

# Enrolling at Saddleback

## Admission Requirements

### Eligibility for Admission

Saddleback College is one of two colleges in the South Orange County Community College District, which also includes Irvine Valley College. Students may apply to only one college but may register in classes at either or both colleges. (Please see College of Record) (*BP 5010/AR 5010*)

Admission to Saddleback College is open to anyone who is a high school graduate, has a High School Equivalency certificate, or is 18 years of age or older and shows evidence of being able to benefit from instruction.

Students enrolled in elementary through high school may attend Saddleback College as special admits. Special admits may enroll in the classes recommended by their school principal and are required to submit a completed "Special Admission Request Form" (available online) each semester two weeks prior to the start of the term. Students in grades 9-12 are limited to 11 units per semester; K-8 students are limited to 6 units per semester. K-12 students are not permitted to enroll in Kinesiology (PE) classes.

Individuals holding valid non-immigrant visas, which federal law prohibits from enrolling in a course of study, are not admissible.

Questions regarding admission to Saddleback College may be sent via e-mail to [scadmissions@saddleback.edu](mailto:scadmissions@saddleback.edu) or by calling the Office of Admissions and Records at (949) 582-4555.

### College of Record

You may only apply to Saddleback College or Irvine Valley College; this will be designated as your college of record. In addition, your college of record is where you complete all admission steps (application, assessment, advisement, academic plan, and orientation); receive support services, such as financial aid, DSPS, EOPS and other special services; and plan to complete your educational goal. Should you need to discuss or change your college of record, please contact the Office of Admissions and Records.

### Application for Admission

Students who are enrolling in Saddleback College for the first time or are returning after an absence of two semesters or more (not including summer) must submit an application for admission online. Computers and assistance with the application are available in the Office of Admissions and Records. The online application is available at [www.saddleback.edu/apply-pay/how-apply](http://www.saddleback.edu/apply-pay/how-apply).

The application for admission is available online beginning the following dates:

- Fall semester: February 1
- Spring semester: August 1
- Summer session: February 1

### California Residence Classification

Each person enrolled in or applying for admission to a California community college, for purposes of admission and/or tuition, is classified as either a California resident or a nonresident. Students classified as nonresidents will be required to pay additional tuition and fees. (*BP 5015*)

**"Resident students"** are those who have resided within California for at least one year prior to the residence determination date and have met the residency standards stipulated in Title 5 of the California Code of Regulations. The "residence determination date" is the day immediately preceding the opening day of instruction each semester or summer session during which the student proposes to attend college in the South Orange County Community College District.

**"Nonresident students"** are those who have not established California residence status in the state for at least one year prior to the residence determination date or those who hold certain non-immigrant visas which preclude them

from establishing residence. Foreign students admitted to the United States under student visas are classified as nonresidents.

The Office of Admissions and Records determines the residence status of all new and former students for tuition purposes, based on responses provided in the college application for admission and, if necessary, other evidence furnished by the student.

## Exemptions

The California Education Code allows certain non-residents an exemption from non-resident tuition. The criteria for these exemptions are listed below. Students who believe they are eligible for an exemption based on any one of the following criteria should inform the Office of Admissions and Records when they apply.

- Student under two-year care and control of adult
- Students who are members of the armed forces of the United States who are stationed in this state on active duty, except those assigned to California for educational purposes
- Students who are eligible as covered individuals as defined in the Veterans Access, Choice and Accountability Act of 2014 (VACA Act) who are taking advantage of their Chapter 30, 31 or 33 benefits
- Spouses and dependents (natural or adopted children or stepchildren) of active members of the armed forces stationed in California
- Armed forces members remaining in the state following discharge
- Dependent of a California resident of more than one year; parent residing in California for one year and contributing court ordered support for student under the age of 19
- Graduate of California school operated by the United States Bureau of Indian Affairs
- Student holding teaching credential; other conditions apply
- Employee or child or spouse of employee of institution or state agency
- Students who are under 20 years old and served by the California Foster Care system
- Student who attended a California high school at least 3 years and graduated from a California high school or earned an equivalency (GED) in California. Students must fill out and submit the "AB 540 Affidavit for Exemption" for consideration. Please call (949) 582-4555 for more information
- K-12 special part-time students, other than non-immigrant aliens, participating in a College and Career Access Pathways (CCAP) partnership program or a K-12 special part-time student (non-CCAP - concurrently enrolled high school student)

Other conditions may be required to meet these criteria. Please call (949) 582-4555 for more information.

## Establishing Residence

Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. The prospective resident must take steps at least one year and one day prior to the residence determination date to show an intent to make California a permanent home and, concurrently, relinquish legal residency in the state of his or her prior home. There are various steps that one may take to demonstrate the intent to become a California resident. The Office of Admissions and Records will assist any student who wishes to establish residency, providing recommendations for each individual case.

For general purposes, the following are some, but not the only ways to show one has taken the necessary steps toward becoming a California resident:

1. Registered to vote and voted in elections in California.
2. Filed resident California state income tax.
3. Owned and resided in a residential property, or consistently or continually occupied or rented an apartment on a lease basis.
4. Maintained licensing from California for professional practice.
5. Maintained California vehicle registration and driver's license.
6. Maintained active savings and checking accounts in California banks.
7. Maintained permanent military address and home of record in California, if in the military service.

Note: No single item listed above may establish a case for California residence. It is up to the applicant to offer as many documents as possible to prove validity of the change to California resident.

## Reclassification to Resident Status

The request for reclassification to resident status must be initiated by the student. Students who are interested in changing their classification should consult the Office of Admissions and Records. Evidence of presence in and intent to reside in California-for at least one year and one day prior to a coming semester's start date-is required for consideration of a change in status and must be submitted for a residence review. Students should allow up to ten working days after submitting their documents for a decision. The burden of proof lies with the student. Residence reclassification must be completed no later than the first two weeks of the semester. Since some petitions require additional documentation to prove a residence case, students should be sure to submit reclassification requests early in an academic term.

