



CONCURRENT ENROLLMENT – Information for Students and Parents

Welcome to Saddleback College! Taking college courses while you are still in high school is a challenging endeavor. We are here to help you be successful.

Please review the following information carefully, as it contains links to forms required for enrollment at Saddleback College and useful information for students and parents. **It is important that you complete the required steps early so you are eligible to enroll while classes are still open.**

We have designed our schedule to include a number of classes that can be taken by high school students and new graduates. We also offer college preparatory courses in math, English and ESL. The Saddleback College Catalog, available at (<https://www.saddleback.edu/cc/>) provides information about the transferability of these courses to California State University and University of California systems. This document provides information you need to know to make wise choices and information on the steps you need to take to register.

Expectations of College Level Work

In college-level courses, all students are required to perform at the college level. Instructors provide a class syllabus with information on requirements and due dates on the first day of class. You will need to purchase required textbooks and required course materials; these are identified on the online schedule with a book icon.

You will find there are many significant differences between high school and college. In order to boost your likelihood of success in college-level courses, it is crucial that you understand these differences and develop strategies to address them.

How Do College Courses Differ From Those In High School?

- In college, you will take responsibility for your own learning. This means reviewing course materials outside of class time, and often completing a research paper.
- College courses are more intensive, and college professors expect their students to study independently and exercise critical thinking.
- If you need help, you must meet with your professor during the office hours noted on your course syllabus, or make special arrangements. Tutoring is also available in Saddleback's Learning Resource Center.
- Required course materials, coursework, projects, and tests are included in the syllabus you receive on the first day of class. Be sure to keep track of due dates and exam dates on your personal calendar.
- For every hour you spend in your college classroom, you should expect an additional 2 to 3 hours of study time outside of class. Those in-class and out-of-class hours are increased if you are taking a course in a shortened (summer, late-start, or 8-week) time frame.

- Your final grade is usually based on a few large project assignments and tests, not everyday homework, so it is important to do well. One low grade can seriously affect your final grade.

Tips for Succeeding When Taking College Courses

1. Take a Learning Styles Inventory and read the course objectives and Student Learning Objectives (SLO).
2. Attend ALL class sessions.
3. Know what is scheduled to be discussed in your next class and prepare in advance by completing all assigned reading and coursework.
4. Take extensive and concise notes.
5. Stay organized with “to do” lists and record important due dates on your calendar. Prioritize your assignments and break large assignments into smaller tasks that will get you to the outcome ahead of your due date.
6. Identify one or more classmates you feel comfortable with as a study partner; share notes if one of you must miss a class meeting.
7. Plan your daily, weekly, and semester study schedule and set specific goals for success
8. Figure out what study environment works best for you.
9. If you find you are in over your head, ask for help. Take advantage of your professor’s office hours. Tutoring is available in the Learning Resource Center and online.
10. Balance your life by scheduling time for fun and relaxing activities.

Course Success

If you are having difficulty with the course material, you are encouraged to talk to your instructor as soon as possible. Parents are not allowed to receive any information from faculty about students, regardless of their age, once they enroll in a college course, so students must assume responsibility for their own learning.

You are encouraged to take the guidance your high school offers. **Remember, even though you are in high school, your final grade for your college-level course is permanently recorded on your college transcript and will impact your overall college GPA and ability to enroll in a four-year college.**

Student Privacy Rights

College faculty and staff understand that parents are interested in the academic success of their child, but are required to comply with provisions of the Family Education Rights and Protection Act of 1974. Regardless of age, when a student enrolls in a college course they are entitled to adult privacy rights under the law. The college and its faculty may not release non-directory or personally identifiable information about a student to a third party (**parents included**) without the student's written authorization. As there is no guarantee of confidentiality on the Internet, faculty will not provide responses to electronic requests for student information.

College Course Information

Students are required to obtain signed permission from their high school principal to enroll using the [K-12 Special Admission Request Form](#). In addition to college credit, and at the discretion of your high school, students may earn high school credit for courses taken at Saddleback College. Check with your high school counselor before enrolling to see if the units will be counted toward your high school graduation requirements.

Information to assist you in getting through the Fall/Spring enrollment process:

Step 1: Apply for Admission

Saddleback College uses the statewide [CCCApply](#) application for admission. Admission applications are accepted online at www.saddleback.edu. Select "Apply Now" from the left-hand menu.(NOTE: For students 13 years old or younger, Federal law prohibits transmitting personal information over the internet. Students age 13 or younger are required to apply for admission in person at the Admissions and Records Office.)

