

### Adding Students (Add Permit Codes)

The Add Process: Students enroll in classes during the registration period prior to the start of the term. They may continue to enroll in an open class until 11:00 pm of the evening before the class begins. For example: If a class begins on Tuesday, students may enroll up to 11:00pm on Monday.


When a class closes (is full) or the class start date of the class has arrived, a student must request permission from the instructor to enroll in the class. If it is determined by the instructor that seats will be available, an Add Permit Code (APC) may be issued to a student even prior to the start of the class.

APCs may be e-mailed or printed and given to the students. The codes are unique and may be used only one time; therefore, students may not share the same APC. The student must add the class with the APC by the end of the Last Day to Add on the form.

#### ***Last Day to Add (formerly APC Expiration Date)***

The Add Permit Code form contains the class information as well as the last day to add the class.

### SAMPLE APC FORM

	<b>Saddleback College - Fall 2011 Add Permit Code (APC)</b>
	For: <b>KNES 5 - ADVANCED WEIGHTLIFTING</b> Instructor: <b>S. MCCARTNEY (email: tmccartney@saddleback.edu )</b>
<b>Ticket Number: 21255    APC: 5359    Last Day to Add: 9/5/2011</b>	
<b>Students:</b> <ul style="list-style-type: none"> <li>• If the semester has already started, online payment is by <b>credit card only</b>. Cash and checks are always accepted in in-person registration.</li> <li>• The APC number may only be used once. If this class requires concurrent enrollment in another class you will have to get another APC code.</li> <li>• Computers are available for student use in the library.</li> </ul>	
<b>Online Instructions:</b> <ol style="list-style-type: none"> <li>1. Click on MySite from the college website: <a href="http://www.saddleback.edu">www.saddleback.edu</a> - then log in using your student ID number and PIN</li> <li>2. Click on 'My Classes' and then 'Register For Classes'.</li> <li>3. Enter the ticket number and APC number listed above when prompted.</li> </ol>	
In-Person Only: Student ID:	Name:

## Creating APC Forms

Faculty should create Add Permit Codes well in advance of the start of their class. It is recommended that more APC forms be created than are needed. Unused codes may be cancelled and the forms shredded.

To create APC(s) login to MySite:

1. Click on *Work*
2. Choose *Faculty Services*
3. Click on *Create/Manage APC*
4. Choose the appropriate semester from the drop-down menu
5. Enter the number of APCs in the box marked "Create New" for the ticket number.
6. Review the Last Day to Add date. The Last Day to Add may be changed to an earlier date but not a later date.
7. Click on Create

**APC Creation - Fall 2011**

**APC Instructions:** You can generate APC slips for your students in a few easy steps:

1. Enter the number of codes you want to create for each class in the 'Create New' column.
2. Set the Last Day to Add (defaults to the latest possible date).
3. **NEW:** If your class has a corequisite, the APC codes will automatically apply to the corequired class/lab, unless you uncheck the box in the 'Coreq' column (if you are not sure, leave it checked).
4. Click the 'Create' button below to generate the codes for each class.  
(You will automatically be taken to the print page next)

[APC Frequently Asked Questions](#)

Add Permit Codes													
Ticket	Course	Title	Day/Time	Status	Enroll	Cap	Create New	Last Day to Add	Coreq	Created	Used	Manage	
21045	ASTR 20	GENERAL ASTRONOMY	W 700PM - 950	Open	30		<input type="text"/>	9/5/2011	<input type="checkbox"/>	0	0		
20865	PHYS 2A	INTRO TO PHYSICS	T 430PM - 620 Th 630PM - 920	Full	32	32	<input type="text"/>	9/5/2011	<input type="checkbox"/>	n/a	0	0	

## Printing APC Forms

8. A print option screen will appear. The options allow for printing 1, 2, or 3 forms per page. Choose your option by clicking on the radio button
9. A tracking report option will appear also to allow you to record who was assigned each code. Choose your option by clicking on the radio buttons.
10. The usage report option will allow you to record when each student has used the APC to add the class.
11. Click on the Create **Print File** button.

**My Classes**

[APC FAQ](#)

**APC Printing**

Ticket	Active	Printed	Used	Print Now	Email	Print Options
16075	3	0	0	<input type="text" value="3"/>	<a href="#">Email</a>	To create your print document, just click on the button below. You can find a complete description of the print options by clicking on the help button in the upper right corner of the screen.
Totals:	3	0	0			<b>Print:</b> <input checked="" type="checkbox"/> Student Slips <input checked="" type="checkbox"/> Tracking Form <input type="checkbox"/> Usage Report <b>Slips Per Page:</b> <input checked="" type="radio"/> 3 Per Page <input type="radio"/> 2 Per Page <input type="radio"/> 1 Per Page <b>Output Format:</b> <input checked="" type="radio"/> For Printing (PDF) <input type="radio"/> In Web Browser (HTML)

**8** → **9** → **10** → **11** → [Create Print File](#)

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12. A window will appear to allow you to open the APC documents created. Click on **Open APC Document**

**MySite** Welcome Joyce Semanik

**My Classes**

**Your document is ready to be printed.**

[Open APC Document](#)

(Will open in a new browser window)

You will need to have the Adobe Reader software installed to open this document.  
You can click on the button below to get the latest version.

The forms will appear for the options selected including the APC Forms, Tracking Form and Usage Report

**Fall 2008 APC Tracking Form for MATH 9 - Ticket #16075**

#	APC	Student ID	Student Name
1	4180		
2	6163		
3	6908		

After students have used the APCs to add the class, the Usage Report will identify the students who used the APCs as well as when they were used.

**Fall 2008 APC Usage Report for** [REDACTED]

Ticket #16075 MATH 9 - FINITE MATHEMATICS

#	APC	Created	Printed	Used	Last Day to Add	Student ID
1	4180	8/5/2008 7:24:32 PM	8/5/2008 7:47:17 PM	8/6/2008 9:00 AM	9/6/2008	336987
2	6163	8/5/2008 7:24:32 PM	8/5/2008 7:47:17 PM	8/9/2008 7:45 AM	9/6/2008	598112
3	6908	8/5/2008 7:24:32 PM	8/5/2008 7:47:17 PM	9/4/2008 10:49 PM	9/6/2008	888999

### E-Mailing APC Forms

The APC Form may be e-mailed directly to the student. Click on the e-mail button on the APC Printing page.

Enter the student's e-mail address in the space provided and click the **Send** button. As you can see in the sample below, the message will include all of the same instructions that are contained in the slip and you can add your own personalized instructions at the top of the e-mail. You are also given the option to send a copy of the email to yourself.

**Remember!**

- ▶ Create/print your APCs well in advance of your class.
- ▶ Create/print more APCs than needed.
- ▶ APCs may be e-mailed to students directly from the APC program.
- ▶ Students must add the class by the Last Day to Add on the APC form!
- ▶ FAQs containing more information about Add Permit Codes are available within My Site