## International Students (F1-Visa)

Saddleback College defines an "international student" as a student attending Saddleback College full-time while on an F-1 student visa. Applications for admission to Saddleback College's International Student Program are available online at [www.saddleback.edu/apply-pay/how-apply/international-student](http://www.saddleback.edu/apply-pay/how-apply/international-student) and in the International Student Office. Prospective students may contact the International Student Office at (949) 582-4637 or by e-mail at [sc-iso@saddleback.edu](mailto:sc-iso@saddleback.edu).

To be considered for admission to Saddleback College, international applicants (residents of countries other than the United States who hold or are applying for F-1 student visas) are required to submit the following documents:

1. Application for admission is available online beginning the following dates:
  - Fall semester: February 1
  - Spring semester: August 1
  - Summer session: February 1
2. A nonrefundable processing fee of \$54 for the 2023-2024 academic year, required with the application form.
3. The International Student Supplement should be completed, signed by the applicant, and turned in to the International Student Office. The form can be found at [www.saddleback.edu/apply-pay/how-apply/international-student](http://www.saddleback.edu/apply-pay/how-apply/international-student).
4. Proof of English proficiency. Saddleback College accepts the following English proficiency tests:
  - IELTS: 4.5
  - iTEP: 4.5
  - EIKEN: Grade 2A
  - Duolingo: 80
  - Cambridge: 160
  - Pearson: 41
  - GTEC CBT: 900

The English proficiency test requirement may be waived for applicants who can demonstrate that they have successfully completed the equivalent to [ENG 200](#) at Saddleback College. The course must be from a regionally accredited institution. Saddleback also offers admission to international students who have completed specific levels of study at our partner intensive ESL schools. Please visit [www.saddleback.edu/apply-pay/how-apply/international-student](http://www.saddleback.edu/apply-pay/how-apply/international-student) to find the list of partner schools. Students who have attended at least 3 years and have graduated from a U.S. high school are not required to complete the English proficiency test requirement.

5. Academic records: Evidence of academic achievement equivalent to an American high school diploma or higher. The transcripts of the original records must be accompanied by a notarized English translation. In addition, international students who are in the U.S. as F-1 students must submit all of their academic records from the institutions they have attended in the U.S.
6. International Student Supplement completed and signed by the applicant. The form can be found at [www.saddleback.edu/apply-pay/how-apply/international-student](http://www.saddleback.edu/apply-pay/how-apply/international-student).

Students transferring from other institutions in the United States must submit the following in addition to the above requirements.

1. Transfer form completed by prior institution verifying the student's current status.
2. Copy of the SEVIS I-20 provided by prior institution.

3. Copy of passport information page (i.e. name, photo, date of birth, etc.), F1 visa, and form I-94 (both sides).
4. Official transcripts from prior institutions attended in the United States.

Upon acceptance to Saddleback College, international students are expected to:

1. Enroll in and complete a minimum of 12 units each semester with a minimum 2.0 Grade Point Average (GPA). International students are allowed to register for only one online class each semester to apply towards the 12 unit requirement for full-time enrollment.
2. Purchase health insurance coverage: Saddleback College and the South Orange County Community College District require that all international students have a valid health insurance plan from the district-approved carrier during their entire course of study. Students must have health insurance coverage in order to enroll in classes. Health insurance information is available at [www.saddleback.edu/apply-pay/how-apply/international-student](http://www.saddleback.edu/apply-pay/how-apply/international-student) and at the International Student Office.
3. Pay non-resident tuition fees in addition to all other applicable fees during their entire attendance at Saddleback College.

Saddleback College international students with F-1 visas may enroll in a maximum of 6.00 units at Irvine Valley College when certain classes are not offered at Saddleback College to maintain their full-time enrollment. International students with F-1 visas from other schools may enroll concurrently at Saddleback College on a part-time basis not to exceed six units. Students should consult the International Student Office for more information. Applicants with other types of visas (not F-1) should apply online through the Office of Admissions and Records at [www.saddleback.edu/apply-pay/admissions-records](http://www.saddleback.edu/apply-pay/admissions-records).

For additional information, contact the International Student Office at (949) 582-4637 or [sc-iso@saddleback.edu](mailto:sc-iso@saddleback.edu) (link sends e-mail).

**Note:** International applicants are not admitted to impacted programs, which include the Nursing and Paramedic programs. Please consult the International Student Office for a complete list of impacted programs.

Under the Division of Enrollment Services, the International Student Office at Saddleback College oversees the recruitment, admission, and retention of international students. The International Student Office provides a wide range of services to international students including admission, assessment, orientation, home-stay and F-1 visa advising. In addition, the Office coordinates events on-campus to promote global awareness and cooperation. The International Student Program at Saddleback College is governed under the South Orange County Community College District and U.S. federal regulations.

## Student Fees/Refunds/Credits

**All fees are subject to change**

### Associated Student Body (ASB) Stamp Fee

The \$10 ASB stamp fee provides a variety of benefits to students and supports, as part of the total ASG budget, a variety of student programs and services, such as Athletics, Fine Arts, Scholarships, access to the ASG office, and many other student-sponsored activities. In purchasing the ASG Stamp you will also receive a FUND card valued at over \$160 in discounts. The ASB fee is nonrefundable. The ASB stamp fee can be purchased online and in SSC 211, in the ASG Office.

### Enrollment Fee

*(BP 5030/AR 5030)*

The Enrollment Fee is \$46 per unit with no maximum. This fee is subject to change by the State of California.

### Health Fee

All students enrolled in an on-campus or online course at Saddleback College are required to pay the health fee. Students enrolled in only off-campus courses are exempt from paying the health fee, but can "opt-in" to pay the fee if the student is interested in accessing the Health Center services. This fee is currently \$23 for the fall and spring semesters and \$19 for the summer semester. Students who enroll in both Saddleback College and Irvine Valley

College are required to pay both colleges' health fees. This fee entitles students to a variety of health services. Please note that this is not a personal health insurance policy. Health fees are subject to change during the academic year.

