# **Registration Guide for Students**

# Log In To My Portal

# Open web browser and type myportal.fhda.edu or https://myportal.fhda.edu/

# Enter Campuswide ID (8 digits, no dashes)

- <u>New students</u> received it by email when your application was accepted.
- · Continuing students have the same ID as the prior year. Social Security numbers are no longer accepted as student IDs.
- International students go to International Student Program Office
  - De Anza Registration and Student Services Building, 2nd Floor (above the Bookstore)
    - Foothill Administration Building, office number 1933
- · AB540 students go to Admissions & Records office or send email to
  - De Anza A & R Help Form or webregda@fhda.edu.
  - Foothill A & R Help Form or webregfh@fhda.edu.

# Important Information

- Each student must have a <u>unique email</u> address. Two people who are taking classes cannot have the same email address. An application will also not be processed if another student is already in Banner with the same email, whether the existing student is registered for the current quarter or not. Each student really must have a unique email to apply.
- Registration and record holds are district wide. All holds must be cleared to allow registration, to add or drop a class, or to release academic records. Check and resolve holds prior to registering. A hold at De Anza will keep you from registering at Foothill and visa versa.

Please type in your 8 digit campus and password. Click on the Submit button. Use links if you forgot your ID or password.

FOOTHILL-DE ANZA Community College District	De Anza College
Campuswide ID: Password: Submit Reset	MyPortal is your secure gateway to a variety of online services provided to Foothill-De Anza Community College District students and employees. Get connected and explored What is my campuswide ID? I don't know my password I MyPortal has a new look! Click here to see what is new before you log in.
What's Inside? Academic Records Account Balances Class Rosters Financial Ad Status Grades Personalized Announcements Piacement Test Results Registration Tools Student Parking Permits Transcripts and morel	First Time Logging In?         See the First-time Login Guide for step-by-step instructions on setting up your account.         Image: Provide the MyPortal FAQ page         Image: Guest Parking         Guest parking is available for those without a MyPortal account at both Foothill and De Anza colleges.

#### Enter password

The first time you log into MyPortal, your password will be your 8-digit date of birth, MMDDYYYY.

Example: Sept. 4, 1991 is 09041991

The system will then ask you to set your permanent password. Please choose at least 8 characters, both numbers and letters, special characters for a new password.

# **Select Student Registration Tile**

FOOTHILL-DE ANZA Community College District	← Back Ⅲ Ⅲ Favorites
Q Search Go	★ Student Dashboard
ය Home ✔ Getting Started	Applications
<b>W</b> Apps	^ Students
<ul> <li>♥ My Profile</li> <li>E⇒ Logout</li> </ul>	
	* Academic       * Bill Payment       Campus       * Canvas       * Cloic Impact       * Degreeworks       * ePRINTit       * ePRINTit       * Humanities         Works       Bookstore       TO GO       Melion       Scholars
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# You will be directed to the Student Registration Page

	<ul> <li>← Back</li> <li>Student Registration</li> </ul>	
FOOTHILL-DE ANZA Community College District	💱 Registration Tools	My Profile
Q Search Go	Get Date to Register     Searchable Schedule of Classes     Add or Drop Classes	Update My Personal Information     Update My Major/Educational Goat     Add My Preferred First Name (Foothill)     Add My Deferred Erict Name (A Arga)
Getting Started	View Your Class Schedule     Change Grade Options (Pass / No Pass)     View Holds     Moles Destinate	My Records
My Profile      E> Logout	Order Foothill Parking Permit     Order De Anza Parking Permit	View My Grades View My Placement Results View My Unofficial Transcript
	Open Classes Finder         Oulckly locate open and newly added classes         2019 Winter Foothill         Go	<ul> <li>Order Official Foothilt Transcript Order Official De Anza Transcript</li> <li>Request Enrollment Verification</li> <li>Download 1098-T</li> </ul>

When you finish using MyPortal, click on the Logout button

# **Registration Tools**

Clicking on the items listed under Registration Tools will allow you to select your classes, register, add and drop classes, add waitlisted classes, pay fees, select Pass/No Pass grading and see any holds placed on your account. Each of these functions is documented here.

You will use the registration tab to perform all the functions needed to register and manage your interaction with Foothill and De Anza Colleges.

- Each college displays its own banner at the top of the web page.
- Student employees will also have an Employee tab,
- Financial Aid students will also have a Financial Aid tab.

# Get Date to Register

This screen will display the earliest time and date that you can register at the campus where you are admitted. Enrollment at one campus does not let you register at the other campus. You must apply to each campus and be admitted <u>and have a date to register</u> in order to register for classes.

