



EMERITUS INSTITUTE

REGISTRATION APPOINTMENTS EXPLAINED

How do SC Emeritus Institute REGISTRATION “APPOINTMENTS” Work?

To register for classes, each student must have a Registration “Appointment.” The Appointment is the date & time when that individual receives access to the Saddleback College Registration system. Prior to that date (and time), the student will be blocked from registering.

Continuing students are **automatically** assigned Registration Appointments because their student ID #s are **active** in the college registration system. Whereas, **New or Returning/former students** need to complete a paper Emeritus Student **Application** before being assigned an Appointment.

CONTINUING STUDENTS: (enrolled in a class anytime within the last two consecutive 16-week-semester.)

To find your “Appointment to Register”, go the Saddleback College website: www.saddleback.edu

- Click on **MySite** (in the upper right corner of your screen)
- Log in with your active **Student ID #** and your **PIN*** = Use the Month & Date (4 digits only) of your birthday
- Look under **My Information**, then **Appointments**. Make sure the semester box says “Spring 2020”

Continuing Student Appointments will fall between November 15th and 21st

NEW/FORMER STUDENT: (new or having been away for two consecutive 16-week semesters or more.)

To get started, pick up an Emeritus Schedule of Classes or visit our webpage: www.saddleback.edu/emmeritus

- Complete & submit the one-page paper **Emeritus Student Application****
- Be checking your email for a message from the college with your ID #.
- Once you have it, go to the Saddleback College website: www.saddleback.edu
- Click on **MySite** (in the upper right corner of your screen.)
- Log in with your **Student ID #** and your **PIN*** = Use the Month & Date (4 digits only) of your birthday
- Look under **My Information**, then **Appointments**. Make sure the semester box says “Spring 2020”

New/Former Student Appointments will be assigned first come, first serve beginning November 21st

*An example of a PIN for an August 14, 1950 birthday would be 0814. Use 4 digits for the month & date, not the year.

** **Emeritus Student Applications** can be found in the back of any Emeritus Schedule of Classes, on the Emeritus webpage, at our Teaching Partner Sites and at our Emeritus Offices (Laguna Woods Village CH4 and Saddleback College HS 244.)
Email (scan and attach) the paper Application to: scadmissions@saddleback.edu or mail or deliver your Application to:
The Admissions Office at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

Have additional Questions?

Visit our website at: www.saddleback.edu/emmeritus or call us at (949) 582-4835 or (949) 770-9669.