In addition to emeritus classes being exempt, State law provides the following exemptions from the health fee:

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
2. Students who are attending a community college under an approved apprenticeship-training program.

Students must submit proof for these exemptions at the time they register.

## **Material/Lab Fees**

*(AR 5031)*

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment, or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

The policy for requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or non-credit course shall conform to the following guidelines:

1. The materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.
2. The materials shall be personal property which are owned or primarily controlled by an individual student.
3. The material is of a continuing value to the student outside of the classroom setting, which can be taken from the classroom setting, and which is not wholly consumed, used up or rendered valueless as it is applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
4. Where the materials are available to a student through a license or access fee, the license or access fee shall be available to students for up to two years, satisfying the requirement that instructional materials must have continuing value outside the classroom setting. Students have the option of paying a lower price for a shorter access period. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.
5. Faculty members shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.
6. The material shall not be solely or exclusively available from the District except if it is provided to the student at the District's actual cost; and:
  - a. The material is otherwise generally available, but is provided by the District for health and safety reasons; or
  - b. The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Any materials not meeting these guidelines will be provided by the District to students at no cost to the student.

The college shall issue a full refund of material fees paid in the event a class is canceled by the college or if the student drops the class prior to the refund deadline. The students shall return all unused materials issued by the college to the faculty member.

## **Parking Fees**

Students who intend to park in a student lot must purchase a parking permit each semester. An annual permit which includes fall, spring, and summer is available for purchase in the fall only. Parking fee costs can be found on the college website in the Student Payment Office web page under "Fees."

Day parking permits can be purchased at any one of the yellow permit dispenser machines currently located at the Medical Center Drive campus entrance next to the flag pole; at the north end of parking lot 10, at lot 5A (Near Tennis Courts); and at parking lot 1. Timed metered parking is available at the north end of lot #9.

## **Returned Check Fee**

### **Non-Sufficient Funds and Stop-Payment Check Charge Policy**

In accordance with California Civil Code Chapter 522, Section 1719, the District hereby establishes a processing fee for handling non-sufficient funds (NSF) and stop-payment checks. The amount of the fee will be reviewed and approved annually by the Board of Trustees.

- Each check dishonored by your bank for whatever reason is subject to a processing fee.
- A \$20 processing fee will be charged for all returned checks.

The Saddleback College bookstore is a contract service and is not subject to this policy. Please contact the bookstore for their check return policy.

## Student Representation Fee

The \$2 Student Representation Fee is an optional fee collected at the time of registration for each enrolled student and established by CA Education Code: 76060.5.

- \$1 will go to the Associated Student Government (ASG) to fund advocacy efforts for student leaders and student representatives to state their positions and viewpoints on behalf of Saddleback College students before city, county, district, state, and federal government, as well as other public agencies.
- \$1 will be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities. Currently, the Student Senate for California Community Colleges (SSCCC) serves in this capacity. SSCCC hosts a general assembly annually and is made up of ten regions with student representatives from all 115 community colleges in the State of California.

## Transcript/Verification Fees

*(BP 5030/AR 5030)*

**Transcripts:** Students are entitled to two free transcripts and/or verifications. Additional copies are \$6.00 per copy. Transcripts may be ordered online or in-person only. (The online system does not accommodate the two free transcripts.)

**Emergency Transcripts** are \$5.00 in addition to the transcript fee. Emergency transcripts requests are available only through the online system and are mailed, sent electronically, or made available for pickup within 24 hours during normal business hours after requests are received.

Saddleback College transcripts do not include grades from Irvine Valley College or any other institution. Students need to make separate requests to each college. Visit [www.saddleback.edu/apply-pay/admissions-and-records/transcripts](http://www.saddleback.edu/apply-pay/admissions-and-records/transcripts) for more information.

**Verifications of Enrollment** a standard official verification of enrollment may be downloaded free of charge through MySite. Choose My Information then choose Official Enrollment Verification.

Other types of verifications are \$6.00 after the first two free transcripts or verifications.

**Emergency Verifications** are \$5.00 in addition to the verification fee. Verifications may also be ordered by mail or in person. The Verifications Request Form may be downloaded from [www.saddleback.edu/learning-saddleback/graduation-degree-and-certificate-information/degree-and-enrollment](http://www.saddleback.edu/learning-saddleback/graduation-degree-and-certificate-information/degree-and-enrollment).

### Mail requests to:

Saddleback College  
Office of Admissions and Records  
Verification Unit  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

## Non-Resident Fees

### Application Fee

Non-resident students who are citizens and residents of a foreign country will be charged a non-refundable application fee at the time the application is submitted. The application fee for the 2023-2024 academic year is \$0.

Non-resident/non-citizen students who can validate asylee/refugee status or who are evaluated to have a financial hardship may be exempt from this fee.

### **Capital Outlay Fee**

Students who are U.S. citizens but not California residents, as well as students who are not U.S. citizens, will be charged a capital outlay fee of \$45 per unit. This is in addition to the \$46 per unit enrollment fee and the \$365 per unit non-resident tuition fee. Students who are not U.S. citizens but can validate asylum/refugee status, or who have been evaluated to have a financial hardship, may be exempt from this fee.

### **Tuition Fees**

Students who are U.S. citizens but not California residents, and students who are not U.S. citizens, will be charged a non-resident tuition fee of \$365 per unit. This is in addition to the \$46 per unit enrollment fee and the \$45 per unit capital outlay fee. Students who are not U.S. citizens but can validate asylum/refugee status, or who have been evaluated to have a financial hardship, may be exempt from this fee.

### **Non-Resident and Capital Outlay Fees Exemption for Veterans and their Dependents**

Effective August 1, 2021, veterans who are eligible for Veterans Administration (VA) education benefits are exempt from paying non-resident fees and capital outlay fees. Dependents of veterans who are using these benefits are entitled to the same exemption.

### **Fees Payment Deadlines**

Students are given 16 business days to pay for their registration. Students who have registered prior to the start of the semester with a balance over \$50 who have not paid by their fee deadline are subject to being dropped from classes.