• Click on Get Date to Register

	<ul><li>Geback</li><li>Student Registration</li></ul>					
FOOTHILL-DE ANZA Community College District	🐨 Registration Tools	My Profile				
Q Search Go	D Get Date to Register     D Searchable Schedule of Classes     Add or Drop Classes	Update My Personal Information     Update My Major/Educational Goal     Add My Deferred First Name (Foothill)				
යා Home ම Getting Started	View Your Class Schedule Change Grade Options (Pass / No Pass)	Add My Preferred First Name (De Anza)				
M Apps	<ul> <li>View Holds</li> <li>Make a Payment</li> </ul>	My Records				
My Profile     E>Logout	Order Foothilt Parking Permit Order De Anza Parking Permit	<ul> <li>View My Grades</li> <li>View My Placement Results</li> </ul>				
·	Open Classes Finder	View My Unomclai Iranscript     Order Official Foothill Transcript     Order Official De Anza Transcript				
	Quickly locate open and newly added classes	Request Enrollment Verification     Download 1098-T				
	2019 Winter Foothill •					

#### You will be directed to the Registration Status Page

Personal Information Student Financial Aid Faculty Services Employee

#### Registration Status

Information about your current registration status, and the dates for when you may register for courses, is listed below. If you do not have a Date to Register for one or both campuses below, it means that you are not currently eligible to register at the respective campus(es). This may be due to:

SITE MAP HELP

 Needing to submit a new admissions application. Applications are term-specific and do not carry over to the next term. If you are not currently enrolled in classes as a continuing student, you must submit a new admission application for the upcoming term.
 Needing to submit a new HS permission form. If you are currently enrolled as a special-admit/concurrent HS student, you must submit a new HS permission form for the upcoming term. Contact the Admissions and Records office with any questions you have. Foothill College: De Anza College: 650-949-7325 webregfh@fhda.edu 408-864-5300 webregda@fhda.edu Foothill College De Anza College Currently Not Admitted Admitted Submit a Foothill application at CCCApply Dates to Register (latest first) • 2019 Summer De Anza - May 27, 2019 10:30 AM • 2019 Spring De Anza - March 4, 2019 10:30 AM Release: 1.0 © 2019 Ellucian Company L.P. and its affiliates.

# Searchable Schedule of Classes

- 1. Click on Searchable Schedule of Classes to view available classes.
- 2. Select the College and term where you want to take a class.
- 3. Then click the **<u>Submit</u>** button.

# Select Term or Date Range

18 Spring Footnill (View only)	🔨 👝 Select Term & College
ne	
19 Winter De Anza	
19 Winter Foothill	
18 Fall De Anza (View only)	
18 Fall Foothill (View only)	
18 Summer De Anza (View only)	
18 Summer Foothill (View only)	
18 Spring De Anza (View only)	
18 Spring Foothill (View only)	
18 Winter De Anza (View only)	
18 Winter Foothill (View only)	
17 Fall De Anza (View only)	
17 Fall Foothill (View only)	
17 Summer De Anza (View only)	
17 Summer Foothill (View only)	
17 Spring De Anza (View only)	
17 Spring Foothill (View only)	
17 Winter De Anza (View only)	
17 Winter Foothill (View only)	
	-

Search 2019	by Term: Winter De Anza
Submit	Reset
Release:	8.7.2.4

## Searchable Schedule of Classes screen

- 1. The Searchable Schedule of Classes screen will display.
- 2. Select the subject(s) you are interested in. You must select at least one subject to do a search.
- 3. To select multiple subjects, hold down the control (ctrl for PC) or Command (Mac) and choose the subjects you'd like to see.
- 4. Optionally, you can also narrow down your search using the entry boxes and drop-down lists in the Advanced Search. The example to the left shows a search for Accounting and Anthropology classes that meet in the evening on Monday through Thursday (may need to edit).
- 5. To execute the search, click on the <u>Course Search</u> button or the <u>Advanced Search</u> for an advanced search at the bottom of the screen.
- 6. Be aware that a very specific search may not find any classes that fit your specification.

# Important: You Must Attend the First Class!

Attendance at the first class meeting is required. If you do not attend, the instructor has the option of dropping you from the class to accommodate students on a waitlist.

It is not the responsibility of the instructor to drop a student. The student must officially drop classes in which s/he no longer wishes to be enrolled. Please check for the final date(s) to drop on MyPortal to ensure that you have been removed from the course before the last date to drop with a refund or the last day to drop with a "W".

# Search based on Course Search

When you click the Course Search button, the result of you search will display.

- · You can use this screen to register for classes that
- 1. Have a checkbox to the left of the class listing.
- 2. And does not have a Waitlist (i.e. "WL Act" column contains 0). See instructions about getting on the Waitlist on the next page.
- · Click in the checkbox.
- Click the Register button at the bottom of the screen.
- · Your Scheduled Classes will then display.
- Click on <u>Pay Now</u> at the bottom of the screen to pay.



# Search based on Advanced Search

Advanced Search

😰 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject:	Accounting-DA Administration o Anthropology-FD Arts-DA Astronomy-FD Automotive Tech Biology-FD Business-FD Career Life Plann Chemistry-FD	f Justice-DA nology-DA ing-DA
Course N	umber:	
Title:		
Schedule	Туре:	All Dist Ed: Internet-Delay Inter Field Experience
Credit Ra	nge:	hours to hours
Campus:		All De Anza, Main Campus - De Anza, Off Campus -
Part of Te Non-date l	erm: based courses only	All 10 Week Session 8 Week Session -
Instructo	r:	All Abb, William H Abolghasemi, Mirsaeid -
Session:		All Day Course Evening Course -
Attribute	Туре:	All
Start Time	:	Hour 00 V Minute 00 V am/pm am V
End Time:		Hour 00 V Minute 00 V am/pm am V
Days:		Mon Tue Wed Thur Fri Sat Sun
Section Se	earch Reset	

Release: 8.7.1.2

## Look Up Classes

A checkbox in the Select column indicates that the class is available for you to add.

