

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