



Module 3: Accepting Students

All students need to be **“Accepted”** in the CATEMA system by the teacher in order for them to be active in the class and eligible for credit. This step will also allow a Saddleback College representative to validate their student ID# and application.

Our recommendation is that all the students are accepted at the beginning of the 2nd semester. In most cases, students need to complete a full year of an articulated class in order to be eligible to receive college credits at Saddleback College. Completing this action in the 2nd semester will allow you to filter out students who are no longer eligible to earn college credits.

Step 1: Go to www.catema.com/saddleback and login to your account.

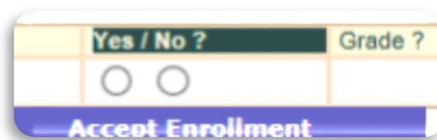
Step 2: On your teacher homepage, Click **“View Class List”**
You will see a list of all of your current classes.



Step 3: Click the blue arrow to view your class roster.
You will need to complete this action for each of your classes.

	Sem	Period	Course		Students ?
- Automotive Fundamentals	Year	4	AUTO 100		1 0 0 0

Step 4: You will see a complete roster of your students. **You will to need select “Yes or No” for each student to accept the student’s enrollment into your class.** If one of your students’ are enrolled in the wrong class please see Step 4.5. If the student is not in any of your classes, select “No” and their enrollment record will be deleted.



Step 4.5: Wrong Student Enrollment (Please refer to the following page)

Step 5: CLICK SUBMIT when you are done.