Beginning 5 days prior to the start of the semester, online registration payment is by credit/debit card only and payment is due at the time of registration. During this time, students may pay by check or cash by coming to the Office of Admissions and Records to complete their registration. They will be sent to the Student Payment Office (SSC 208) to pay for their fees the same day.

Beginning the first day of the semester, students adding classes will not be dropped for nonpayment but will be responsible for their fee balance. A hold will be placed on student accounts for unpaid balances, preventing further registration.

Students whose fees are being waived or paid for by financial aid must ensure that their fee waivers or aid is in place prior to their payment deadline.

### **Refunds/Account Credits**

A student must officially drop classes through online or in-person registration within the established refund deadline dates to be eligible for a refund of fees paid. There are no refunds for classes added or dropped after these refund deadline dates. Also, students dropped from a class by an instructor after the class refund deadline date are not entitled to a refund. The only exception to this policy is when the college cancels the class. (*BP 5030/AR 5030*)

Refunds are processed automatically. Dropping classes within the refund deadline dates will generate a credit on the student's account.

If the payment was made using a credit card, a refund will automatically be issued to the card used for payment. In the event a credit card refund cannot be completed, a refund check will be mailed to the student using the mailing address listed in MySite.

If the payment was made using a check, money order, or cash, a refund check will be mailed to the student using the mailing address listed in MySite. The only exception is when the funds were provided by an organization with which the college has an existing refund return policy, such as the California Department of Rehabilitation.

Refund deadline dates are different for different classes. The refund deadline date for each class can be found in the details section of the online schedule at [www.saddleback.edu/learning-saddleback/classes/class-schedule](http://www.saddleback.edu/learning-saddleback/classes/class-schedule). Please allow 30 days for processing credit card refunds and 45 days for processing check refunds. Additional information on refunds is available on the Student Payment Office web page at [www.saddleback.edu/apply-pay/tuition-fees/refund-information](http://www.saddleback.edu/apply-pay/tuition-fees/refund-information). Students can also call the Student Payment Office at (949) 582-4870 for additional information.

### **Associated Student Body (ASB) Fee Refund/Credits**

The Associated Student Body (ASB) stamp fee is non-refundable.

### **Enrollment Fee Credits**

Students are eligible for an enrollment fee credit if the class is dropped prior to the published refund deadline date for that class, or if the class is cancelled by the college.

### **Health Fee Credits**

Students are eligible for a health fee credit only if all classes are dropped prior to the applicable deadline date for each class, or if the student's class(es) have been cancelled by the college.

### **Material/Lab Fee Credits**

Students are eligible for a material/lab fee credit if the class is dropped prior to the refund deadline date for that class, or if the class is cancelled by the college.

### **Non-Resident Tuition Credits**

A request for credit of non-resident tuition may be made in any of the three categories listed below:

1. Non-resident tuition fees collected in error. In such cases, 100 percent of the non-resident tuition will be credited.
2. Non-resident tuition fees refundable as a result of the cancellation of a class or some similar action on the part of the college, clearly beyond the control of the student and for which the fees have been paid. In cases of cancellation of a class, 100 percent of non-resident tuition will be credited.
3. Non-resident tuition fees refundable as a result of a student's reduction of units prior to the class(es) refund deadline date.

### **Parking Fee Credits**

Credits on parking fees will be given only when all of the following conditions are true:

1. When a class is canceled and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all of their classes during the first two weeks of a regular term, or during the first week of eight-week terms.
2. The student Parking Decal is turned in to the Campus Police Department during the first two weeks of a regular semester or during the first week of an eight-week session.

## **Matriculation Services**

Saddleback College acknowledges the importance of maximizing the student's abilities to make individual choices based on accurate, relevant information and is committed to developing, implementing, and refining policies and procedures which are in the best interest of the student. Matriculation is a process that brings the student and Saddleback College into a partnership.

In this partnership the student agrees to:

1. Complete the Matriculation process including: Orientation to Saddleback College, Math and English Placement, and Student Advisement including a First Semester Educational Plan.
2. Complete a first semester educational plan and establish goals
3. Attend classes
4. Discuss academic goals with a counselor
5. Use support services as needed
6. Make progress toward achieving the goal
7. Follow recommendations given by counselor/instructor

Saddleback College agrees to provide:

1. Resources and support services
2. Orientation to the college and placement into the appropriate courses
3. Advisement and First Semester Ed Plan
4. Individual comprehensive educational plans
5. Career, learning, and transfer centers
6. Continued monitoring of academic success

## Who is required to complete Matriculation Process

First time college students and college students new to the district (SOCCCD) who are seeking a certificate, two-year degree or transfer with less than 30 college units completed.

## Who is Exempt from Matriculation

Students who have completed an associate degree (or higher), are concurrently enrolled at a 4-year college/university, have completed 30+units of college credit at time of admissions, K-12 special/dual enrolled admits, or students enrolling in courses for non-academic purposes (educational development).

## Steps in the Matriculation Process

Matriculation is designed to assist students in achieving their educational goals at Saddleback College. The process includes a New Student Orientation, a Math and English Placement Process, and an Online Advisement including a First Semester Educational Plan. Students required to matriculate must complete the following steps prior to registering for any class:

1. **New Student Orientation** is an online tool used to provide students with information about the many resources available at Saddleback College. Students learn about student services, special programs, and other student support programs. They are introduced to MySite, the student information portal, and to policies and procedures required by Saddleback College.
2. **Math and English Placement** is used as an initial indicator of the course levels a student should begin with for a selected major or Learning Pathway. Initial Math and English placement is derived from multiple measures including self-reported high school transcript data and official high school transcript data. The Current Placement Process may include, but is not limited to, the student's high school grade point average, high school English coursework, high school math coursework, English language proficiency, and possible recommendation for corequisite support course enrollment.
3. **Student Advisement and First Semester Educational Plan** assists students in determining their educational goals, plan their first semester schedule, and prepare a "First Semester Ed Plan." Students learn about transfer programs, degree requirements, career education/CTE programs and are introduced to the online registration process in MySite.

