

## Registration for GD 149

# What Students Need to Know

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### Class is held at **ATEP**.

Click here for directions <http://www.atep.us/about/location.asp>.

The Advanced Technology & Education Park is part of the South Orange County Community College District which also includes Saddleback and Irvine Valley Colleges. You need to complete only one application to attend either or both colleges. The campus where you choose to apply will be your college of record and that campus will service your requests in most cases.

### How to enroll

#### **New and Former (returning) Students must complete an admission application.**

You are a **new student** if you never applied to Saddleback or Irvine Valley College.

For detailed instructions click here: <http://atep.us/admissions/>

- New or former students who apply on-line receive a Permit to Register by e-mail within 24 hours after submitting an application. Students applying at the Office of Admissions and Records receive a permit in person. Permits to Register are also mailed to students.
- Assigned registration dates may be viewed at the District's MySite page.
- Internet Registration is available every day from 6 am to 11 pm.
- Login to the MySite web portal, to register for classes, or select the courses from the **ATEP class schedule** <http://atep.us/schedule/>

### Adding a class with an APC code after the first day of class?

If you did not get a chance to sign up for the class before the first class meeting you need to ask the instructor for an APC code that you can enter online or in bring to the admissions office to register. The class must be added by the expiration date on the Add Permit Form. If you miss the deadline, you are not eligible to enroll and should check the class schedule for later starting classes.

When you use Add Permit code online in [MySite \(https://www1.socccd.cc.ca.us/portal/\)](https://www1.socccd.cc.ca.us/portal/) registration, payment is by credit card only. When you use the APC code to add a class in person in the admissions office, you may pay by cash or credit card.

You may use computers in the lobby of the Students Services Center to register on-line

## Important Deadlines

- First Week of Class Begins:** Monday, 1/11/2010
  - First Class Meeting on:** Tuesday, 1/12/2010
  - Add without Instructor Permission by:** Monday, 1/11/2010
  - Drop with Refund by:** Sunday, 1/24/2010
  - Elect Pass/No Pass by:** Thursday, 2/18/2010
  - Drop without 'W' Grade by:** Thursday, 2/18/2010
  - Drop with 'W' Grade by:** Thursday, 4/8/2010
  - Last Week of Class Ends:** Thursday, 5/20/2010
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## Other useful Information

### **PARKING**

There is ample parking at ATEP. Parking permits will be required. Your parking permit from Saddleback College and Irvine Valley College permits ARE VALID at ATEP. Parking enforcement will begin after the first two weeks of class. For more information about parking passes, visit <http://www.atep.us/admissions/parking.asp>.

### **ASSISTANCE**

If you need assistance, you may call us at **949-282-2700**.

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## More questions?

**The Knowledge Base** will help you quickly and easily find the answers to your questions.  
<http://www1.socccd.cc.ca.us/eservices/KnowledgeBase.asp?siteid=S>