No checkbox in the Select column indicates that you are already registered for the class OR that you registered for and dropped the course.

Note: To add a class after you have dropped it, scroll to bottom of screen and click Add to Worksheet. You should see the class listed in your schedule as Drop Delete. Select Web Registered from the Action dropdown list, and click Submit Changes.

NR: Class not available for registration. SR: Student restrictions prevent enrollment in class (Are you looking at the list before your date to register?) C: Class Closed. Try adding your name to the waitlist.

To add your name to the waitlist: COPY or WRITE DOWN the CRN, scroll to the bottom of the screen and click Add to Worksheet.

 $\bigcirc$ Note: If a waitlist exists you cannot directly register for a class, even if it shows availability in the "Rem" (Remaining Seats) column.

Starting Fall 2016, look for physical education activity courses (core, yoga, tai chi ...) in the new department: Kinesiology (KNES). Look for massage therapy classes in the new department Massage Therapy (MASG).

At Foothill, an online learning course will include a W at the end of the the course section. For details go to Foothill Online Learning. At De Anza, an online learning course will include a Z at the end of the the course section. For details go to De Anza Online Education Center.

For on-campus face-to-face lecture classes, FC denotes Sunnyvale Campus location.

Zero-Cost Textbooks: This class uses course materials such as textbooks that are of zero cost to the student except for school supplies typically required in the course. Subject to change.

Low-Cost Textbooks: This class uses course materials such as textbooks that have a total cost of \$50 or less to the student except for school supplies typically required in the course. Subject to change.

Accoun	ting-D	٨																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute	Affordable Textbooks
SB	10286	ACCI	DO01A	03	DA	5.000	Financial Accounting I	MTWR	10:00 am-12:15 pm	40	0	40	10	0	10	Lakshmamma Venkata (P)	07/01-08/11	DA L84		
<u>SR</u>	10301	ACCI	DO01A	61Z	DA	5.000	Financial Accounting I		TBA	40	0	40	10	0	10	Lydia R Botsford (P)	07/01-08/11	DA ONLINE		
Arts-DA																				
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Ren	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute	Affordable Textbooks
SB	10936	ARTS	5 D001A	01	DA	4.000	Introduction to the Visual Arts	TR	08:30 am-12:20 pm	50	0	50	15	0	15	Yael Karmi (P)	07/01-08/11	DA VPA132	AA/AS Arts	
SR	12466	ARTS	5 D001A	61Z	DA	4.000	Introduction to the Visual Arts		TBA	50	0	50	15	0	15	Elizabeth Anne Mjelde (P	07/01-08/11	DA ONLINE	AA/AS Arts	
SB	12054	ARTS	5 D002F	61Z	DA	4.000	History of Art (Multicultural Arts in the United States)		TBA	20	0	20	5	0	5	So Kam Ng Lee (P)	07/01-08/11	DA ONLINE	AA/AS Arts	
SB	11743	ARTS	5 D002F	65Z	DA	4.000	History of Art (Multicultural Arts in the United States)		TBA	20	0	20	15	0	15	Nancy H Olsen (P)	07/01-08/11	DA ONLINE	AA/AS Arts	
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Biology	FD																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute	Affordable Textbooks
SR	00079	BIOL	D006C	01	DA	6.000	Ecology and Evolution	MTWR	09:30 am-12:20 pm	32	0	32	7	0	7	Bruce W Heyer	07/01-08/11	DA SC2108		
								MTWR	12:30 pm-02:20 pm							Bruce W Heyer (P)	07/01-08/11	DA SC1102		
SB	12783	BIOL	D010.	01	DA	5.000	Introductory Biology	MTWR	09:00 am-10:15 am	32	0	32	7	0	7	Jason Barrett Bram	07/01-08/11	DA 552	AA/AS Natural Sciences and AA/AS ESGC	
								MTWR	10:30 am-12:20 pm							Jason Barrett Bram (P)	07/01-08/11	DA KC115	AA/AS Natural Sciences and AA/AS ESGC	
SR	12784	BIOL	D010.	02	DA	5.000	Introductory Biology	MTWR	10:30 am-12:20 pm	32	0	32	7	0	7	Jason Barrett Bram (P)	07/01-08/11	DA KC115	AA/AS Natural Sciences and AA/AS ESGC	
								MTWR	12:40 pm-01:55 pm							Jason Barrett Bram	07/01-08/11	DA 552	AA/AS Natural Sciences and AA/AS ESGC	

#### Column Header "Select" in the above table

Checkbox - class is available for you to add\*.

C - the class is closed (see instructions for adding your name to the Waitlist)

NR - Class not available for registration.

SR - Student restrictions prevent enrollment in class (Are you looking at the list before your date to register?)

No checkbox - You are already registered for the class OR you registered for and dropped the course. (See below on how to add a class after you dropped it.)

