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

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Saddleback College - Fall 2011 Add Permit Code (APC)

For:  KNES 5 - ADVANCED WEIGHTLIFTING
Instructor:  S. McCARTNEY (email: tmccartney@saddleback.edu)

**Ticket Number: 21255  APC: 5359  Last Day to Add: 9/5/2011**

**Students:**
- If the semester has already started, online payment is by credit card only. Cash and checks are always accepted in in-person registration.
- 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.
- Computers are available for student use in the library.

**Online Instructions:**
1. Click on MySite from the college website: www.saddleback.edu - then log in using your student ID number and PIN
2. Click on ‘My Classes’ and then ‘Register For Classes’.
3. Enter the ticket number and APC number listed above when prompted.

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
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.

12. A window will appear to allow you to open the APC documents created. Click on **Open APC Document**.
The forms will appear for the options selected including the APC Forms, Tracking Form and Usage Report

<table>
<thead>
<tr>
<th>#</th>
<th>APC</th>
<th>Student ID</th>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6163</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>6908</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>#</th>
<th>APC</th>
<th>Created</th>
<th>Printed</th>
<th>Used</th>
<th>Last Day to Add</th>
<th>Student ID</th>
</tr>
</thead>
</table>
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