**Follow-up services** monitor the students' progress throughout the academic year. Students on either academic or progress probation are notified of their academic standing. Early Alert Notifications may be used to notify students of their academic standing each semester so they can seek assistance from the Division of Counseling Services. My Academic Plan (MAP) workshops may also be available as follow-up academic planning services.

Students must follow the Matriculation procedures at their school of record. All Saddleback College students are welcomed and encouraged to participate in the Matriculation Process.

The Matriculation Office is located in SSC 225B. You may call the Matriculation Office at (949) 582-4970 or visit our website at [www.saddleback.edu/student-support/academic-counseling/matriculation-process](http://www.saddleback.edu/student-support/academic-counseling/matriculation-process).

## Removing a CP Hold

A student with a Comprehensive Plan hold, notated as a CP in MySite, must complete a Comprehensive Educational Plan with a counselor to be eligible to enroll in future courses. A Comprehensive Ed Plan may be completed by attending a counseling appointment or a MAP workshop. An appointment can be scheduled by contacting the Counseling Office at (949)582-4572 or visiting SSC 167 the Counseling Office. Appointments and workshops are offered both in person and online.

## Student's Rights

Any student who feels they have experienced discrimination regarding the matriculation process has the right to file a grievance. Information may be obtained in the Office of the Vice President for Student Services, AGB 126.

## Prerequisites/Corequisites/Limitation on Enrollment/Recommended Preparation

Saddleback College is committed to helping students select appropriate level courses in order to provide the greatest chance for their academic success. Information relating to prerequisites, corequisites, limitation on enrollment, and recommended preparation are printed in bold as part of the course descriptions in the catalog and with a padlock symbol to the right of the course description in the online class schedule.

Students are responsible for meeting the prerequisite, corequisite, limitation on enrollment, or recommended preparation requirement prior to registering for any course with these restrictions. It's recommended that students clear all prerequisites a minimum of 2 weeks prior to their assigned registration date to avoid enrollment delays.

**Prerequisite:**

Mastery of a certain body of knowledge is necessary for students to be successful in the target course (the course that has the prerequisite). Most commonly, such knowledge is measured by successful completion of the prerequisite course.

**Corequisite:**

Concurrent (simultaneous) enrollment in a companion course is required. The information presented, or the practice gained in the corequisite course, is considered necessary for success in the target course.

**Limitation on Enrollment:**

A condition of enrollment which limits how students qualify for a particular program. Limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Some courses require formal admission to a particular program in order to enroll (e.g., Nursing, EMT, Paramedic) or to meet safety requirements.

**Recommended Preparation:**

Certain course preparation is advised before students enter the target course. These recommendations indicate preparation that is considered advantageous, but not essential, to the success in the target course.

**How to Clear a Prerequisite**

Students must submit a prerequisite evaluation request with evidence of prior prerequisite course completion to the Matriculation Office in person or online. Students can clear a course prerequisite requirement with any of the following methods or evidence:

1. Complete the course(s) at Saddleback College with a satisfactory grade (automatic clearance).
2. Provide transcript(s) from another accredited college or university showing the completion of an equivalent prerequisite course to the Matriculation Office. Such evidence must demonstrate satisfactory completion of the prerequisite course.
3. Provide a high school transcript showing the completion of the equivalent prerequisite coursework to the Matriculation Office. Math and English course prerequisite clearance requires a district/school issued copy of the transcript containing completed coursework and a cumulative, unweighted GPA.
4. Provide a College Board Advanced Placement (AP) score report to the Matriculation Office. English course prerequisites can be cleared with the English Composition/Language or Composition/Literature exam scores. Math course prerequisites can be cleared with the Calculus AB or BC exam scores.

**NOTE:** Students should submit a prerequisite evaluation request a minimum of two weeks prior to their registration date to avoid enrollment delays. Specific information regarding procedures, time-lines, and notification of prerequisite clearance approval or denial is available on the Matriculation website at [www.saddleback.edu/student-support/academic-counseling/clearing-prerequisites](http://www.saddleback.edu/student-support/academic-counseling/clearing-prerequisites).

**Course Prerequisite Appeal Procedures**

State regulations require the enforcement of prerequisites and faculty from each division assign specific course prerequisites. If a prerequisite evaluation request was denied, a student may file an appeal based on the following criteria:

1. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
2. The student is able to succeed safely despite prerequisites established to protect health and safety standards.
3. The prerequisite or corequisite course is not reasonably available.
4. The college cannot provide alternatives to the course requiring performance standards as a prerequisite.

5. The prerequisite is discriminatory or is being applied in a discriminatory manner.
6. The prerequisite is not valid because it is not necessary for success in the course for which it is required.

Students wishing to appeal a course prerequisite based on one of the criteria listed above must file an Appeal Petition which can be obtained in the division office of the target course. An Appeals Committee will review the petition and make a final decision within five working days. If the appeal is approved, the student will be allowed to enroll in the higher level class. If the appeal is denied, the student will not be eligible for the higher level course and will be dropped if prior enrollment was allowed.

## Credit from Prior Institutions

The Board of Trustees of the South Orange County Community College District has mandated that full reciprocity shall exist for courses completed at either Irvine Valley College or Saddleback College. Saddleback College grants credit for college units earned at any regionally accredited institution of higher education. Course equivalencies are determined by the Office of Admissions and Records in accordance with the policies and requirements set forth in this catalog. It is the student's responsibility to arrange to have transcripts sent to the Office of Admissions and Records and to apply for evaluations. No more than four units may be awarded for sectarian courses.

Please meet with a counselor for more information. [www.saddleback.edu/student-support/counseling-services](http://www.saddleback.edu/student-support/counseling-services)

A student who has completed an \*Associate degree from a California Community College or a \*\*Bachelor's degree or higher at a regionally accredited college or university, has met the Associate Degree General Education requirements at Saddleback College. Please consult with a counselor if your program of study requires additional admissions requirements or prerequisites.

\*Students who have completed an Associate degree from a California Community College prior to Fall 2009, will be held to the current Math requirement.