#### **Column Headers**

CRN - is the class' unique ID number or Course Reference number. It is used to add your name to the Waitlist

Days - "Th" designates Thursday class sessions

Cap - maximum number of students who can register for a class

Act - actual number of students enrolled

Rem - remaining number of seats available

WL Cap - maximum number of seats on Waitlist

WL Act - actual number of students currently on Waitlist

WL Rem - remaining number of Waitlist Seats available

(MM/DD) - first and last day of class

Location - college and room number for on campus classes

# \*When a Checkbox isn't really a Checkbox

Classes with students on the "Waitlist" may display a checkbox and 1 or 2 "Rem" (remaining) seats. However, those seats are reserved for Waitlisted students who have not yet added the class. If you check the checkbox and then click Register, you will get an error message. If the Waitlist has remaining seats, use the Waitlist process to add your name to the list.

# Using the Open Classes Finder

Another way to search for open classes is using the open class finder found on the registration tab.

Choose the College and tern from the drop-down list.



# $\left[ \leftarrow Back \right]$

## Student Registration

FOOTHILL-DE ANZA Community College District	*@* Registration Tools	A My Profile		
ລ Search Go ຜ Home	Get Date to Register     Searchable Schedule of Classes     Add or Drop Classes     View Your Class Schedule     Change Grade Options (Pass / No Pass)	<ul> <li>Update My Personal Information</li> <li>Update My Major/Educational Goal</li> <li>Add My Preferred First Name (Foothill) Add My Preferred First Name (De Anza)</li> </ul>		
	View Holds     Make a Payment     Order Foothill Parking Permit     Order De Anza Parking Permit	My Records View My Grades View My Placement Results View My Placement Results		
	Open Classes Finder      Ouickly locate open and newly added classes      2019 Winter De Anza      2019 Winter Foothill      2019 Winter De Anza	View My Unofficial Iranscript Order Official Fontscript Order Official De Anza Transcript Request Enrollment Verification Download 10g8-T		

#### Click the Go Button

Constant of the second	<ul><li>← Back</li><li>Student Registration</li></ul>	
FOOTHILL-DE ANZA Community College District	🐨 Registration Tools	A My Profile
Q Search Go	<ul> <li>Get Date to Register</li> <li>Searchable Schedule of Classes</li> </ul>	<ul> <li>Update My Personal Information</li> <li>Update My Major/Educational Goal</li> </ul>
ය Home	Add or Drop Classes View Your Class Schedule	Add My Preferred First Name (Foothill) Add My Preferred First Name (De Anza)
Getting Started	Change Grade Options (Pass / No Pass)	
III Apps	View Holds Make a Payment	A My Records
€ My Profile	Order Foothill Parking Permit	◊ View My Grades
E→ Logout	Order De Anza Parking Permit	View My Placement Results View My Unofficial Transcript
	Dpen Classes Finder	Order Official Foothill Transcript     Order Official De Anza Transcript
	Quickly locate open and newly added classes	Request Enrollment Verification
	2019 Winter De Anza	Download 1098-T
	Go	

All currently open classes for that college and term will appear.

# **Open Classes Finder**

# Open Classes Finder View the latest classes with seats available

# Select a term: 2019 Winter De Anza 🔻

- Apply a filter?
   Open Classes Only
   Open Classes Only
   Open Classes Only
   Open Classes Only
   All Departments
   V

📔 Open Course Catalog | 🥅 Add/Drop Classes

Accounting - ACLT Back to Top														
Course	CRN (click for more detail)	Title	Status	Days	Time	Start	End	Room	Campus	Units	Instructor (click to e-mail)	Seats Available	Waitlist Slots Available	Waitlist Capacity
ACCT D001A09Y	33634	FINAN ACCOUNTING I	Open	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Kwak	1	10	10
ACCT D001A09Y	33634	FINAN ACCOUNTING I	Open	MW	10:30 AM-12:20 PM	01/07/2019	03/29/2019	AT202	DA	5.00	Kwak	1	10	10
ACCT D87AI01	33640	COMPTR ACCT PRGM I (QUICKBKS)	Open	TTh	04:00 PM-04:50 PM	01/07/2019	03/29/2019	AT202	DA	2.00	Hammond	6	10	10
Administration of 1	dministration of Justice - ADM1 Back to Top													
Courses	con	Tiels	Charles		There	Chart .	r.d.		C			Contra Available	Marialian Class	ter-latt-s
Course	(click for more detail)	nue	Status	Days	Time	Start	End	Room	Campus	Units	(click to e-mail)	Seats Available	Available	Capacity
ADMJ D001.01	00053	INTRO TO ADMIN OF JUSTICE	Open	MTWTh	08:30 AM-09:20 AM	01/07/2019	03/29/2019	L22	DA	4.00	Lawlor	2	10	15
ADMJ D001.02	30870	INTRO TO ADMIN OF JUSTICE	Open	MW	12:30 PM-02:20 PM	01/07/2019	03/29/2019	L22	DA	4.00	Suits	6	0	15
ADMJ D003.01	00054	CONCEPTS OF CRIM LAW (CP 2)	Open	MTWTh	09:30 AM-10:20 AM	01/07/2019	03/29/2019	L22	DA	4.00	Ellis	3	1	15
ADMJ D005.01	35108	COMMUNITY RELATIONS	Open	MTWTh	10:30 AM-11:20 AM	01/07/2019	03/29/2019	L24	DA	4.00	Suits	6	15	15
ADMJ D005.01 ADMJ D006.61	35108 35920	COMMUNITY RELATIONS CRIME, CORRECTION AND SOCIETY	Open Open	MTWTh W	10:30 AM-11:20 AM 06:00 PM-09:50 PM	01/07/2019 01/07/2019	03/29/2019 03/29/2019	L24 L24	DA DA	4.00 4.00	Suits Bonini	6	15 5	15 5

