

### 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 11:00pm 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 expiration date on the form.

#### ***Expiration Date***

The Add Permit Code form contains the class information as well as the expiration date. The expiration date is the last day a student is permitted to add a class.

APC Expiration Date = Deadline to Add a Class

### SAMPLE APC FORM



	<b>Saddleback College - Fall 2008 Add Permit Code (APC)</b> For: <b>MATH 9 - FINITE MATHEMATICS</b> Instructor: _____ (email: _____@saddleback.edu )
	<b>Ticket Number: 16075    APC: 4180    Expires: 9/6/2008</b>
<b>Students:</b> <ul style="list-style-type: none"> <li>● <b>Important:</b> This class has a prerequisite that you must meet before you enroll. The prerequisite for this class is: MATH 253 or 255</li> <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. ] _____</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 the 'Classes' button 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 expiration date. The expiration date may be changed to an earlier date but not a later date.
7. Click on Create

Semester: Fall 2008  Sort by: Course ID Refresh

**APC Creation - Fall 2008**

**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 expiration date (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	Expires	Coreq	Created	Used	Manage
16050	MATH 8	COL.ALGB.FOR CALC	M W F 900AM - 1025	Open	47	50	<input type="text" value=""/>	9/6/2008	n/a	0	0	
16075	MATH 9	FINITE MATHEMATICS	T Th 1030AM - 1150 TBA	Open	20	45	<input type="text" value="3"/>	9/6/2008	n/a	0	0	
16095	MATH 10	INTRO. TO STATISTICS	T Th 900AM - 1020 TBA	Full	50	50	<input type="text" value=""/>	9/6/2008	n/a	0	0	
16130	MATH 11	BRIEF COURSE/CALCULUS	M W F 1030AM - 1155	Open	39	50	<input type="text" value=""/>	9/6/2008	n/a	0	0	

Create

Enrollment numbers valid as of 8/5/2008 6:45 PM  
[Class Status Legend](#)

## 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 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** → **Print Now** → **9** → **Tracking Form** / **Usage Report** → **10** → **11** → **Create Print File**

APC FAQ

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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.

[Get Adobe Reader](#)

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 APC as well as when it was used.

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

Ticket #16075 MATH 9 - FINITE MATHEMATICS

#	APC	Created	Printed	Used	Expires	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.

**MyClasses**

Welcome Joyce Semanik

SHOW MENU MySite > My Work > APC Control Panel Add to Shortcuts Logout

**APC Printing**

Ticket	Active	Printed	Used	Print Now	Email	Print Options
16075	3	0	0	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. <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)
Totals:	3	0	0			

[APC FAQ](#)

[back](#)

[Create Print File](#)

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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.

**Fall 2008 APC Management for Ticket 16075**  
**Course: MATH 9 - FINITE MATHEMATICS**

**Email Information**

To

Address:

Copy to Self?

From

Name:

Address:  @saddleback.edu

Subject: Add Permit Code: 4180 for Ticket: 16075

Add to Message:

APC Slip to Send:

**Saddleback College - Fall 2008 Add Permit Code (APC)**

For: **MATH 9 - FINITE MATHEMATICS**  
Instructor: (email: @saddleback.edu)

**Ticket Number: 16075 APC: 4180 Expires: 9/6/2008**

**Students:**

- Important: This class has a prerequisite that you must meet before you enroll. The prerequisite for this class is: MATH 253 or 255
- 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.
- 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 the 'Classes' button and then 'Register for Classes'.
3. Enter the ticket number and APC number listed above when prompted.

In-Person Only: Student ID: \_\_\_\_\_ Name: \_\_\_\_\_

[Send](#) [Reset](#)

**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 expiration date on the APC form!

**APC Expiration Date = Deadline to Add a Class**

- ▶ FAQs containing more information about Add Permit Codes are available within My Site