback.edu/matriculation and click on the Online Orientation link. Students must pass all sections, including the final test, to receive credit for completing the Orientation.

2. **Math and English Placement** is used as an indicator of the course levels a student should begin with while also clearing prerequisites. A testing appointment can be scheduled in your MySite (My Information>Appointments>Make an Assessment Appointment) or by phone: 949-582-4970. Students who have completed a Math and English course at another college/university can submit Alternative Evidence instead of testing (see below).

3. **Advisement/Ed Plan** helps students to determine their educational goal, plan a schedule of courses to enroll in, and prepare a “First Semester Educational Plan.” The Advisement session must be done after receiving course placement – after completing assessment testing or the evaluation of alternative evidence. Go to www.saddleback.edu/matriculation and click on the Online Advisement link to begin.

**Submitting Alternative Evidence**

Per catalog, it is your responsibility as a student to provide alternative evidence to the Matriculation Office (Village 8-5) minimum two weeks prior to your assigned registration date. Instead of assessment testing, you may submit the following evidence for evaluation and placement:

- Assessment/placement exam results from another California Community College (CCC). The placement letter must include Math and English course placements and raw scores.
- Advanced Placement (AP) score report with AP English Lang/Lit and AP Calculus AB/BC exam scores. Score of 3 or higher is accepted for placement.
- Transcript from an accredited college/university with a completed course in English composition and Math (Algebra or Calculus) with a minimum of a "C", "P" or "CR" grade.

Submitting alternative evidence does not exempt you from the Orientation or Advisement/Ed Plan steps of the Matriculation Process.

Only students who have earned a college degree or who are concurrently enrolled at a 4-year college/university are exempt from the Matriculation Process.

**Register for Classes:** Upon completion of Matriculation, you will be eligible to register for classes on your assigned registration date (available in your MySite under My Information > Appointments).

**Parking**

- Parking permit is required on campus at all times.
- Daily parking passes are available at the yellow parking pass dispensers.
- Parking Lot #1 is closest to the Village.
- Do not use metered parking spaces (2-hour limit).