\*\*Students who have earned a Bachelor's degree or higher at a foreign institution must provide a transcript evaluation verifying completion of a course conducted in English equivalent to ENG 1A with a grade of "C" or higher.

## Transfer Credit from Foreign Institutions

Foreign transcripts must be evaluated by an accredited evaluation service and submitted to the Admissions and Records Office. The evaluation must include a detailed report that includes course, unit and GPA breakdowns in order for credit toward an associate degree petition to be considered. A list of acceptable accrediting agencies may be found at: [www.saddleback.edu/apply-pay/how-apply/international-student](http://www.saddleback.edu/apply-pay/how-apply/international-student).

## Registration for Classes

### Open Enrollment Policy

Pursuant to the provision of Title 5 of the California Code of Regulations, commencing with Section 58102, the Governing Board of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course, course section, or class, wherever offered and maintained by the district and where state apportionment is reported, shall be fully open to enrollment and participation by any person admitted to the college and who meets such requisites as established by the Board in accordance with the above-referenced section of Title 5.

### Registration for Classes

Students register online or in person. Payment is due by the deadline stated on the Confirmation page at the end of the registration session. Once the semester has begun, payment for registration is due at the time of enrollment. After selecting classes and paying all required fees, registration is completed. Consult the Admissions and Records website at [www.saddleback.edu/apply-pay/admissions-records](http://www.saddleback.edu/apply-pay/admissions-records) for the most recent registration information. Students must have officially enrolled and paid for classes during the registration period in order to receive a grade for the course. Classes cannot overlap, i.e., students may enroll in only one course in a time period. Please be aware that proof of prerequisite completion or alternative evidence may be required. (See *Matriculation Services above*)

## New and Returning Students

**New students** are those who have never filed an application or enrolled in classes at either Saddleback College or Irvine Valley College. **Returning students** are those who have previously filed an application or attended either Saddleback College or Irvine Valley College but have been absent from the college for two semesters or more, excluding summer.

Once an application is submitted, a registration permit is issued indicating a student's assigned registration time for Internet registration. Students who apply online receive their registration permits by email.

Most students new to Saddleback College, except those who have already earned an associate degree or higher degree, should participate in an assessment and orientation session prior to registering for classes. Students who are advised to participate in assessment and orientation will be notified at the time their application is submitted. Students who are not advised to participate are encouraged to take advantage of an assessment session for assistance in selecting courses. The assessment process is described further in the *Matriculation Services* section of this catalog.

## Continuing Students

Continuing students are those who have been registered during either or both of the immediately preceding two semesters and have received at least one letter grade or "W." Those who were registered during the semester but did not complete a course with a letter grade or "W" will have forfeited their continuing student status and must file a new application.

## Enrollment Priorities

The South Orange County Community College District has established the following enrollment priority order when issuing registration times for students:

### LEVEL 1

Only students who are required to complete all matriculation steps and have not lost registration priority, as defined by Administration Regulation 5055, qualify for Level 1 registration.

#### Priority Registration

1. Specific groups (DSPS, EOPS, student parent, active duty military, certain veterans, and those served by the foster care system who are under 25 years old) qualify for Priority Registration.
2. Other groups approved by local policy (student ambassadors, athletes, student government, Honors Program members, district staff and dependents of staff) qualify for Priority Registration.

**Freshman Advantage** - qualifying Freshman Advantage students are high school graduates who have never attended college and who complete (1) New Student Orientation; (2) Math and English placement; and (3) Student Advisement including a First Semester Educational Plan prior to the designated deadline.

**Continuing** - students who enrolled at Irvine Valley College or Saddleback College during the previous academic semester. Registration times are assigned in descending order by completed units.

**New/Returning** - students who have never enrolled in the district or are returning after one or more semesters of nonattendance. Registration times are assigned on a first-come, first-served basis at the time their application is processed.

### LEVEL 2

**Emeritus** - continuing students in good standing who are only enrolled in Emeritus Program classes.

### LEVEL 3

**Low Priority** - any student who meets one or more of the following conditions:

- Are not required to complete matriculation steps (assessment, advisement including academic plan, and orientation)
- Are on academic and/or progress probation for two consecutive semesters
- Have completed 100 or more units district-wide (not including basic skills)

Students in the Low Priority category will be notified of their low priority registration as follows:

1. For students on probation for two consecutive semesters, notification will occur after the first semester of probation.
2. For students who reach the maximum 100 degree-applicable units completed in the district, notification will occur when 75% (75 units) of the limit has been reached.

#### **LEVEL 4**

**High School** - students concurrently enrolled in high school.

Students are encouraged to register as early as possible for the best possible course selection.

#### **APPEAL PROCESS**

Students may appeal to have their Registration Priority reinstated under the following conditions:

1. Student has a disability and applied for reasonable accommodations, but did not receive services in a timely manner.
2. Student has made significant academic improvement where they meet the minimum grade point average and/or progress standard to be removed from academic or progress probation.
3. Student has experienced extenuating circumstances (verified cases of accident, illnesses or other circumstances beyond the student's control; changes in a student's economic circumstances may be considered for CCPG).
4. Student has completed 100 associate degree units, but is pursuing a high unit major (attach documentation).  
Appeals for Loss of Registration Priority may be submitted to the Office of Admissions and Records.

#### **Registration Open Enrollment Policy**

In conformity with the provisions of Title 5 of the California Administrative Code, the governing Board of the South Orange County Community College District affirms a policy of open enrollment. Unless specifically exempted by statute, every course, course section, or class, wherever offered and maintained by the District, for which average daily attendance is reported for state aid, is fully open to enrollment and participation by any person admitted to the college who meets the stated course prerequisites.

NOTE: New and Returning students are required to complete assessment, orientation, and an academic plan prior to the designated deadline in order to be eligible for the following groups: Priority, First-time Freshmen, or New/Returning.

#### **MySite**

MySite is the Saddleback College web portal that enables students to view their registration times, class schedules, grades, and academic history; add or drop classes; and access a variety of useful resources. Students need an ID number and a Personal Identification Number (PIN) to use MySite. For more information about MySite, please refer to the student handbook.

