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!