# REGISTRATION STEPS

**(1)** Go to **www.saddleback.edu.**
**Click Logins** on the red bar at top, then select
**MySite** on the drop-down menu.

**(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 the semester tab that corresponds to the one you're
enrolling in. **Click Add/Drop Classes** at the bottom left.

**(6)** Update Records – **ANSWER ALL REQUIRED FIELDS THAT
HAVE A RED * ASTERISK .** Be sure to scroll to the bottom
of the page to answer all questions.

## CLICK NEXT and continue to STEP 7 ▶

**NOTE: On Step 6,** if you can't move to the next screen, scroll to the TOP and read the message in RED telling you which question hasn't been answered.

**The most frequently missed questions are:**

- Enter your cell phone # OR select **No Mobile Phone.**

- Vocational and 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 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** each time you enter a ticket number). If a class is FULL, you'll be asked if you want to add yourself to the waitlist. If you do, click YES. Click the X at the top right of the pop-up box. Enter another ticket number. After entering all ticket numbers, click **NEXT.**

**(8)** On the FEE page, for Optional Fees be sure to select NO if you don't want to pay them. If taking an Emeritus Institute class that meets on campus, the Health Fee is mandatory

**(9)** Select **YES** that you accept the Refund Policy. Click **Complete Registration.**

**(10)** The **LAST SCREEN** says **Registration Confirmation** at the top. Make sure your classes are listed under Completed Enrollment Actions. Print your confirmation.