Making Your Assessment Appointment Online in MySite

Assessment appointments can be selected, changed, or canceled online in your student portal “MySite”. Please follow the instructions below to help you find, select, and confirm your Matriculation assessment appointment.

1. First, you must have a Saddleback College Freshman Advantage application completed and have received your student ID number via email. If you have not completed an application, please go to step 1 on the Freshman Advantage website. www.saddleback.edu/freshmanadvantage/

2. After you have applied to Saddleback, you will receive your Student ID number in your own personal email account usually with-in 30 minutes however, it can take as long as 48 hours. If your do not receive your Student ID number within 48 hours please contact the Admissions and Records Office at 949-582-4555 immediately!

3. During the application process you were asked to select your 4 digit PIN code. You will need this PIN Code along with your student ID number in order to make your testing appointment.

4. Once you have obtained both your Student ID number and your 4 digit PIN code, you may proceed to selecting a Testing Time and Date.

5. When you click the web link from the Freshman Advantage website to make your appointment, you will be directed to your MySite login screen:

   Please enter your Student ID number (as your Login Name) and 4 digit PIN Code (as your Password) and click Login.

6. If you have clicked on the Select a Testing Time & Date button from the Freshman Advantage website, you will automatically be directed to your Appointments Page in your MySite. If you are already logged into your MySite, go to My Information > Appointments...

   On this page you will see a link that reads “Make an Assessment Appointment”. Click this link to open the appointments page to review and select an available testing appointment.

   Click on this link to open the assessment appointments screen.
7. After the Assessment Appointments window opens, Saddleback College will be selected, choose **Freshman Advantage** as the Assessment Testing Type from the drop down menu and click **"Search"**. All current testing appointments will load in the lower section of the window. Review the available test dates and click the word **"Select"** next to the appointment you wish to attend.

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### Assessment Appointments Available

**Instructions:** Choose from the options below to get a list of potential appointment dates and times. You will then be able to choose the most convenient time from that list. If the listed times do not fit your schedule, return to this page at a later date to check for cancellations and/or added test dates.

Please select the appropriate Assessment Testing Type:
- **Regular:** reading, English and/or math assessment exams for students required to complete Matriculation. Students may also take the math section only or the reading and English sections without the math.
- **Walk-in:** Same as the regular testing session with flexible times. Walk-in testing is available most days between the hours of 9:00am and 1:30pm. Please check the schedule for available dates.
- **ESL:** English test for students that wish to enroll in ESL (English as a Second Language) courses.
- **Special Group:** Regular testing sessions for designated programs.
- **Freshman Advantage:** reading, English and math placement exams for high school seniors taking part in the Saddleback College Freshman Advantage program.
- **One-Day/One-Stop:** reading, English and math assessment exams along with student advisement will be completed all in one day.

After selecting the appropriate Assessment Testing Type, click **Search** and the test dates will load in the Available Appointments section. Click **Select** to the left of the appointment you wish to attend. Your testing appointment will now be listed on your Appointments page in MySite.

**Filter Options**

- **College:** Saddleback College
- **Assessment Testing Type:** Freshman Advantage
- **On or after this date:** 11/22/2013

**Available Appointments**

*These appointments are only available to high school seniors taking part in the Freshman Advantage Program.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Room</th>
<th>Location</th>
<th>Capacity</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/2013</td>
<td>Saturday</td>
<td>8:45 AM</td>
<td>12:00 PM</td>
<td>Village 8-3</td>
<td>Saddleback College</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>12/14/2013</td>
<td>Saturday</td>
<td>12:45 PM</td>
<td>4:00 PM</td>
<td>Village 8-3</td>
<td>Saddleback College</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>12/10/2013</td>
<td>Wednesday</td>
<td>3:45 PM</td>
<td>7:00 PM</td>
<td>Village 8-3</td>
<td>Saddleback College</td>
<td>33</td>
<td>33</td>
</tr>
</tbody>
</table>

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Select **Freshman Advantage** from the drop down menu and click **"Search"**. Appointments will not show below until you click on the word **"Select"** to book your testing appointment.

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Note: Dates and times may not be correct and are only examples.
8. Once you have selected a Freshman Advantage testing date you will be directed back to your Appointments page where you can confirm your testing appointment. You will see the following screen which has the assessment testing type, the start and end times, and the location (Saddleback College).

![Assessment Appointment](image)

Confirm that your testing appointment is correct.

Click the "Delete" button ONLY if you need to change your appointment time or date! Once the appointment is deleted you may not get it back.

Note: Dates and times may not be correct and are only examples.

9. ATTEND your testing appointment! Come early to allow extra time to purchase a daily parking permit and locate a parking spot. Make sure you bring a Number 2 pencil and you must have a photo ID (Driver’s License, Passport, School ID card…). Students that are LATE or come without a photo ID will not be allowed to test.

If your testing date is incorrect or you find that you can not make this appointment, click on the Delete button under Action and make a new testing appointment. Freshman Advantage tests are limited so please select a date you are able to attend.