### **Maintaining Student Contact Information**

It is important for students to maintain current contact information, including the phone number and address in their college record. Information may be updated through the student's MySite account under "My Information." If the post office reports a forwarding address that the student has filed, the college records will automatically be updated to reflect that change.

#### **Student Status:**

- **Part-time** - Student taking fewer than 12 units
- **Full-time** - Student taking 12 or more units
- **Freshman/First year standing** - Student who has completed fewer than 30 units
- **Sophomore** - Student who has completed 30 or more units
- **Graduate** - Student who has been awarded the Associate in Arts or Science degree or a higher degree by a regionally accredited college

### **Repeating Courses**

(Also see [Academic Regulations](#) and *Academic Courses* sections of this catalog)

The number of repetitions allowed for each course is listed in the college catalog following the course description. Students may not exceed the number of course repeatability as determined by state regulations except in very narrow

circumstances. Students registering in a course not identified as repeatable or repeating a course more often than permissible will be withdrawn from the course.

## Auditing Classes

Saddleback College does not permit auditing of classes. (BP 4070)

## Adding Courses

Students may add open classes through the day prior to the start day of the class. Once the class has started or has become full, students must request permission to add the course from the instructor. If permission is given, an Add Permit code (APC) will be issued. Students are required to add the course on-line or in-person by the Last Day to Add as noted on the Add Permit Code form. Payment is required at the time of enrollment. Students who miss the deadline to add are encouraged to enroll in late-starting classes. Being placed on a class roster by an instructor does not constitute official enrollment in the course.

## Withdrawal from Courses

It is the student's responsibility to officially withdraw from courses for refund purposes and to avoid receiving a substandard grade. Students are limited to a total of three withdrawals in a given course. Failure to attend a course does not constitute a withdrawal. Students withdraw from courses online through MySite.

**It is the student's responsibility to drop a class. However, every instructor has the authority to drop a student who misses the first class meeting or has excessive unexcused absences as defined in the class syllabus.**

### Deadlines for Dropping Classes

**Drop without a transcript annotation:** Drop must be completed prior to the first 20% of the course based on the individual class. Withdrawal from class anytime between the 20% and 65% points will be recorded as a "W" on the student's record.

**Drop with a "W" notation:** All courses dropped at the 20% point and up until the 65% point will be recorded on the transcript as a "W." Drops after the 65% point are not allowed except under narrowly defined extenuating circumstances. These situations must be due to substantiated illness, accident, or events beyond the student's control that prohibit continuation in classes. By law, all classes remaining on the student's record after the 65% point require that a grade be issued. For important deadlines for specific classes, students should log on to the Saddleback College website and locate their classes in the index of the current semester's class schedule.

### Excused Withdrawal "EW"

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student to the Admissions and Records Office. Extenuating circumstances means cases of accidents, illness, or other circumstances beyond the control of the student.

### Military Withdrawal "MW"

The "MW" symbol is used for students who are members of active duty, reserve, or guard elements of the armed services and receive orders compelling a withdrawal from all courses. This grading option will have no adverse impact on students or their record and is not used to determine progress probation. Petition for this consideration must be accompanied by a copy of the activation or transfer orders and submitted to the Office of Admissions and Records

**NOTE:** Only student initiated or instructor drops completed prior to the refund deadline are eligible for refund consideration. (See Student Fees/Refunds/Credits for further information regarding refunds.)

Financial Aid recipients see the Financial Aid section of the catalog regarding Title IV repayment policy

## Deadlines for Dropping or Withdrawing from Classes

In accordance with state regulations, the deadlines for grading purposes are as follows:

- 20 percent of the course based on ticket number-drop without a "W" on the transcript
- 65 percent of the course based on ticket number-drop with a grade of "W" on the transcript

It is the student's responsibility to consult the online class schedule for specific course deadlines as they may vary.

**NOTE:** Only student initiated or instructor drops completed prior to the refund deadline are eligible for refund consideration. (See [Student Fees/Refunds/Credits](#) for further information regarding refunds.)

Financial Aid recipients see the Financial Aid section of the catalog regarding Title IV repayment policy.

## Informacion en Espanol

La información se ha traducido al español para que la comunidad hispanohablante pueda informarse acerca del proceso de matriculación en Saddleback College. Estudiantes que necesiten ayuda o tengan preguntas, favor de llamar a la Oficina de Admisión y Registros (Admissions and Records) al 949-582-4555 o a la Oficina de Consejería (Counseling Services) al (949) 582-4572. Estas oficinas están en el Edificio de Servicios para Estudiantes.

## Información Para Matricularse

### ELEGIBILIDAD PARA ASISTIR A UNA UNIVERSIDAD COMUNITARIA

- INSCRIPCIÓN REGULAR: Tener 18 años de edad o ser graduado/a de la escuela secundaria.
- INSCRIPCIÓN CONCURRENTE: Estudiantes desde el 9 al 12 año de la escuela secundaria, podrán matricularse en clases recomendadas por el/la director/a de su escuela, pero que no excedan 11 unidades. Si desea más información, consulte con la Oficina de Admisión y Registros.
- NO-RESIDENTES: Son personas que han permanecido menos de un año y un día en California antes del inicio del semestre o personas que mantienen visa de inmigración las cuales impiden el establecimiento de residencia. Para mayor información, comuníquese con la Oficina de Residencia al (949) 582-4555.

Debido a la legislación (California AB 540) algunos/as estudiantes que no tengan los documentos de residencia y que se hayan graduado de una escuela secundaria de California, podrían calificar para una "exención" de la matrícula de no-residente. Por favor llame al (949) 582-4555 para obtener más información acerca de esta exención.

**FECHAS DE INSCRIPCIÓN:** Las personas que asistan por primera vez deben completar su solicitud antes de que empiece el semestre para asegurarse de que todos sus requisitos estén en orden y listos para empezar el primer día de clases.

