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)

- **New students** 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 unique email 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.

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 portal interface showing the Student Registration tile highlighted with a red box in the Applications Students section](image)

You will be directed to the Student Registration Page

![Student Registration page showing Registration Tools, Open Classes Finder, My Profile, and My Records sections with the Logout button highlighted in a red box on the left navigation](image)

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.

To return to the Student registration page click on the MyPortal tab of your web browser

- Click on **Get Date to Register**

You will be directed to the Registration Status Page

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 **Submit** button.

Select Term or Date Range

Search by Term:

```
2018 Spring Foothill (View only)    ▼
None
2019 Winter De Anza
2019 Winter Foothill
2018 Fall De Anza (View only)
2018 Fall Foothill (View only)
2018 Summer De Anza (View only)
2018 Summer Foothill (View only)
2018 Spring De Anza (View only)
2018 Spring Foothill (View only)
2018 Winter De Anza (View only)
2018 Winter Foothill (View only)
2017 Fall De Anza (View only)
2017 Fall Foothill (View only)
2017 Summer De Anza (View only)
2017 Summer Foothill (View only)
2017 Spring De Anza (View only)
2017 Spring Foothill (View only)
2017 Winter De Anza (View only)
2017 Winter Foothill (View only)
2016 Fall De Anza (View only)
```

Select Term & College

Select Term or Date Range

Search by Term:

2019 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. <u>You must select at least one subject</u> 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 **Course Search** button or the **Advanced Search** 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: <u>You Must Attend the First Class</u>!

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 **Pay Now** at the bottom of the screen to pay.

Look Up Classes

Use the selection options to Look Up Classes for days and times. C
Class Search at bottom of page when your selection is complete.

Note: The Course Number field is NOT the same as the CRN. The
results by leaving this field blank.

KEY
FH: Foothill classes only
DA: De Anza classes only
FD: Classes offered on both campuses

Starting Fall 2015, search for CAD & Digital Imaging (CDI) or M

Starting Fall 2016, look for physical education activity courses (

At Foothill, an online learning course will include a **W** at the end of
At De Anza, an online learning course will include a **Z** at the end of

Subject:
```
Accounting-DA
Administration of Justice-DA
Anthropology-FD
Arts-DA
Astronomy-FD
Automotive Technology-DA
Biology-FD
Business-FD
Career Life Planning-DA
Chemistry-FD
```

[Course Search] [Advanced Search]

Look Up Classes

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 of Justice-DA
Anthropology-FD
Arts-DA
Astronomy-FD
Automotive Technology-DA
Biology-FD
Business-FD
Career Life Planning-DA
Chemistry-FD

Course Number: [   ]

Title: [   ]

Schedule Type:

All
Dist Ed: Internet-Delay Inter
Field Experience

Credit Range: [   ] hours to [   ] hours

Campus:

All
De Anza, Main Campus
De Anza, Off Campus

Part of Term:
Non-date based courses only

All
10 Week Session
8 Week Session

Instructor:

All
Abb, William H
Abolghasemi, Mirsaeid

Session:

All
Day Course
Evening Course

Attribute Type:

All
AA/AS Arts
AA/AS Behavioral Science

Start Time: Hour [00 ▼]   Minute [00 ▼]   am/pm [am ▼]

End Time: Hour [00 ▼]   Minute [00 ▼]   am/pm [am ▼]

Days: ☐ Mon   ☐ Tue   ☐ Wed   ☐ Thur   ☐ Fri   ☐ Sat   ☐ Sun

[Section Search]   [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.

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.

Accounting-DA

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	10286	ACCT	D001A	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		
SR	10301	ACCT	D001A	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	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute	Affordable Textbooks
SR	10936	ARTS	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	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	
SR	12054	ARTS	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	
SR	11742	ARTS	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	

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		
SR	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 S52	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 S52	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.

Click the **Go** Button

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

Open Classes Finder

Open Classes Finder
View the latest classes with seats available

❶ Select a term:
   2019 Winter De Anza ▼

❷ Apply a filter?
   Open Classes Only ▼   🚩 Classes which show this icon are recently opened (a new or popular course)

❸ Jump to a specific department?
   All Departments ▼

📋 Open Course Catalog | 📋 Add/Drop Classes

How to Add a Course: If you see a course 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.

Accounting - ACCT 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 ACCOUNTNG I	Open	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Kwak	1	10	10
ACCT D001A09Y	33634	FINAN ACCOUNTNG 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 Justice - ADMJ 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
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 D006.61	35920	CRIME, CORRECTION AND SOCIETY	Open	W	06:00 PM-09:50 PM	01/07/2019	03/29/2019	L24	DA	4.00	Bonini	4	5	5
ADMJ D011.61	35922	FEDERAL COURTS & CONSTIT LAW	Open	M	06:00 PM-09:50 PM	01/07/2019	03/29/2019	L24	DA	4.00	Lee	29	15	15

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

Open Classes Finder
View the latest classes with seats available

---

❶ Select a term:

2019 Winter De Anza ▼

❷ Apply a filter?

