



## **FAQs About Getting a "Registration Session Abandoned" Email**

### **Why did I receive this email?**

If you thought you registered for classes, here are the two possible reasons:

- 1) You didn't complete registration.
- 2) You DID complete registration, BUT you logged into MySite more than once without logging out, either before or after registering.

### **What should I do?**

You'll want to confirm whether you enrolled successfully or not. Here's how to check the CORRECT way:

- Log into MySite
- Click "My Classes"
- Click "My Current Classes"
- Select the correct semester
- View your classes. If your classes are there, great! If they AREN'T there and under "Completed Enrollment Actions," it says "None," you'll need to register again, this time completing every step. **SCROLL DOWN TO THE NEXT PAGE BELOW FOR THE 12-STEP REGISTRATION INSTRUCTIONS.**
- Log out

### **What should I remember so I don't receive this email again?**

- 1) Every time a student logs in to MySite and doesn't complete an enrollment action, they'll receive the "abandoned" email. Don't panic. Confirm your enrollments. If they're NOT listed, register again, this time through STEP 12.
- 2) If you re-enter MySite to confirm your enrollments *as if you're registering for another class*, you WILL receive the "abandoned" email. Instead, use the method above.
- 3) Always log out (at top right) every time you exit MySite.

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### ***WHAT THE "REGISTRATION SESSION ABANDONED" EMAIL LOOKS LIKE:***

#### **IMPORTANT MESSAGE FROM SADDLEBACK COLLEGE**

**\*\*This is an automated response. Please do not reply to this message as this is an unmonitored email account.\*\***

Dear \_\_\_\_\_,

We noticed you entered a MySite Registration session for [SEMESTER] on [DATE] at [TIME]; however you did not complete any transactions. If you intended to add or drop courses, please reenter MySite registration and be sure you complete all the steps (prior to the deadline dates); otherwise no further action is required. If you have any questions regarding registration, please contact us at

Phone: 949-582-4555

Thank you.

Saddleback College Office of Admissions and Records

## REGISTRATION STEPS

# 12 STEPS

- 1 Go to [www.saddleback.edu](http://www.saddleback.edu) and click [MySite](#) at top right.
- 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 **CORRECT SEMESTER TAB** (Fall, Spring, Summer), then click **ADD / DROP CLASSES** (blue button).
- 6 Update Records – Answer **ALL REQUIRED FIELDS** that have a \*red asterisk.

CLICK NEXT ➡

**NOTE:** 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 or is incorrectly displayed, select NO.

Print the W-9S form by clicking the link, 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**). If a class is FULL, click the X in the top right of the pop-up box. Enter another ticket number. If the class has a WAITLIST, enter your information to be added to it.
- 8 After entering all ticket numbers, click **Next**.
- 9 Any fees will be stated. **IMPORTANT!** To opt out of paying the Optional Fees, you MUST click **NO**; otherwise you will be charged. Click **Next**.
- 10 Pay any fees by credit card or click that you'll be mailing a check or money order. (Payment must be received within FIVE business days.) Click **Next**.
- 11 Select **Yes** that you accept the Refund Policy. Click **Complete Registration**.
- 12 The **LAST SCREEN** says "Registration Confirmation" at the top. Make sure your classes are listed under "Completed Enrollment Actions." Print your confirmation