



Emeritus Institute Registration Steps

NEW! Easy Instructions!

- 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. (Fall, Spring, Summer)
- 6) Update Records – Answer ALL questions with a RED ASTERISK. (Be Sure to Scroll Down.) Click [Next](#).

If you can't move to the next screen, scroll to the top and read the red message telling you which question hasn't been answered. These are the most frequently missed questions:

- Enter your cell phone number or select [No Mobile Phone](#).
- [Vocational & 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 it 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 the 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.



You've enrolled. See you in class!