Open Classes Only ▼
Open Classes Only
Waitlist Classes Only
Full Classes Only
Newly Added Classes Only
Online Classes Only
All Courses

🚩 Classes which show this icon are recently opened (a new or popular course)

[▼]

Classes

How to Add a Course: If you see a course 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:

❸ Jump to a specific department?

All Departments ▼
All Departments
ACCT - Accounting
ADMJ - Administration of Justice
ANTH - Anthropology
ARTS - Arts
ASTR - Astronomy
AUTO - Automotive Technology
BIOL - Biology
BUS - Business
C D - Child Develpmnt, Educ
CHEM - Chemistry
CIS - Computer Information System
CLP - Career Life Planning
COMM - Communications
COUN - Counseling
DANC - Dance
DMT - Design & Manufacturing Tech
E S - Environ Studies
ECON - Economics
EDAC - Educational Access

uld 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.

Title	Status	Days	Time	Start	End	Room	Campus	Units	Instructor (click to e-mail)	Seats Available
FINAN ACCOUNTNG I	Open	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Kwak	1
FINAN ACCOUNTNG I	Open	MW	10:30 AM-12:20 PM	01/07/2019	03/29/2019	AT202	DA	5.00	Kwak	1
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

Title	Status	Days	Time	Start	End	Room	Campus	Units	Instructor (click to e-mail)	Seats Available
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
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
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
COMMUNITY RELATIONS	Open	MTWTh	10:30 AM-11:20 AM	01/07/2019	03/29/2019	L24	DA	4.00	Suits	6
ADMJ D006.61 35920 CRIME, CORRECTION AND SOCIETY	Open	W	06:00 PM-09:50 PM	01/07/2019	03/29/2019	L24	DA	4.00	Bonini	4
ADMJ D011.61 35922 FEDERAL COURTS & CONSTIT LAW	Open	M	06:00 PM-09:50 PM	01/07/2019	03/29/2019	L24	DA	4.00	Lee	29
ADMJ D061.01 00061 CRIMINAL INVESTIGATION	Open	W	06:30 PM-10:20 PM	01/07/2019	03/29/2019	L22	DA	4.00	Garrido	12

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

© 2019 Ellucian Company L.P. and its affiliates.

Personal Information | **Student** | Financial Aid | Faculty Services | Employee

---

Registration

Select Term
Add or Drop Classes
Look Up Classes
Open Classes Finder
View open, full, and recently added course sections.
Pass/No Pass
Week at a Glance
Student Detail Schedule
Account By Term
Registration Status
Check your date to register, and the status of your admissions application
Update My Major/Educational Goal
Active Registration
Registration History
Student Schedule

Release: 8.8.3

© 2019 Ellucian Company L.P. and its affiliates.

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

Personal Information | **Student** | Financial Aid | Faculty Services | Employee

[📄 RETURN TO MENU] [🗺 SITE MAP] [HEL]

Registration Term

Jan 04, 20

Select a Term: | 2019 Winter De Anza ▼ |
| 2019 Winter De Anza |
| 2019 Winter Foothill |

Submit

Release: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

To **ADD** a class or to be placed on a Waitlist, **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.**

⛔ **WAITLIST Registration Add Errors Message:** When submitting an Add for inclusion on a Waitlist, it is normal to see the **Registration Add Errors** message. To complete the Waitlist process, **VIEW the Status column** for the number of students already on the waitlist. In the Actio **SELECT** 'Waitlisted', then **CLICK** Submit Changes. You should see a Status update for the waitlisted class. If the class waitlist is full, the Action Column will not appear.

⚠️ **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.

Current Schedule

Status	Action		CRN	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 MAT EXERCISE

Total Credit Hours: 0.500
Billing Hours: 0.500
Minimum Hours: 0.000
Maximum Hours: 21.500
Date: Jan 04, 2019 12:59 pm

ADD a class
- Enter the Course Reference Number (CRN) in the Add Classes Worksheet section.
- Click Submit Changes.
- Click Pay Now at the bottom of the screen.

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 [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ]

[Submit Changes] [Class Search] [Reset]

[Pay Now] [Sign Up for a Payment Plan]

Release: 8.7.1

© 2019 Ellucian Company L.P. and its affiliates.

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]

Current Schedule

Status	Action		CRN	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 MAT EXERCISE

None
Drop with refund

Total Credit Hours: 0.500
Billing Hours: 0.500
Minimum Hours: 0.000
Maximum Hours: 21.500
Date: Jan 14, 2019 12:37 pm

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 [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ] CRN [ ]

[Submit Changes] [Class Search] [Reset]

[Pay Now] [Sign Up for a Payment Plan]

- Select one of the options available in the pull-down list.
- Click Submit Changes

