

# Telephone Registration

- STEP 1.** On or after your registration appointment date and time, call Mt. SAC telephone registration: **909-595-6722**
- STEP 2.** Press “1” to register, **ADD** or **DROP** classes, hear your class schedule, or your fee balance.
- STEP 3.** You will be asked to enter your **MT. SAC STUDENT ID NUMBER** and your personal identification number (PIN). Your PIN is your 4-digit birth date unless you have changed it. If this is your first time calling in, you will be asked to change your PIN.
- STEP 4.** You will hear a list of choices for the term you wish to enroll.
- STEP 5.** At this point you will hear a list of choices. The choices you hear will be determined by whether this is your first time entering the system for this semester, or whether you have already registered for classes this semester.

## REGISTERING FOR THE FIRST TIME

If you are registering for the first time for this semester, you will hear the following choices:

- Press 1** to **ADD** or **DROP** classes
- Press 2** to hear a brief schedule listing
- Press 7** to hear information about **WAIT LISTS**
- Press 9** to end the call

## SELECTING OPTION 1 (ADD OR DROP CLASSES):

You will be prompted to begin entering **REFERENCE NUMBERS** for your classes. Wait for confirmation of each class before you enter another number.

## PREVIOUSLY REGISTERED STUDENTS

If you have registered previously for this semester, you will hear the following choices:

- Press 1** to **ADD** or **DROP** classes
- Press 2** to hear a list of classes in which you are registered
- Press 3** to hear the classes in which you are on a **WAIT LIST**
- Press 4** to hear your fees
- Press 7** to hear information about **WAIT LISTS**
- Press 9** to end this call

## TO ADD OR DROP CLASSES

If you select option 1 (**ADD** or **DROP** classes):

You will be prompted to enter a **REFERENCE NUMBER**.

When you enter the number:

- A) the class will be added if you are not currently registered in the same course, **or**
- B) the class will be dropped from your schedule if you are currently registered in the class
- C) for refunds, see page 16

## TO ADD A CLASS THAT IS FULL

If you try to **ADD** a class that is full, you will hear the following choices:

- Press 1** if you have an **ADD LABEL** for this class
- Press 2** to be placed on a **WAIT LIST** for this class (only available August 13-20 for full length semester classes)
- Press 3** to search for an open class
- Press 4** to enter another reference number
- Press 5** for additional options

---

**Press #** (additional options) when you have entered all your classes. For fee payment and parking options, select **option 4** and go to **Step 5**.

**STEP 5 Press 4** (from the Additional Options Menu) to complete your registration and hear the parking and fee messages.

### PARKING PERMIT

- Press 1** if you wish to purchase a parking permit
- Press 2** if you do not wish to purchase a parking permit

Your schedule receipt and purchased parking permit will be mailed to you within 5-7 business days. (Parking permits are required the third week of the Fall Semester.)

### FEE PAYMENT OPTION

- Press 1** to pay fees by Credit Card (*Remain on the line until you hear confirmation that your transaction has been completed.*)
- Press 2** to hear information about paying fees by mailing a check
- Press 3** to hear information about paying fees on campus