EMERITUS INSTITUTE

How to Check If a Class is "Open" or "Full"
And "Wait List" Information!

- Log onto the Emeritus Institute web page at **www.saddleback.edu/emeritus**

- Scroll down. Under the cover photo of the class schedule**, click the red "Check Class Status and Details" button.** You'll see Emeritus classes listed by category.

- **Click** on the **category** of the class you want to check.

- Find the **class** you want to check the status of. (Scroll down to see the entire list, if needed.)

    o If you see **"FULL"** next to the class ticket number, that means there is <u>no</u> space available, and you cannot pre-register for it.

        ➢ If you see "No Wait List" that means the instructor does <u>not</u> have an online Wait List for the class. You may "petition" the class by going to the first class meeting to ask the instructor if he/she can add you. (If it is an Art or Fashion class that has a materials fee, be sure to bring your checkbook as cash <u>cannot</u> be accepted.)

        ➢ If you see "Wait List Count" that means the instructor *does* have an online Wait List for the class and the number indicates how many students are already on it. To add your name to the Wait List, log into Mysite at **www.saddleback.edu** and follow the registration instructions on page 3 of the Class Schedule. When you type in the class ticket number, the system will ask if you want to be added to the Wait List. Follow the prompts. You will be texted and/or emailed if an opening comes up before the semester begins. You can then register for the class online <u>within the time limit stated in the text/email</u>. If you don't receive a text or email, go to the first class meeting to ask the instructor if you can be added. (If it is an Art or Fashion class that has a material fee, be sure to bring your checkbook as cash cannot be accepted.)

    o If you see "**OPEN**" next to the class ticket number of the class that means there is space available. Next to it, you'll see "Seat Count" which indicates how many seats are available. You may then log onto "MySite" on the Saddleback home page **www.saddleback.edu** and register for that class (as long as your assigned registration appointment has begun). See page 3 of the Class Schedule for registration instructions.

- Want to check on the status of a class in a different category? **Click the "back" arrow** at the top left of your screen to return to the categorical listing and repeat the steps above.

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Remember… It CAN Happen!

Sometimes students pre-register for a class then <u>drop</u> <u>it</u> BEFORE the semester begins so you might want to check periodically to see if an opening has come up in a class that was previously "FULL." If it an opening occurs, you may be able to register for it online quickly enough to enroll!