Tips for successfully completing your admission application:

- Read every question thoroughly
- Be sure to use the **HELP** link in the application if needed
- Select the term for which you wish to enroll (Note: if you do not end up enrolled in that term, you will need to reapply for the next term in which you intend to enroll.)
- On the Education page--

High school students not graduating in June 2014 select: "Will be enrolled in high school (or lower grade) and college at the same time" and estimate your graduation date and year.

High School Education	
High school education level as of	(insert today's date)
Will be enrolled in high school (or lower grade) and college at the same time	
High school completion date (the date you graduated from high school, passed the GED, or received a certificate of high school equivalency; if unsure of the exact day, please estimate):	
June	21 2015
yyyy	

Graduating seniors select the following. Insert your correct date for graduation:

Entry Level	
Enrollment status as of	(insert graduation date)
First-time student in college (after leaving high school)	

High School Education	
High school education level as of	(insert today's date)
Will be enrolled in high school (or lower grade) and college at the same time	
High school completion date (the date you graduated from high school, passed the GED, or received a certificate of high school equivalency; if unsure of the exact day, please estimate):	
June	21 2014
yyyy	

Save and print your application information at the end of the application. You will need to provide the Personal Identification Number (PIN) you entered in the supplemental questions page. After submitting your application you will receive two emails: the first will confirm receipt of your admission application, and the second will confirm that your application was processed and provide your student ID number. Your Student ID number will be needed for all transactions with Saddleback College.

Step 2: Complete the K-12 Special Admission Request Form

High school students must next submit a completed K-12 Special Admission Request Form which can be found at www.saddleback.edu/admissions/k-12-students

The form requires:

- A list of course(s) you would like to register for (maximum 11 units). Not all classes may have open slots when you register, so plan alternatives if necessary.
- Principal's (or designee's) permission/signature
- School Seal
- Student and Parent Signature

Once the K-12 Special Admission Request Form is completed, do not make alterations or cross out classes listed on the Form. **ALTERED FORMS WILL NOT BE ACCEPTED.** The K-12 Special Admission Request Form must be completed and received in the Saddleback College Admissions and Records **Office two weeks prior to the first date the course meets.**

Additional items are required for **International Students holding an F1 Visa..** Please visit: www.saddleback.edu/iso for more information.

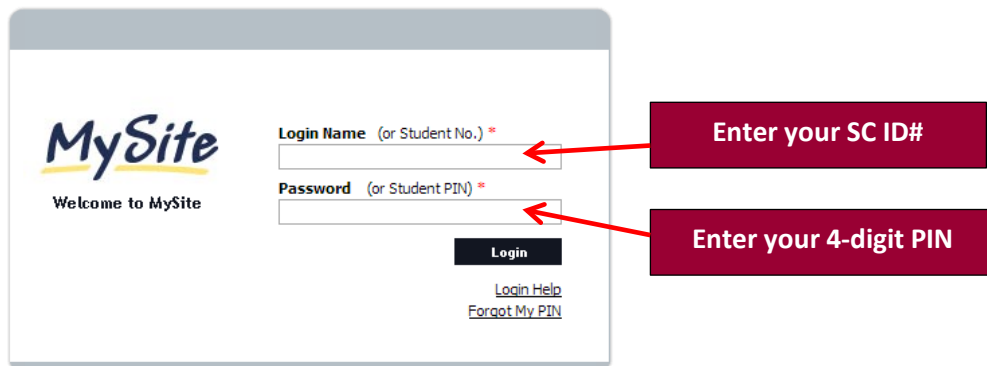
Step 3: Matriculation (Orientation, Assessment, and Advisement/Ed Plan)

All students enrolling in English, reading, math, or a course requiring a prerequisite of English, reading, or math must test in these areas for placement purposes. In addition, students who are seniors when they enroll will need to take the math and English or ESL assessments.

Please review the Matriculation Office website at: www.saddleback.edu/matriculation for testing times, location, and how to prepare. Refreshing your math and English knowledge and skills through content provided in the sample tests can help you assess at a higher level, reducing the number of courses you have to complete in college!

Step 4: Register for Classes

To enroll in classes, you will access registration through MySite, the Saddleback College student web portal. From the Saddleback website home page, www.saddleback.edu, select MySite from the left-hand menu. You will then enter your student ID number and your PIN to log in:



The image shows a screenshot of the MySite login page. On the left, there is a logo for "MySite" with the text "Welcome to MySite" below it. To the right of the logo are two input fields: "Login Name (or Student No.) *" and "Password (or Student PIN) *". Below these fields is a "Login" button. Underneath the button are two links: "Login Help" and "Forgot My PIN". Two red arrows point from the input fields to red boxes on the right. The top box contains the text "Enter your SC ID#" and the bottom box contains "Enter your 4-digit PIN".

