EMERITUS INSTITUTE

FAQs About Registering for Classes

- **How do I find my registration appointment?**
  - Log onto the Saddleback College Web site at www.saddleback.edu
  - Click "MySite"
  - Enter your Student ID Number and PIN*, then click "Login"
  - Click "My Information"
  - Click "Appointments"
  - Click the down arrow next to "Semester" and click the correct semester
  - View your appointment START DATE AND TIME (under the word "Starts")

- **Is my registration appointment ONLY for that date and time?**
  - No, students always have a WINDOW OF TIME to register.
  - Your appointment is the date and time you may BEGIN registering.
  - The WINDOW OF TIME to register always ends at 11:00 pm the night before the semester starts.
  - Students cannot register prior to the date and time assigned to them.

- **How are the Registration Appointments Assigned? Can my appointment be changed?**
  - Student registration date/time has been assigned based upon certain student population and specific academic criteria set forth by California Regulations. Accordingly, Emeritus Institute registration appointments are at LEVEL 2, just behind students taking credit classes on campus.
  - Emeritus Institute registration appointments are automatically alpha-rotated by first letter of last name each semester. Since Emeritus classes are non-credit, this assures that all students get a chance to be first as the alphabet rotates.
  - Emeritus registration appointments <u>cannot</u> be changed.
  - We always recommend you register for classes as soon as your registration begins in order to have the best possible chance of getting your desired courses.

- **How do I register for classes?**
  Registering is easy when using the 12-Step Registration Instructions that can be found on the last page of these FAQs (or the Emeritus Institute website).

- **What are the online registration hours?**
  The MySite Online Registration System can be accessed seven days a week, 6:00 am – 11:00 pm.

- **Can someone register for me?**
  Yes! You can have a "Computer Buddy" – a friend, neighbor, relative or classmate register for you. However, Emeritus Staff CANNOT register for students due to the FERPA Privacy Laws.

- **How many times can I enter MySite to add or drop a class?**
  Students can make changes to their class schedule as many times as they like.

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- **What is an APC?**

  APC stands for **A**dd **P**ermit **C**ode. It's a 4-digit number that allows you to register for a class that's full. You enter it next to the ticket number on the registration screen. Only the Waitlist System or the instructor can give you an APC. When registering, you only need an APC if a class is full.

- **What Can I Do If I'm Prevented from Registering Because the System Says I Need to "Matriculate"?**
  Matriculation doesn't apply to students taking Emeritus courses as they are non-credit. (Matriculation is for students taking credit courses for math and English course placement purposes.). Emeritus Students who completed an online student application and chose an "Educational Goal" *other* than "Personal Development" are automatically placed in the Matriculation queue.

  You won't be able to register until your matriculation state is cleared. Please do the following:
  - Complete and submit the "Student Information Update" form from the Emeritus Institute website.
  - You ONLY needs to complete the following on the form:
    - FRONT OF FORM: The top four boxes – Name, Student ID Number, Email Address and Telephone number.
    - BACK OF FORM: Section E - check off number 13 "Education Development, then sign and date at the bottom.
    - Scan and email BOTH SIDES of the form to the college Admissions Office at www.scadmissions@saddleback.edu.
    - The Admissions Office will process the form, the matriculation status will be removed, and you will be able to register for classes.

- **What do I do if I'm prevented from registering due to a HOLD on my account?**
  Please contact the Admissions & Records Office so they can determine what type of hold is on your account and assist you accordingly.

- **Why Did I Get an Email Stating "Registration Session Abandoned"?**
  If you thought you registered for classes, but receive the "registration session abandoned" email from the Admissions Office, there 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.

  You need to confirm whether you enrolled successfully or not. Please click the next FAQ Question below to confirm your enrollments the CORRECT way.

  (Continued on next page.)

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In the future, remember…

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, above.

2) If you re-enter MySite to confirm your enrollments as if you're registering for another class, you WILL receive the "abandoned" email UNLESS you use the method below, including always logging out (at top right) every time you exit MySite.

- **How can I confirm my class enrollments?**
    - 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.
    - Log out

- **What is a class "time conflict"? Can a "time conflict" be overridden?**
    - Students cannot enroll in any class that conflicts in time with another class they are already enrolled in. This applies to online SYNCHRONOUS classes, as well.
    - Students can drop a class online MySite on the Saddleback College website. (Emeritus Staff cannot drop classes for students.)
    - Class time conflicts cannot be overridden.
    - REMINDER: Students MUST be officially enrolled in classes to attend. There is NO AUDITING OF CLASSES, per District Policy.

- **How to Drop a Class**
    - Go to the Saddleback College Website www.saddleback.edu
    - Log into MySite with your Student ID Number and PIN.
    - Click "My Classes"
    - Click "Add/Drop Classes" from the drop-down menu
    - Click "Add/Drop Classes in the blue box at bottom left
    - A list of your current classes will appear. At the right of each class the word DROP appears in red. Click DROP next to the class you wish to drop.
    - A pop-up message will appear asking "Are you sure you want to drop this class?" Click "Yes" and log out.

    NOTE: Emeritus Staff cannot drop a student from a class. Students must drop their own class.

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REGISTRATION STEPS

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 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