



How to Become an Emeritus Institute Student in Two Steps!

1) **APPLY:** There are two ways to apply.

→ **THE EMERITUS PAPER APPLICATION** - Fully complete the one-page Emeritus Student Application on our website: www.saddleback.edu/emeritus, then scan and email the application to the Admissions & Records Office at the web address at the top of form.

OR....

→ **THE ONLINE APPLICATION:** Go to the Saddleback College home page at www.saddleback.edu and click on “Apply Now.”

Important! Be sure to choose: **Educational Development** as your Education Goal.

WHAT’S NEXT: Wait for an email from the Admissions & Records Office that contains important registration information including:

- **When your registration begins** - Follow the instructions in the email to check your registration start date and time. (NOTE: If the screen states “No registration appointment is necessary at this time,” that means open enrollment has started, and you can register for classes immediately.)
- **Your Student ID Number** - Store this number in your smart phone for easy reference!

PIN INFORMATION: If you completed the Emeritus Paper Application, the PIN assigned to you will be your MONTH and DAY of birth in a 4-digit format (MMDD). Example: A birthday of January 8 = 0108. Note that your PIN won’t be included in the email for security reasons so please remember it’s your MMDD.

If you completed the Online Application, you were asked to create a PIN when applying.

2) **REGISTER:** Register for classes online via MySite on the Saddleback College website at www.saddleback.edu using the **12-Step Registration Instructions** and the Class Schedule found on the Emeritus website.

- When you start enrolling, if a class is OPEN, register for it. Be sure to complete ALL steps in the 12-Step Registration Instructions, otherwise you won’t be registered..
- If a class is FULL and the instructor has a Waitlist, you’ll see a pop-up after entering the class ticket number which gives you the option to add yourself to it. More Waitlist information can be found by copying and pasting this link into your browser: <http://www.socccd.edu/help/waitlist.htm>
- **IMPORTANT:** When you get to the last registration screen, it will say “Registration Confirmation” at the top. Make SURE your classes are listed under “Completed Enrollment Actions.” If it says “None,” you haven’t successfully registered. You will need to try again.
- Print a copy of your Registration Confirmation page.

Congratulations! Enjoy your classes and welcome to the Emeritus Institute!