

REGISTRATION STEPS USING AN APC (Add Priority Code)

12 STEPS

- 1 Go to 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 in the APC box next to it, enter the 4-digit APC number.
Click **Add Class**. (MUST click **Add Class**.) ▲ Note this step of also entering the APC number. ▲

- 8 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 the class you just added is listed under "Completed Enrollment Actions." Print your confirmation

All 12 Steps MUST be completed to successfully enroll!