To preview "How to Register." visit the Admissions and Records website at:

www.saddleback.edu/admissions/how-register-classes . Here is some great news: South Orange County Community College District policy states that **high school students do not have to pay the \$46/unit enrollment fee!** All other fees (lab fee, student health fee, etc.) must be paid.

After completing the online registration, you will see a confirmation of your registration. Review the page and be sure to **print and save it for your records**. If your class is not listed on the page, you are not registered. You must be officially registered in the class in order to attend and receive a grade.

If you wish to enroll in a class that is full or closed, you may attend the first class session and request an Add Permit Code (APC) from the instructor. You will use that code along with the class ticket number to add the class through [MySite](#). You must add the class online by the last day to add that is noted on the APC form.

Student Withdrawal/Drop Dates

Students will receive the letter grade earned at the end of the course, and that grade will be posted to their official Saddleback College transcript unless they withdraw from the course by the deadlines provided for the course. Deadlines are posted in the online schedule of classes. Choose your course ticket number and click on the “Details” link. It is the student’s responsibility to drop or withdraw from classes! You may drop or withdraw online through your [MySite](#) account 24/7. Course withdrawals prior to the day 20% of the course is completed are not noted on student transcripts. All courses dropped between the 20% point and up until the 65% point will be recorded on transcripts as a “W.” Drops are not allowed after the 65% point except under narrowly defined extenuating circumstances.

Textbooks

Textbook information is listed for each course when students register. Students are encouraged to purchase textbooks prior to the start of classes. Textbooks and other required materials may be ordered from the Saddleback bookstore online at www.saddleback.bkstr.com or purchased on campus. The bookstore is also able to rent textbooks or provide them digitally, depending on the book.

MySite

[MySite](#) is a portal that allows students to manage and review their academic information. There is [a link to MySite](#) from the Saddleback College home page at www.saddleback.edu . Students need their Student ID and a PIN, the 4 digit number selected when applying to the college, to access this site. Once the student has enrolled in a course at Saddleback, students can use this portal to access academic information, Blackboard (online portal, also used for many on-campus classes), and student email, which your instructor may require you to check regularly during the term.

Student ID Cards

Photo ID cards are available in the Office of Admissions and Records at Saddleback College. These are required to borrow books from the Saddleback College Learning Resource Center and to access tutoring, counseling, and other services.

Student Email

All Saddleback College students are automatically given email accounts within 72 hours after they enroll in at least one course at the college. User names are assigned automatically (customized names are not provided), and accounts are continued so long as the student remains enrolled. Once you are enrolled at Saddleback you may change your initial password and forward copies of your student email to another account (e.g., your home email).

For example, if your name is James Bernardo, your user name will be: jbernardo0

Important: Student email accounts always end in a number.

Your student email address is: jbernardo0@saddleback.edu. Your default email password is: your PIN plus two zeroes. If your PIN is 3456, your default password is 345600. Your domain is: SC-STUDENT

To change your password or to forward your student email to your personal e-mail account:

1. Log in to [MySite](#).
2. Under the MyEmail link on the left, click on "Change PIN/Password."
3. Click on "Change Password."

Library Services

Students may check out materials from the library with their Student ID cards. The Library databases are available to students in the library or from home. Access requires the same log-on information as your school email.

Counseling Services

Academic, career, and personal counseling is provided in the Student Services (SSC) building by appointment and walk-in basis within many of our college's programs. One such program, the Transfer Center, provides pathway information and guidance regarding our four-year university partners of which many of our students transfer. Saddleback College has guaranteed transfer agreements with a number of universities.

Student Health Services

Students are entitled to use Saddleback College student health services on campus, but students under the age of 18 need parent permission to access health services other than family planning.

Parking

Students who plan to park a car on campus during the week are required to purchase a parking permit, daily or for the entire term. More detailed information on costs can be found at www.saddleback.edu/spo/parking-permit-purchase.

Transcripts

You can see and print your unofficial transcripts and grades after the term has ended through MySite. Your high school may be willing to provide high school course credit for courses completed at Saddleback College; this is entirely up to your high school. You might want to check with your counselor, and determine if the school requires unopened, official transcripts, for this purpose. You may request official transcripts online at <http://www.saddleback.edu/admissions/transcripts>.

Tutoring

General tutoring is available in the Learning Resource Center, second floor.

Additional information about Saddleback College is available on the SC website, including the current Catalog information and a Student Handbook.

If you have any questions that are not answered in this packet, please call (949) 582-4218 and we will be happy to assist you.

Thank you. We hope to see you soon at Saddleback College!