3. You can select filters or specific departments to narrow your search:

#### Open Classes Finder

View the latest classes with seats available

0	Select a term:	
	2019 Winter De Anza 🔻	
0	Apply a filter?	📾 (lass which show this is a second to some d (a subscreen d (a subscreen d))
~	Open Classes Only 🔹	Classes which show this icon are recently opened (a new or popular course)
1	Open Classes Only	
1.1	Waitlist Classes Only	
	Full Classes Only	
	Newly Added Classes Only	
	Online Classes Only	Classes
-	All Courses	
Hov	to Add a Course: If you see a co	urse you would like to add, write down the CRN for the section you want to register for, and then, click on "Add/Drop Classes" to go the registration page.

By Department:

• • •	Jump to a specific departm	ment?											
	All Departments	•											
	All Departments												
	ACCT - Accounting ADMJ - Administration	of Justice											
Ho	ANTH - Anthropology		buld like to add, write down the CRN for the section	n you want f	to register	for, and then, click on "Add	/Drop Classes" to g	o the registration	page.				
	ARTS - Arts												
AC	ASTR - Astronomy		-14		_				_	_			
	BIOL - Biology	chnology	litle	Status	Days	Lime	Start	End	Room	Campus	Units	(click to e-mail)	Seats Available
	A BUS - Business		FINAN ACCOUNTING I	Open	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Kwak	1
	C D - Child Develpmnt,	, Educ	FINAN ACCOUNTING I	Open	MW	10:30 AM-12:20 PM	01/07/2019	03/29/2019	AT202	DA	5.00	Kwak	1
	CHEM - Chemistry	ation Contem	COMPTR ACCT PRGM I (OUICKBKS)	Open	TTh	04:00 PM-04:50 PM	01/07/2019	03/29/2019	AT202	DA	2.00	Hammond	6
	CLB - Career Life Planni	ation System											
Ad	COMM - Communication	ans											
Ad	COMM - Communication	ons	Title	Status	Days	Time	Start	End	Room	Campus	Units	Instructor	Seats Available
Ad	COMM - Communication COUN - Counseling DANC - Dance	ons	Title	Status	Days	Time	Start	End	Room	Campus	Units	Instructor (click to e-mail)	Seats Available
Ad	COMM - Communication COUN - Counseling DANC - Dance DMT - Design & Manufa	acturing Tech	Title INTRO TO ADMIN OF JUSTICE	Status Open	Days MTWTh	Time 08:30 AM-09:20 AM	Start 01/07/2019	End 03/29/2019	Room	<b>Campus</b> DA	<b>Units</b> 4.00	Instructor (click to e-mail) Lawlor	Seats Available
Ad	COMM - Communication COUM - Counseling DANC - Dance A DMT - Design & Manufa E S - Environ Studies	acturing Tech	Title INTRO TO ADMIN OF JUSTICE INTRO TO ADMIN OF JUSTICE	Status Open Open	Days MTWTh MW	Time 08:30 AM-09:20 AM 12:30 PM-02:20 PM	Start 01/07/2019 01/07/2019	End 03/29/2019 03/29/2019	Room L22 L22	Campus DA DA	Units 4.00 4.00	Instructor (click to e-mail) Lawlor Suits	Seats Available
Ad	COMM - Communication COUN - Counseling DANC - Dance A DMT - Design & Manufa E S - Environ Studies ECON - Economics	acturing Tech	Title INTRO TO ADMIN OF JUSTICE INTRO TO ADMIN OF JUSTICE CONCEPTS OF CRIM LAW (CP 2)	Status Open Open Open	Days MTWTh MW MTWTh	Time           08:30 AM-09:20 AM           12:30 PM-02:20 PM           09:30 AM-10:20 AM	Start 01/07/2019 01/07/2019 01/07/2019	End 03/29/2019 03/29/2019 03/29/2019	Room L22 L22 L22	DA DA DA DA	Units 4.00 4.00 4.00	Instructor (click to e-mail) Lawlor Suits Ellis	Seats Available
Ad	COMM - Communication COUN - Counseling DANC - Dance DMT - Design & Manufa E S - Environ Studies ECON - Economics EDAC - Educational Acc DMT DOUS/11 - 13510	acturing Tech	Title INTRO TO ADMIN OF JUSTICE INTRO TO ADMIN OF JUSTICE CONCEPTS OF CRIM LAW (CP 2) COMMUNITY RELATIONS	Status Open Open Open Open	Days MTWTh MW MTWTh MTWTh	Time 08:30 AM-09:20 AM 12:30 PM-02:20 PM 09:30 AM-10:20 AM 10:30 AM-11:20 AM	Start 01/07/2019 01/07/2019 01/07/2019 01/07/2019	End 03/29/2019 03/29/2019 03/29/2019 03/29/2019	Room L22 L22 L22 L22 L24	Campus DA DA DA DA	Units 4.00 4.00 4.00 4.00 4.00	Instructor (click to e-mail) Lawlor Suits Ellis Suits	Seats Available
Ad	COMM - Communication COMM - Communication DANC - Dance DMT - Design & Manufa E E - Environ Studies ECON - Economics ECON - Economics EDAC - Educational Acc DMT D005.01 3510 ADMI D006.61 3592	acturing Tech	Title INTRO TO ADMIN OF JUSTICE INTRO TO ADMIN OF JUSTICE CONCEPTS OF CRIM LAW (CP 2) COMMUNITY RELATIONS CRIME, CORRECTION AND SOCIETY	Status Open Open Open Open Open	Days MTWTh MW MTWTh MTWTh W	Time           08:30 AM-09:20 AM           12:30 PM-02:20 PM           09:30 AM-10:20 AM           10:30 AM-11:20 AM           06:00 PM-09:50 PM	Start 01/07/2019 01/07/2019 01/07/2019 01/07/2019 01/07/2019	End 03/29/2019 03/29/2019 03/29/2019 03/29/2019 03/29/2019	Room L22 L22 L22 L22 L24 L24 L24	Campus DA DA DA DA DA DA	Units 4.00 4.00 4.00 4.00 4.00	Instructor (click to e-mail) Lawlor Suits Ellis Suits Bonini	Seats Available
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4. When you find a class that you would like to add, copy down the CRN number and go to the Add or Drop Classes link on the registration tab.

