



# Assessment Schedule

## English, Reading & Math Testing

### December 2017



Available Testing Sessions:

#### Walk-in Testing Sessions Monday-Thursday (Village 8-5)

Check-in is available Monday-Thursday between **9:00am-1:30pm**. Check-in closes at 1:30pm.

#### Nights & Weekends Testing Sessions (Village 8-3)

**\*Appointment Required:** To make an after-hours appointment for an evening or Saturday session, see below.

### Assessment Schedule

- Photo I.D. required
- Saddleback Student # required
- Calculators *not* allowed
- Scratch paper & pencils will be provided during testing

#### Walk-in Testing Dates

Arrive between **9am-1:30pm** to check-in for Walk-in Testing. (VIL 8-5)

Date	Check-in Hours
Mon. 4	9am-1:30pm
Tues. 5	9am-1:30pm
Wed. 6	9am-1:30pm
Thur. 7	9am-1:30pm
Mon. 11	9am-1:30pm
Tues. 12	9am-1:30pm
Wed. 13	9am-1:30pm
Thur. 14	9am-1:30pm
Mon. 18	9am-1:30pm
Tues. 19	9am-1:30pm
Wed. 20	9am-1:30pm

#### Nights & Weekends Testing Dates (VIL 8-3)

**\*Appointment is required.**

Date	Start & End Time
Sat. 2	8:45am-12pm
Thur. 7	4:45pm-8pm
Sat. 16	8:45am-12pm
Mon. 18	4:45pm-8pm

Arrive on time to your appointment.  
Late arrivals will **not** be admitted.

*Dates, Times, and Room Locations are subject to change without notice.*

### Requirements for your testing session:

1. Photo I.D. is **required** for check-in. (e.g. Driver's License, High School ID card, Passport, etc.)
2. Current application is **required** for the current enrollment term.
3. Cell phones must be **off** at all times in the Matriculation Office.
4. Arrive on time! For Nights & Weekends, your appointment has a set Start Time. For Walk-in Testing, check-in between 9:00am-1:30pm.
5. Allow 2.5-3 hours for all assessment exams (English, Reading & Math). For English exam only: 1.5 hours. For Math exam only: 1-1.5 hours.

### Items **not** allowed in the Testing Lab:

Calculators, notebooks/binders, food, open containers are **not** allowed in the Testing Lab. Do **not** bring these items.

### How to make an appointment for Nights & Weekends:

Log into MySite using your Saddleback Student Number and 4-digit PIN. Click on 'My Information' > 'Appointments', then click on 'Make an Assessment Appointment.' Select 'Nights & Weekends' as the testing type. Available dates will display. Select your testing session date.

Or you may call or visit the Matriculation Office to schedule an evening or Saturday testing session appointment: 949-582-4970 (Village 8-5).

### Important Information

The **Matriculation Process** consists of three steps: (1) Orientation, (2) Math and English Assessment Testing or Alternative Evidence, (3) Advisement with a First Semester Ed Plan.

Students who want to enroll in **ESL courses** must take the English as a Second Language (ESL) exam. An exam appointment is **required**.



#### Remember to complete your Online Orientation and Advisement/Ed Plan

Click on these graphic images from the Matriculation website: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)



*Dates, Times, and Room Locations are subject to change without notice. For updates, please visit our website: [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation)*

# Saddleback College Matriculation Process

## **Matriculation is not a test but a 3-step process**

To submit an application, go to [www.saddleback.edu](http://www.saddleback.edu) and click on the 'Apply Now' link. If you need assistance with your application, please call the Admissions & Records Office: 949-582-4555.

All students that are **required to matriculate** must complete the **3-step Matriculation Process** (see below) before registering for classes. State regulations give **registration priority** to qualifying students that are in good academic standing and have completed all steps of the Matriculation Process.

### Matriculation 3-Step Process

- (1) **Orientation** familiarizes students with campus services and programs. To begin the Orientation, go to [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation) and click on the Online Orientation link. Students must pass all sections, including the final exam, to receive credit for completing the Orientation.
- (2) **Math and English Placement** is used as an indicator of the course levels a student should begin with while also clearing prerequisites. A **testing appointment** can be scheduled via MySite (My Information>Appointments>Make an Assessment Appointment) or by phone: 949-582-4970. Students that have completed a Math and English course at another U.S. college/university or completed Advanced Placement (AP) exams can submit **alternative evidence** instead of testing (see below).
- (3) **Advisement/Ed Plan** helps students to determine their educational goal, plan out their upcoming classes, and prepare a "First Semester Educational Plan." The Advisement session requires your Math and English placement, either from assessment testing or alternative evidence. To begin, go to [www.saddleback.edu/matriculation](http://www.saddleback.edu/matriculation) and click on the Online Advisement link. At the end of the Advisement, you will be directed to build an Ed Plan using My Academic Plan.

### **Submitting Alternative Evidence:**

It is your responsibility as a student to provide alternative evidence to the Matriculation Office (Village 8-5) two weeks prior to your assigned registration date to prevent delays. Instead of assessment testing, you may submit the following evidence for evaluation and placement:

- **Advanced Placement (AP) score report** with AP English Lang/Lit and AP Calculus AB/BC exam scores. Score of 3 or higher is accepted for placement.
- **Transcript** from an accredited U.S. college/university with a completed course in English composition and Math (**Algebra or Calculus**) with a minimum of a "C", "P" or "CR" grade.
- **Assessment exam results** from another **California Community College**. Results must include student name, college name, and Math and English course **placements**.

Submitting alternative evidence does **not** exempt you from the Orientation or Advisement/Ed Plan steps of the Matriculation Process.

**Only students that have earned a college degree or are concurrently enrolled at a 4-year college or university are exempt from the Matriculation Process.**

### **Register for Classes:**

Upon completion of the Matriculation Process, you will be eligible to register for classes on your assigned registration date. To view your date in MySite, click on My Information > Appointments.

### Parking

- Parking permit is required on campus at all times.
- Daily parking passes are available at the yellow parking pass dispensers.
- **Parking Lot #1** is closest to the Village.
- Do not use metered parking spaces (2-hour limit).