You are applying for admission to De Anza College as a returning APE student.

- Former De Anza College student
- Former APE student
- Not enrolled / no date to register

In order to return as an APE student and receive your disability-related services and accommodations at De Anza College, you must first complete these steps:

1. COLLEGE APPLICATION

De Anza uses the statewide application system known as OpenCCC. OpenCCC is a service of the California Community Colleges Chancellor' Office.

Apply Now
https://www.opencccapply.net/gateway/apply?cccMisCode=421

You must return as a De Anza College student by completing the college application before you can use your 8-digit campuswide ID (CWID) number and password to access the college's MyPortal site at https://myportal.fhda.edu/.

Important Information:
When you fill out the application, **remember to declare a major** (not "undecided") and select a goal of transfer, degree or certificate if you want to qualify for priority enrollment at https://www.deanza.edu/apply-and-register/apply/priority_enrollment.html.

2. VIEW THE CLASS SCHEDULE

- Search the **Online Schedule** for APE courses at https://www.deanza.edu/schedule/
- Select Department/Course Prefix: **PEA - Physical Education - Adapted**
- Make a note of the 5-digit **Course Registration Number (CRN)**, which you will need to register for (add) classes inside MyPortal. Also make note of the **PEA Course number**.
- Click on the "**Title" link** for each class to get complete details

3. PETITION FOR COURSE REPETITIONS

This is a request for approval from the division dean to repeat an APE course that you have already received a letter grade. The Petition for Course Repetition form is **for the purpose of repeating an APE class and does not serve as a registration form**.

Follow the steps below to locate the form.

1. Login to the college **MyPortal** at https://myportal.fhda.edu/
2. Click **Apps** and locate applications for **Students**
3. Click **Adobe Sign Student Form**
4. Listed under **Student Webforms**
   Click title of link to form:
   De Anza Petition for Course Repetitions (DSPS - Adapted Physical Education)

Please continue to fill out the Adobe Sign form as listed below.

- Select the quarter, year, student name, and **8-digit Campuswide ID (student ID)**
- Enter the **5-digit Course Registration Number (CRN)** and **PEA Course Number**
- Declare that an additional repetition is essential: **B) List classes: KNES-19AX**
- Sign the document electronically and remember that **"there's one more step"** to **confirm your email address**

Check your email inbox for the notification to **"confirm your email address"** and click the link. You will receive a green highlighted confirmation message.

- The form will be sent to the **division dean** for **approval** and further processing

The petition for course repetitions form **must be approved** by the division dean and processed by APE staff **before you can register for classes** on your assigned **priority registration date** at https://www.deanza.edu/calendar/#prg.

---

4. REGISTRATION

You will be able to register on your assigned priority registration date. Most APE students are **Group 7**. Make sure you register on your priority registration date and add classes on time.

Register on your own and follow the steps below:

1. Login to the college **MyPortal** at https://myportal.fhda.edu/
2. Click **Apps** and click **Student Registration**
3. Click **Get Date to Register** and review your priority registration date
4. Click **Add or Drop Classes**
5. Select a **College and Term** and Submit
6. Enter 5-digit **Course Reference Numbers (CRN)** for each class
7. Click **Submit Changes** to add the class

How to Get on Waitlist

1. Click the **action form** to pull-down and select **Waitlisted**
2. Click **Submit Changes** to be on the waitlist

On the first day of class, students must request a unique alpha numeric add code from the instructor to add the class.

Waitlisted - How to Add Class with Add Code

1. Click the **action form** to pull-down and select **Web Registered**
2. Click **Submit Changes** for the Incomplete Status Page
3. Enter the alpha numeric ***add code** in the **Registration Add Auth Code** form
4. Click **Validate** to authentic the add code
5. Click **Submit Changes** to add the class

*The add code consists of 6 characters, containing letters and numbers. The letters are case sensitive and <u>must be capitalized</u>.

APE ASSISTANCE? Please send an email to APE staff at **ape@deanza.edu**   R.9.29.22 MF