# Add or Drop Classes

#### Add a class

1. Click Student tab > Registration > Add or Drop classes > Select a Term and click Submit button

Personal Information Student Financial Aid Faculty Services Employee

Student										
Registration Check your registration status, class schedule, add or drop classes, and your account summary. Student Records View your holds, grades, placement testing, and transcripts.										
Release: 8.8.3										
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Personal Information Student Financial Aid Faculty Services Employee



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#### Select the college and term from the drop down menu and click the submit button

Personal Information Student Financial Aid Faculty Services Employee

Registration Term				
Select a Term: Submit	2019 Winter De Anza V 2019 Winter De Anza 2019 Winter Foothill			
Peleace: 8 7 1				

RETURN TO MENU

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To ADD a class or to be placed on a Waltlist, ENTER the Course Reference Number (CRN) in the Add Classes Worksheet section below. You can add up to 10 CRNs, one per edit field just below the CRNs label.

To DROP a class, use the options available in the Action pull-down list. (Note: If you want to ADD the class after you drop it, come back to this page and SELECT Web Registered from the Action dropdown list.). For credit card or check refund, you must submit a Refund Request Form to Office if you already paid your fees. Please review refund web page on your college's web site.

When complete with either ADD or DROP selections, CLICK Submit Changes. Then SCROLL to bottom of screen and CLICK Pay Now.

WALLIST Registration Add Errors Massage: When submitting an Add for inclusion on a Wallist, it is romm to ease the Registration Add Errors massage. To complete the Wallist process, VIEW the Status column for the number of students already on the wallist. In the Action SELECT Wallisted, then CLICK Submit Changes. You should see a Status update for the wallisted dass. If the dass wallist is full, the Action Column will not appear.

Current Schedule													
Status	Action	CBN	Subj	Crse	Sec Level	Cred	Grade Mode	Title					
**Web Registered** on Nov 26, 2018	Action None	• 34117	KNES	D026A	01L De Anza Undergraduate	0.500	Normal Grade Rules	BASIC PILATES N	MAT EXERCISE				
Total Credit Hours: 0.500													
Billing Hours:         0.500           Minimum Hours:         0.000           Maximum Hours:         21.500           Date:         Jan 04, 2019 12:5	19 pm				ADD a class      Enter the Cou      Click Submit (	rse Refi	erence Number ( <u>CRN</u> <u>s</u> .	) in the Add Classe	es Worksheet sectio	n.			
Add Classes Worksheet				_		i ut tric	bottom of the server						
If you need assistance with addi	ng multiple CRN's at the sa	me time Clic	k here f	or Help									
Enter in your CRN's (Course Refe	erence Number) below.												
CRN CRN	CRN			CRN	CRN	$\langle \rangle$	CRN		CRN		CRN	CRN	CRN
Submit Changes Class Search Rese	et						\						
						Pay	Now Sign Up for a	Payment Plan					
Release: 8.7.1													
2010 Ellusian Commons I. D. and its offil	linter												

Note: If you want to ADD a class after you dropped it, or were dropped for non-payment, come back to this page and select "Web Registered" from the drop-down list. If the class is closed, "Web Registered" will not be an option. However, you can add your name to the Waitlist if there are seats available.

