



LESSON 2: Students Complete a Saddleback Application

Time: 50 minutes

Materials:

- Computer
- Internet
- STEP by STEP Application Guide

Goal: Students submit a Saddleback college application for the current term (school year).

Tips:

- Students **MUST** submit an application that falls within the current school year (Fall or Spring).
- **Have students utilize their Student Checklist.**
- If students do not know their official graduation date, please have them enter June 1st of the year they are graduating. (i.e. 06/01/2020)
 - This is a common error that will cause issues with the application where they will not receive a Saddleback ID# until the error is fixed.
 - The date format must be followed as well. (mm/dd/yyyy)
- Under the Education Tab for College Enrollment Status, Students **MUST** select **“Enrolling in High school (or lower grade) and college at the same time.”**
 - This ensures students are recognized as high school students and not charged any fees or tuition.
- For Seniors Only, they will need to input their **unweighted GPA** and the grades they received for their 11th grade English and Math grades. At this time, have them do their best guess. If they plan on attending Saddleback in the future, they will need to submit another application for that term they plan on attending and they can update the info to be more accurate.
- **Review Application:** There are three key items to review before the students submit their application. These are three common items that cause issues and student applications to be held up. Students will not receive a Saddleback Student Number until all issues are resolved.
 - **Term:** Spring or Fall of the current school year
 - **Enrollment Status:** “enrolling in high school and college at the same time”
 - **Graduation Year:** 06/01/20xx