



Current Assessment Process

Initial Math and English Placement (step #2 of the Matriculation Process) is used as an indicator of the course levels a student should begin with and clears prerequisites for these courses. Placement can be obtained using one of the following methods.

Option 1: Guided Self Placement Tool

Students completing the Matriculation Process can receive both Math and English Placement in about 10 minutes using the Guided Self Placement Tool. Clicking on the link below will direct you to your MySite Student Portal where you will complete two short surveys for placement. (This option does not require you to submit a transcript.)

Note: F1 International Students must see a counselor for Initial Math and English/ESL placement. Contact the International Student Program at 949-582-4637 for an appointment.

GSP Link: [Guided Self Placement Tool](#)

Freshman Advantage Deadline: May 10, 2022! If you have not yet completed the Matriculation Process, please use Option 1 Guided Self Placement to complete Step #2. (If you select the option below, processing will take 3-5 business days, missing the deadline.)

Option 2: Submit a High School Transcript

Submit an Initial Math and English Placement Request and a district or school-issued copy of your high school transcript showing successful completion of math and English courses **through the 11th grade (9th-11th) with a 3.0 or higher overall, non-weighted GPA**. *Average processing time for a high school transcript evaluation is approximately 3 - 5 business days.*

Obtaining a district-issued or school-issued high school transcript:

District-issued transcripts are available through Parchment in our service area. If your high school uses Parchment, you can create an account and download a PDF of your transcript. (You may have to request that Parchment obtains your transcript from your high school before a free download version is available.) Link to Parchment: <https://www.parchment.com/order/>(link is external)

Online form: Initial Math and English Placement request

Note: student/parent portal, international/foreign, and homeschool transcripts cannot be used for this evaluation. Instead use Option 1 Guided Self Placement to complete this step.

District-issued transcripts look similar to the image on the right. Course placement requires a Non-Weighted GPA similar to the box below, located on the bottom of the high school transcript.

Course Tags	* = Non Academic	+ = Honors (w)
	Weighted	Non Wgtd
Acad GPA (9 12)	2 8409	2 8409
Acad GPA (10 12)	2 9062	2 9062
Total GPA (9 12)	2 8824	2 8824
Credit Attempted	255 00	
Credit Completed	245 00	
Class Size	731	
Decile Rank	7	
Ranked by Weighted Academic GPA		

Document Requirements and Submission Guidelines

- C- grades are NOT considered passing at Saddleback College.
- High school transcripts must have completed coursework through the 11th grade.
- All unofficial transcripts MUST include the student's name and the institution's name or logo.
- All courses must be completed and have a letter grade (C or higher) or a credit notation (CR).
- Photos of documents taken with a phone or a camera will NOT be accepted.
- International/foreign and homeschool transcripts are NOT accepted.
- Cutting and pasting your transcript data into any document or email will NOT be accepted.



Saddleback College

Address and Hours of Operation:

28000 Marguerite Parkway
Mission Viejo, CA 92692

(949) 582-4500

Summer Hours (May 23 - August 12):

Monday through Thursday: 7:30 AM to 6:00 PM*

Campus is closed on Fridays.

*Closed on June 20 and July 4 in observance of federal holidays.

Follow Us



© 2022 Saddleback College. All Rights Reserved.

[South Orange County CC District](#)

[Irvine Valley College](#)

[ATEP](#)

[Maps & Directions](#)

[Campus Police & Emergency Information](#)

[Bookstore](#)

[Student Consumer Information](#)

It is the policy of the South Orange County Community College District to fully comply with the requirements of the Americans with Disabilities Act [Board Policy 5506](#). Consistent with that policy, disability accommodations will be provided as needed for program access, upon request. Please contact Michael Hoggatt, Disabled Students and Program Services Coordinator via email at scdsps@saddleback.edu, by phone at (949) 348-6057, or by TTY/Videophone at (949) 582-4430 for needed accommodations or alternate formats.

[Accredited by the Accrediting Commission of Community and Junior Colleges](#), of the [Western Association of Schools and Colleges](#)