# DROP a class

2. Click Student tab > Registration > Add or Drop classes > Select a Term and click Submit button

Personal Information Student Financial Aid Faculty Services	Employee		
			RETURN TO MENU
[Pay Now/Payment Plan]			
To ADD a class or to be placed on a Waitlist, ENTER the Course Re	eference Number (CRN) in the Add Classes Workshee	t section below. You can add up to 10 CRNs, one per edit	field just below the CRNs label.
To DROP a class, use the options available in the Action pull-down Office if you already paid your fees. Please review refund web page	n list. (Note: If you want to ADD the class after you o a on your college's web site.	drop it, come back to this page and SELECT Web Register	ed from the Action dropdown list.). For credit card or check refund, you must submit a l
When complete with either ADD or DROP selections, CLICK Submit	t Changes. Then SCROLL to bottom of screen and CL	ICK Pay Now.	
WAITLIST Registration Add Errors Message: When submitt SELECT 'Waitlisted', then CLICK Submit Changes. You should see	ting an Add for inclusion on a Waitlist, it is normal to a Status update for the waitlisted class. If the class $v$	see the Registration Add Errors message. To complete valtlist is full, the Action Column will not appear.	the Waitlist process, <b>VIEW the Status column</b> for the number of students already on
A IMPORTANT Waitlist Notification: When a class is full, you r	may place yourself on a waitlist. If a space opens up i	n the class prior to the term start, you will automaticall	$\pmb{\gamma}$ be enrolled in the class and a confirmation email will be sent to your e-mail address the second se
Current Schedule	_		
Status Action	CRN Subj Crse Sec Level	Cred Grade Mode Title	
**Web Registered** on Nov 26, 2018 Action Rone Total Credit Hours: 0.500 Minimum Hours: 0.000 Minimum Hours: 0.000 Date: Jan 14, 2019 12:37 pm	94117 KNES D026A 01L De Anza Undergrad	Uate 0.500 Normal Grade Rules BASIC PILATES MAT EX	C. C
Add Classes Worksheet			
If you need assistance with adding multiple CRN's at the s	ame time Click here for Help		
Enter in your CRN's (Course Reference Number) below.			
CRN CRN CRN CRN	CRN	CRN	CRN CRN CRN
Class Search Reset			
		Pay Now Sign Up for a Payment Plan	

- Select one of the options available in the pull-down list.
- Click <u>Submit Changes</u>

# Waitlist Process

Accounting - ACCT Back to Tom														
Course	CRN (click for more detail)	Title	Status	Days	Time	Start	End	Room	Campus	Units	Instructor (click to e-mail)	Seats Available	Waitlist Slots Available	Waitlist Capacity
ACCT D001A02Y	35075	FINAN ACCOUNTNG I	Waitlist	TTh	12:30 PM-02:20 PM	01/07/2019	03/29/2019	L76	DA	5.00	Hung	0	10	10
ACCT D001A02Y	35075	FINAN ACCOUNTNG I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Hung	0	10	10
ACCT D001A04Y	35755	FINAN ACCOUNTING I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Venkata	0	10	10
ACCT D001A04Y	35755	FINAN ACCOUNTNG I	Waitlist	TTh	08:30 AM-10:20 AM	01/07/2019	03/29/2019	L74	DA	5.00	Venkata	0	10	10
ACCT D001A07Y	35192	FINAN ACCOUNTNG I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Ratchford	0	10	10
ACCT D001A07Y	35192	FINAN ACCOUNTNG I	Waitlist	MW	12:30 PM-02:20 PM	01/07/2019	03/29/2019	L74	DA	5.00	Ratchford	0	10	10
ACCT D001A08Y	00013	FINAN ACCOUNTNG I	Waitlist	MW	06:00 PM-07:50 PM	01/07/2019	03/29/2019	L84	DA	5.00	Riordan	0	9	10
ACCT D001A08Y	00013	FINAN ACCOUNTNG I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Riordan	0	9	10
ACCT D001A09Y	33634	FINAN ACCOUNTNG I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Kwak	0	9	10
ACCT D001A09Y	33634	FINAN ACCOUNTING I	Waitlist	MW	10:30 AM-12:20 PM	01/07/2019	03/29/2019	AT202	DA	5.00	Kwak	0	9	10
ACCT D001A11Y	31801	FINAN ACCOUNTNG I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Botsford	0	9	10
ACCT D001A11Y	31801	FINAN ACCOUNTING I	Waitlist	TTh	10:30 AM-12:20 PM	01/07/2019	03/29/2019	L81	DA	5.00	Botsford	0	9	10
ACCT DOOMANDY	22072	TIMAN ACCOUNTING T	the falles	TOA	TDA	01/07/0010	00/00/0010	ON THE	D.4	E 00	n	<u>م</u>	•	10

- Determine that seats are available on the Waitlist. In the example, the first class has 10 Waitlist Slots available, while the class in the 7th row has 9 seats on the waitlist. If there is no room on the waitlist, you can monitor the list online and if other students waitlisted for this course drop themselves from the waitlist, a space may open to add. You can also try attending the first time the class meets to see if the instructor can issue you an add code.
- Students cannot be waitlisted if they are already enrolled in another section of the course, of if the class conflicts in time with any other class.

1. Write down or copy the class CRN number and click Add to worksheet button at the bottom of the page.

Add Classes Worksheet

If you need assistance with adding multiple CRN's at the same time Click here for Help

Enter in your CRN's (Course Reference Number) below.

CRN 00013	CF	N .	CRN	CRN
Submit Changes	Class Search	Reset		

4. On the next screen that appears, scroll down to the Add Classes Worksheet at the bottom of the page. Key in or paste the CRN number. Be sure to enter all five digits.

5. Click on Submit changes button.

6. You will see Registration Add Errors message in the middle of the screen. This is normal. Click on submit Changes button and you will be directed to enter the Add Code.

