

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

- Never attended De Anza College
- Never been an APE Student
- Not enrolled / no date to register

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

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## 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](https://www.deanza.edu/apply-and-register/apply/priority_enrollment.html) at [https://www.deanza.edu/apply-and-register/apply/priority\\_enrollment.html](https://www.deanza.edu/apply-and-register/apply/priority_enrollment.html).

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## 2. DSPS APPLICATION

De Anza uses the **ClockWork** data management system that streamlines and simplifies access to student information. Disability documentation must be uploaded with the DSPS application in ClockWork. Please upload one of the following documentation: IEP, 504 plan, IPP, or DVF.

Types of disability documentation:

- **Individualized Education Program (IEP)** from high school that verifies your diagnosis.
- **Section (504) plan** from high school that verifies your diagnosis. Other documentation may include a psychoeducational report.
- **Individualized Program Plan (IPP)** from San Andreas Regional Center (SARC)
- **Disability Verification form (DVF)** to be completed by a qualified health professional.

**If you do not have disability documentation**, download our Disability Verification Packet below.

**Download Disability Verification Packet** at <https://www.deanza.edu/dsps/pdf/DisabilityVerificationPacket.pdf>.

### **How to Complete and Submit: DSPS Application and Disability Documentation**

Please follow the steps below:

1. Login **MyPortal** using 8-digit campuswide ID
2. Click **Apps** and go to **Students**
3. Click **Clockwork** and select **De Anza**
4. Click **DSPS Application** (have disability documentation ready for upload)
5. **Complete the DSPS Application** and click **submit**.

If the DSS application process is unavailable, please contact Disability Support Services at [dss@deanza.edu](mailto:dss@deanza.edu).

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### **3. INTAKE APPOINTMENT**

The DSS Administrative Assistant Patti Whelan will contact you and schedule an intake appointment after your disability documentation has been processed. You will see a [DSS Counselor](#) to get set up with our services and accommodations.

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### **4. 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
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### **5. 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 must be capitalized.