



Saddleback College Matriculation Process



*Matriculation Required students must complete the following
3-step process to be eligible to register for classes*

Step 1 **Online Orientation to Saddleback College**



Students must complete all section quizzes and pass the final test at the end of the 30-minute orientation module. *(See reverse side for instructions.)*

Math and English Placement via Current Assessment Process

Students pursuing a Certificate, Associate Degree, or Transfer are eligible for Baseline Placement into college-level math and English courses with support.

Step 2 **Current Assessment Process** **Effective Fall 2019**



Math and English Placement can be obtained using one of the methods below.

Option 1: Guided Self Placement Tool

Students may use the interactive Guided Self Placement (GSP) Tool in MySite if they provided high school data on the Saddleback College application or are requesting Baseline Placement. It takes 5-10 minutes to complete the GSP Surveys for Math, English or ESL Placement. *(See reverse side for instructions.)*

» A direct link to the Guided Self Placement surveys is available from the Current Assessment Process webpage: [Guided Self Placement Tool](#)

Option 2: Request a High School Transcript Evaluation

Students may opt to request a high school transcript evaluation. Transcripts must meet the following criteria: district-issued or official copy; cumulative non-weighted GPA; contain minimum 3 years of data (e.g. 9th-11th grade).

***Note: home school and foreign transcripts are not accepted.*

» A direct link to the placement request form is available from the Current Assessment Process webpage: [Initial Math and English Placement Request](#)

Step 3 **Student Advisement and First Semester Plan**



The Online Advisement module in MySite helps students determine a potential educational goal and major to prepare a First Semester Plan using My Academic Plan (MAP). As an alternative, students may elect to schedule an appointment for a Group Advisement session. The schedule is posted on the Matriculation website and subject to availability.

Register for Classes!



Once a student completes the 3-step Matriculation Process, their Matriculation Status updates to COMPLETE. The student's next step is to REGISTER for classes on or after their assigned registration date.

Using Your MySite Student Account

1. Open an 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 recall your Student Number or PIN code, contact the Admissions Office at 949-582-4555.

1 Completing the Online Orientation

- Click on the menu link that reads: MY INFORMATION
- Click on the menu link that reads: Matriculation
- Click on **1) Online Orientation** to access the module

Students must complete all section quizzes and pass the final test at the end of the orientation in order to receive credit for this step. Students should print or screenshot the Certificate of Completion for their records. Average time for completion is about 30 minutes.

2 Completing Guided Self Placement (GSP) for Math and English Placement

- Click on the menu link that reads: MY INFORMATION
- Click on the menu link that reads: Matriculation
- Click on **2) Guided Self Placement** to access the placement tool

Students must complete both the English Guided Self-Placement and Math Guided Self-Placement surveys. Each survey collects your high school transcript data from multiple sources to calculate your Math and English Placement within 5-10 minutes.

To view your Math and English Placement, please follow the instructions below.

Viewing your initial Math and English Placement

- 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

Your placement should be available within 10 minutes of completing GSP or 3-5 business days from submitting a Placement Request.

3 Completing the Advisement and First Semester Plan

- Click on the menu link that reads: MY INFORMATION
- Click on the menu link that reads: Matriculation
- Click on **3) Online Advisement** to access the module

Complete all sections of the Online Advisement module. Once complete with Advisement, click on the First Semester Plan link. Create a plan and add at least one class from either the Major or General Education sections. (Compatible browsers: Mozilla Firefox or Google Chrome.) Average time for completion is about 15 minutes.



NOTE: To access the First Semester Plan directly from the MySite menu, click on **My Academic Plan**, then click on **Create New Plan**.
****A Comprehensive Plan is not required until you have completed 15 degree-applicable units.**

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

Once your Matriculation Status updates from REQUIRED to COMPLETE, 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 your enrollment term from the drop-down menu. Your Registration Appointment will be listed for the term as a date and time during which you first have access.

If you DO NOT have an assigned appointment date, contact 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: Add/Drop Classes
- Click on the **Add/Drop Classes >>** 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 your classes and print a copy of the receipt.