Follow the instructions for the Add Code for please see below the section on "To add a class if you were on the waitlist"

	Registration Add Err	ors														
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Add Classes Worksheet If you need assistance with adding multiple CRN's at the same time Click here for Help Enter in your CRN's (Course Reference Number) below.																
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Submit	CRN     CRN     CRN     CRN       Submit Changes     Class Search     Reset         Pay Now     Si															
7. The	system will then di	splay you	ır upd	ated s	che	dule.										
Current	Schedule															
Status			Action	1			CRN	Subj	Crse	e Se	<u>c</u> Level		Cred	Grade Mode	Title	
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**Web I	Registered** on Jan 1	14, 2019	Action	None			• 0001	3 ACC	D00	1A 08	Y De Anza	Undergraduate	5.000	Normal Grade Rules	FINAN ACCOUNTNG I	
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Add Cla	sses Worksheet															
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Enter	in your CRN's (Cou	rse Refer	ance N	lumber	) be	low.										
CRN		CRN				CRN				CRN		CR	N	c	RN	CRN
Submit	Changes Class Sear	ch Reset														
														Pay Now Sign Up for	or a Payment Plan	

**IMPORTANT**: Waitlisted students must be present at the first meeting of the class. If you are accepted into the class and receive an add code after classes begin, you must process the add code before the quarter's add deadline.

# Adding a Class with an Add Code

For regular 12-week courses, the add period is the first two weeks of the quarter. Add codes will not work prior to the first day of the class. Add codes are required after the first day of class (or after the first day of the quarter for online courses) in order to register. In addition, some courses require completion of prerequisite classes and some are only open to students already approved for special programs. See Class Schedule for class dates.

Students can add classes once school starts by:

- Attending the first day of the class and
- Receiving an Add Code from the instructor if there is room in the class

# To add a class if you were not on the waitlist:

- 1. Click on the Student Registration Tile found in the Student Channel, in MyPortal, click on Add or Drop Classes under Registration Tools.
- 2. Select the college and term from the drop-down menu and click the Submit button.
- 3. If you are not on the class' Waitlist, enter the 5-digit class CRN into the Add Classes Worksheet at the bottom of the screen. If you are on the class' Waitlist, see section below, "To add a class if you were on the waitlist".
- 4. Click the Submit Changes button.

Add Classes Worksheet

	-			
CRNs 00229 0023	1 30930			
Submit Changes Class S	earch			
		Pay Now Sig	n Up for a Payment Plan	

5. A screen to enter the Add Code will pop up. Follow the instructions



IMPORTANT Waitlist Notification: When a class is full, you may place yourself on a waitlist. If a space opens up in the class prior to the term start, you will automatically be enrolled in the class and a confirmation email will be sent to your e-mail address that is on file.

6. Payment in full is due immediately at the time of registration, or before the drop date for nonpayment. Payment installment schedules are available as well.

## To add a class if you were on the waitlist:

- 1. Click on the Student Registration Tile found in the Student Channel, in MyPortal, Click on Add or Drop Classes under Registration Tools.
- 2. Select the college and term from the drop-down menu and click the Submit button.
- 3. From the Action drop down next to waitlisted class select Web Registered

Status	Action	CRN	Subj	Crse	Sec	Level
Closed - 3 Waitlisted	*** Web Registered *** 🗸	02460	CD	D072.	61	De Anza
	None					
	*** Web Registered***					
	** Web Dropped **					

4. Click Submit Changes.

- 5. A screen to enter the Add Code will pop up. Follow the instructions
- 6. Payment in full is due immediately at the time of registration. Click Pay Now at the bottom of the screen.

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	Pay Now/Payment Plan]	2019 ' Jan 14, :								
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# **Changing Grading Options**

Students may select the Pass/No Pass option instead of a letter grade (A, B, C, etc), as long as s/he makes the change no later than the Friday of the fourth week of the term. For courses shorter than 12 weeks, it is the third week of the term. Timing determines how this change is made:

- Before the first day of the class: Use the Student Registration Tile on MyPortal and select Change Grade Options (Pass/No Pass).
- <u>Once the class starts</u>: You will need to download, fill out and print the Pass/No Pass form. You will not be able to save the completed form. Print it once you filled it out. Then sign it and deliver it to Admissions and Records to request the change.

There are a few things you should consider before selecting Pass/No Pass as a grading option:

Once a student has selected the Pass/No Pass option, the resulting grade will be final.

- Some courses are designed as P/NP courses. A letter grade is not available in these courses.
- Students selecting the P/NP option must complete all course work and attendance requirements assigned by the instructor.
- Check with you college as to the number of allowable units that may be taken P/NP and can be applied toward an AA or AS degree.
- No "P" grades may be applied toward a major or English and Math courses used to fulfill General Education transfer requirements.
- If you plan to transfer, some four-year institutions require a letter grade for transfer. Check with counseling or the four-year institution requirements prior to choosing P/NP.

# Audit a class

Audit requests cannot be processed until the second week of class or later. A \$10 per unit fee is assessed for audited classes

Course audit request forms are available on the Admissions Office student forms webpage as Course Audit Request

Course audits may not be approved to override repetition rules.