Waitlist Process

Accounting - ACCT 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 D001A02Y	35075	FINAN ACCOUNTNG I	Waitlist	TTh	12:30 PM-02:00 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 ACCOUNTNG 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 ACCOUNTNG 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 ACCOUNTNG I	Waitlist	TTh	10:30 AM-12:20 PM	01/07/2019	03/29/2019	L81	DA	5.00	Botsford	0	9	10
ACCT D001A12Y	32973	FINAN ACCOUNTNG I	Waitlist	TBA	TBA	01/07/2019	03/29/2019	ONLINE	DA	5.00	Russo	0	9	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 <u>Add to worksheet</u> 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`   CRN [ ]   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 <u>Submit changes</u> 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 Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Authorization required: Closed Section	00013	ACCT	D001A	02Y	De Anza Undergraduate	5.000	Normal Grade Rules	FINAN ACCOUNTNG I

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 [ ]   CRN [ ]   CRN [ ]   CRN [ ]   CRN [ ]

Submit Changes   Class Search   Reset

Pay Now   Si

7. The system will then display your updated schedule.

Current Schedule

Status	Action		CRN	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 MAT EXERCISE
Web Registered on Jan 14, 2019	Action	None ▼	00013	ACCT	D001A	08Y	De Anza Undergraduate	5.000	Normal Grade Rules	FINAN ACCOUNTNG I

Total Credit Hours: 5.500
Billing Hours: 5.500
Minimum Hours: 0.000
Maximum Hours: 21.500
Date: Jan 14, 2019 02:54 pm

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 [ ]   CRN [ ]   CRN [ ]   CRN [ ]   CRN [ ]   CRN [ ]   CRN

Submit Changes   Class Search   Reset

Pay Now   Sign Up for 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 <u>and</u>
- 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 <u>Submit Changes</u> button.

Add Classes Worksheet

CRNs

| (00229) | (00231) | (30930) | | | | |

Submit Changes Class Search Reset

Pay Now   Sign Up for a Payment Plan

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

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 6 Waitlisted	None ▼	00229	BIOL	D010.	01	De Anza Undergraduate	5.000	Normal Grade Rules	Introductory Biology
Closed - 5 Waitlisted	None / Waitlisted	30930	BIOL	D010.	03	De Anza Undergraduate	5.000	Normal Grade Rules	Introductory Biology
Closed - Waitlist Full		00231	BIOL	D010.	02	De Anza Undergraduate	5.000	Normal Grade Rules	Introductory Biology

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Nov 26, 2019	None ▼	00229	BIOL	D010.	01	De Anza Undergraduate	0.000	Normal Grade Rules	Introductory Biology

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 21.500
Date: Nov 26, 2019 11:12 am

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 <u>at the time of registration, or before the drop date for nonpayment.</u> 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 <u>Submit</u> 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 *** ▼ / None / *** Web Registered*** / ** Web Dropped **	02460 C D	D072.	61		De Anza

4. Click <u>Submit Changes</u>.

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

6. Payment in full is due immediately <u>at the time of registration</u>. Click Pay Now at the bottom of the screen.

[Pay Now/Payment Plan]

To **ADD** a class or to be placed on a Waitlist, **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.**

🚫 **WAITLIST Registration Add Errors Message:** When submitting an Add for inclusion on a Waitlist, it is normal to see the **Registration Add Errors** message. To complete the Waitlist process, **VIEW the Status column** for the number of students already on the waitlist. In the Actio
SELECT 'Waitlisted', then **CLICK** Submit Changes. You should see a Status update for the waitlisted class. If the class waitlist is full, the Action Column will not appear.

⚠️ **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.

Current Schedule

Status	Action		CRN	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 MAT EXERCISE

Total Credit Hours: 0.500
Billing Hours: 0.500
Minimum Hours: 0.000
Maximum Hours: 21.500
Date: Jan 14, 2019 01:51 pm

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   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]

Submit Changes Class Search Reset

Pay Now Sign Up for a Payment Plan

Enter the Add Code and Click on the Validate button

Registration Add Authorization Code

ⓘ The section(s) below listed in "Incomplete" status (with the Reason as noted) cannot be registered without a Registration Add Authorization code that is provided by the instructor. If you don't have a valid authorization code, please contact the instructor for more information.

If you have a Registration Add Authorization code for a specific CRN, please enter the code and press the Validate button. Only courses with approved status will be registered, otherwise press the cancel button to return to the Add or Drop Classes form.

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE	9711	00013	ACCT	D001A	08Y		FINAN ACCOUNTNG I	Authorization Code Required - Section Closed

Validate Cancel

Release: 8.11 C3SC

© 2019 Ellucian Company L.P. and its affiliates.

Click on the Pay Now button

[Pay Now/Payment Plan]

Current Schedule

Status	Action		CRN	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 MAT EXERCISE
Web Registered on Jan 14, 2019	Action	None ▼	00013	ACCT	D001A	08Y	De Anza Undergraduate	5.000	Normal Grade Rules	FINAN ACCOUNTNG I

Total Credit Hours: 5.500
Billing Hours: 5.500
Minimum Hours: 0.000
Maximum Hours: 21.500
Date: Jan 14, 2019 01:59 pm

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 [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]   CRN [   ]

Submit Changes Class Search Reset

Pay Now Sign Up for a Payment Plan

Release: 8.7.1[C3SC 8.11.0.1]

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).
- **Once the class starts**: 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.