Fechas de entrega de su solicitud para los siguientes semestres:

1 de febrero - otoño (fines de agosto)

1 de agosto - primavera (principios de enero)

1 de febrero - verano (fines de mayo)

**COMO HACER UNA CITA PARA INSCRIBIRSE:** Estudiantes que asistan por primera vez a la universidad y los que ya hayan asistido y regresan, deben completar una solicitud. La Oficina de Admisión y Registros documentará su información y le dará un permiso con la fecha y la hora para que se inscriba a través del Internet. Es muy importante que asista a clases el primer día.

**COMO AÑADIR Y CANCELAR CLASES:** Estudiantes pueden añadir clases hasta el día antes de su comienzo. Una vez que la clase haya empezado o que no tenga cupo, estudiantes deberán pedirle permiso al profesor/a para añadir la clase. Si se les da permiso, deberán tener un número llamado (APC), un código que les permitirá matricularse. Lo puede hacer por medio del Internet o en persona antes de la fecha límite que tenga el código APC. Deberá pagar en el momento que se inscribe.

**Nota:** Es de suma importancia que el/la estudiante lea el horario de clases para informarse de las fechas exactas para cancelar clases. Puede usar el Internet para cancelarlas.

## Cobros

El día en que el/la estudiante se inscriba, debe pagar por todos los servicios tales como: la inscripción, seguro médico, excursiones y estacionamiento.

**COBRO DE INSCRIPCIÓN:** Se cobrará lo siguiente:

- No-Residentes: \$319.00 (por unidad) y en adición \$46.00 por unidad. Al no-residente que es ciudadano/a/residente extranjero/a adicionalmente se le cobrará \$42.00 por uso de facilidades (por unidad) y \$54.00 (sin devolución), para procesar su solicitud al tiempo de solicitar. Estos cobros son para estudiantes internacionales.

- Residentes: Al residente de California se le cobrará \$46.00 por unidad.
- Las clases de inglés como segunda lengua (ESL) que no tienen unidades "0 units" son gratuitas. Estos cobros pueden cambiar cada semestre. Para más información llame al (949) 582-4555.

**COBRO DE ESTACIONAMIENTO:** Los estudiantes que tienen la intención de estacionar en un lote de estudiantes deben comprar un permiso de estacionamiento cada semestre. Un permiso anual que incluye otoño, primavera y verano está disponible para su compra sólo en el otoño. Los costos de la tarifa de estacionamiento se pueden encontrar en el sitio web de la universidad en la página web de la Oficina de Pago estudiantil bajo "Tarifas".

**COBRO DE SERVICIOS DE SALUD:** Debe pagar \$23 por semestre (en otoño y primavera) para cubrir servicios de salud personal. El costo en el semestre de verano es de \$19 y les permite a estudiantes que aprovechen varios servicios médicos. (Este servicio se cobrará aunque tome "0" unidades). Cobros de servicios de salud están sujetos a cambios.

## Nivelación de inglés y matemáticas

La Oficina de Matriculación (Matriculation Office) ofrece servicios que incluyen: nivelación de matemáticas, inglés, e inglés como segunda lengua (ESL); análisis de los resultados del proceso de nivelación; consejo académico y orientación; y análisis de reporte de calificaciones de otras instituciones.

## Enfermería/Centro de salud

El Centro de Salud de Saddleback College le ofrece al/a la estudiante varios servicios médicos y psicológicos. Tenemos un equipo de enfermeras/os, doctores/as, psicólogos/as y pasantes psicólogos que le ayudarán con su salud tanto física como emocional, para ayudarles a tener éxito tanto personal como educacional.

Se incluyen servicios limitados de crisis emocional, exámenes de visión y audición, primeros auxilios, algunas vacunas, exámenes de sida, de enfermedades venéreas y de tuberculosis. También durante el año escolar, se informará acerca de los riesgos del uso de drogas y alcohol y otros comportamientos de alto riesgo. El Centro de Salud de Saddleback College cuenta con información de varios temas tales como asalto sexual y cómo reportarlo, etc. (California Education Code, Section 67385).

Las consultas médicas son gratis y los exámenes de laboratorio, vacunas y algunas medicinas son de bajo costo. Para obtener más información, llame al (949) 582-4606 o vaya a la página [www.saddleback.edu/student-support/student-health-wellness-center](http://www.saddleback.edu/student-support/student-health-wellness-center).

## Ayuda Financiera

La Oficina de Asistencia Financiera en Saddleback College está designada para proveer asistencia económica a estudiantes que cumplan con los requisitos. Asistencia federal, estatal y fondos de fuentes privadas están disponibles. Para ser considerado para recibir asistencia financiera en Saddleback College, un estudiante debe:

- Completar su solicitud de FAFSA en línea en <https://studentaid.gov/h/apply-for-aid/fafsa> o la de California Dream Act en <https://dream.csac.ca.gov/landing>

La oficina está en el Edificio de Servicios para Estudiantes, salón SSC 106. El número de teléfono es (949) 582-4860.

## Programa de EOPS

EOPS ayuda a estudiantes que tienen desventajas educacionales y desventajas financieras. El programa EOPS se compromete a ofrecer los siguientes servicios de apoyo: prioridad de inscripción, consejería personal, académica, y transferencia a la universidad, ayuda con el costo de los libros, tutoría, becas y mucho más. Nuestro objetivo es ofrecer a nuestros estudiantes de EOPS los servicios y el apoyo que se necesitan para tener éxito en sus metas académicas y/o vocacionales. Estudiantes interesados pueden visitar o llamar la oficina de EOPS, tenemos personal que puede contestar sus preguntas. La oficina está localizada en el edificio de servicio para estudiantes, oficina 126 o llamar al (949) 582-4620.

## Servicios de Tutoría (LRC)

El programa de tutoría (LRC) proporciona servicios de tutores/as gratis de diferentes cursos académicos para satisfacer las necesidades de cada persona. Hay instrucción individual y en grupo. LRC está situado en el segundo piso del edificio LRC (ex biblioteca) salón 212. Para más información, comuníquese al teléfono (949) 582-4519.