You are a currently enrolled APE student who is continuing registration for APE classes.

- Current De Anza College student
- Current APE student
- Currently enrolled / has date to register

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

1. VIEW THE CLASS SCHEDULE

   - Search the Online Schedule for APE courses at [https://www.deanza.edu/schedule/](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

2. 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/](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.

3. 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. Most APE students are Group 7.

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 must be capitalized.

APE ASSISTANCE? Please send an email to APE staff at ape@deanza.edu