

REGISTRATION STEPS

12 STEPS

- 1 Go to www.saddleback.edu and click **MySite** at top right.
- 2 Enter your **STUDENT ID NUMBER** and **PIN**. Click **Login**.
- 3 Click **My Classes** on the top red bar.
- 4 Click **Add / Drop Classes** on the drop-down menu.
- 5 Click **Add / Drop Classes** in the **CORRECT SEMESTER** box. (Summer, Fall, Spring)
- 6 Update Records – Answer **ALL REQUIRED FIELDS** that have a *red asterisk. Be sure to scroll to the bottom of the page.

CLICK NEXT ►

NOTE: If you can't move to the next screen, scroll to the top and read the message in red telling you which question hasn't been answered.

The most frequently missed questions are:

- Enter your cell phone # OR select No Mobile Phone.

- Vocational and Technical Information (VETA) Check pertinent boxes or None of the Above.
- Electronic 1098T Tax Information: If your social security number is correctly displayed, select Yes. If your social security number is NOT displayed, select Decline OR print the W- 9S form by clicking the

link at the bottom of the screen, complete and mail to: District Fiscal Services, Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

If your social security number is incorrectly displayed, submit the form above.

- 7 Enter the class ticket number and click **Add Class**. (You MUST click **ADD CLASS**). If a class meets in Laguna Woods and you need a Parking Pass, click **YES**. If not, click **NO**. If a class is **FULL**, click the X in the top right of the pop-up box. Enter another ticket number. If the class has a **WAITLIST**, enter your information to be added to it. If it doesn't have a **WAITLIST**, you may petition it by going to the first class meeting and asking the instructor.
- 8 After entering all ticket numbers, click **Next**.
- 9 Any fees will be stated. Click **Next**.
- 10 Pay any materials fees for your class(es) by credit card or click that you'll be mailing a check or money order. (Payment must be received within FIVE business days.) Click **Next**.
- 11 Select **Yes** that you accept the Refund Policy. Click **Complete Registration**.
- 12 The **LAST SCREEN** says "Registration Confirmation" at the top. Make sure your classes are listed under "Completed Enrollment Actions." Print your confirmation.