

## Log In To My Portal

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Open web browser and type [myportal.fhda.edu](http://myportal.fhda.edu) or <https://myportal.fhda.edu/>

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Enter Campuswide ID (8 digits, no dashes).

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- **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](#)
- Foothill - [A & R Help Form](#)

## Important Information

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- 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.



#### Secure Login

##### Campuswide ID:

##### Password:

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 explore!

[What is my campuswide ID?](#)  
[I don't know my password.](#)



MyPortal has a new look! Click [here](#) to see what is new before you log in.



Make sure you read this [privacy alert notice](#) before logging in to MyPortal.

#### What's inside?

- Academic Records
- Account Balances
- Class Rosters
- Financial Aid Status
- Grades
- Personalized Announcements
- Placement Test Results
- Registration Tools
- Student Parking Permits
- Transcripts and more!

#### First Time Logging In?

See the [First-time Login Guide](#) for step-by-step instructions on setting up your account.

#### Having problems?

Go to the [MyPortal FAQ page](#)

#### Guest Parking

Guest parking is available for those without a MyPortal account at both [Foothill](#) and [De Anza](#) colleges.

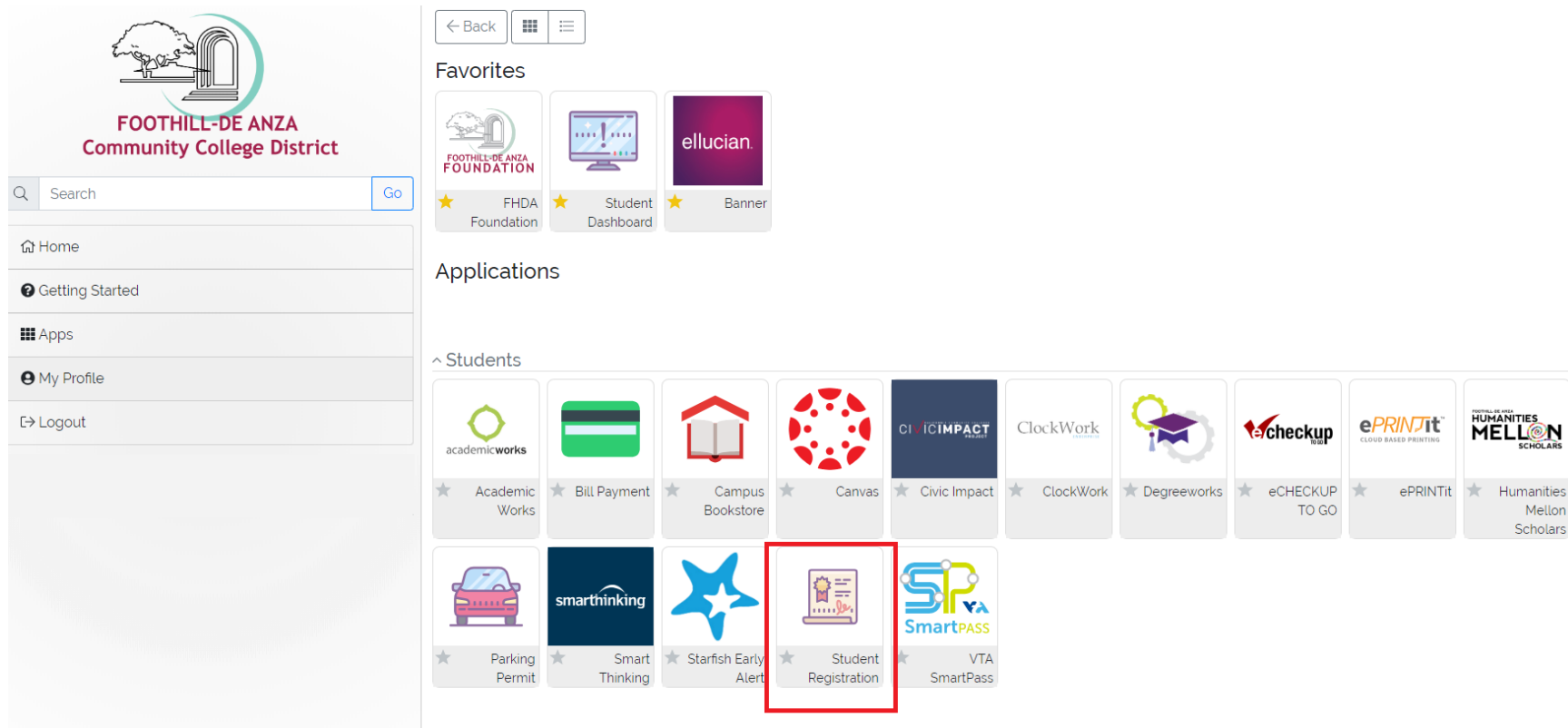
### Enter password

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

Example: Sept. 4, 1991 is 09041991

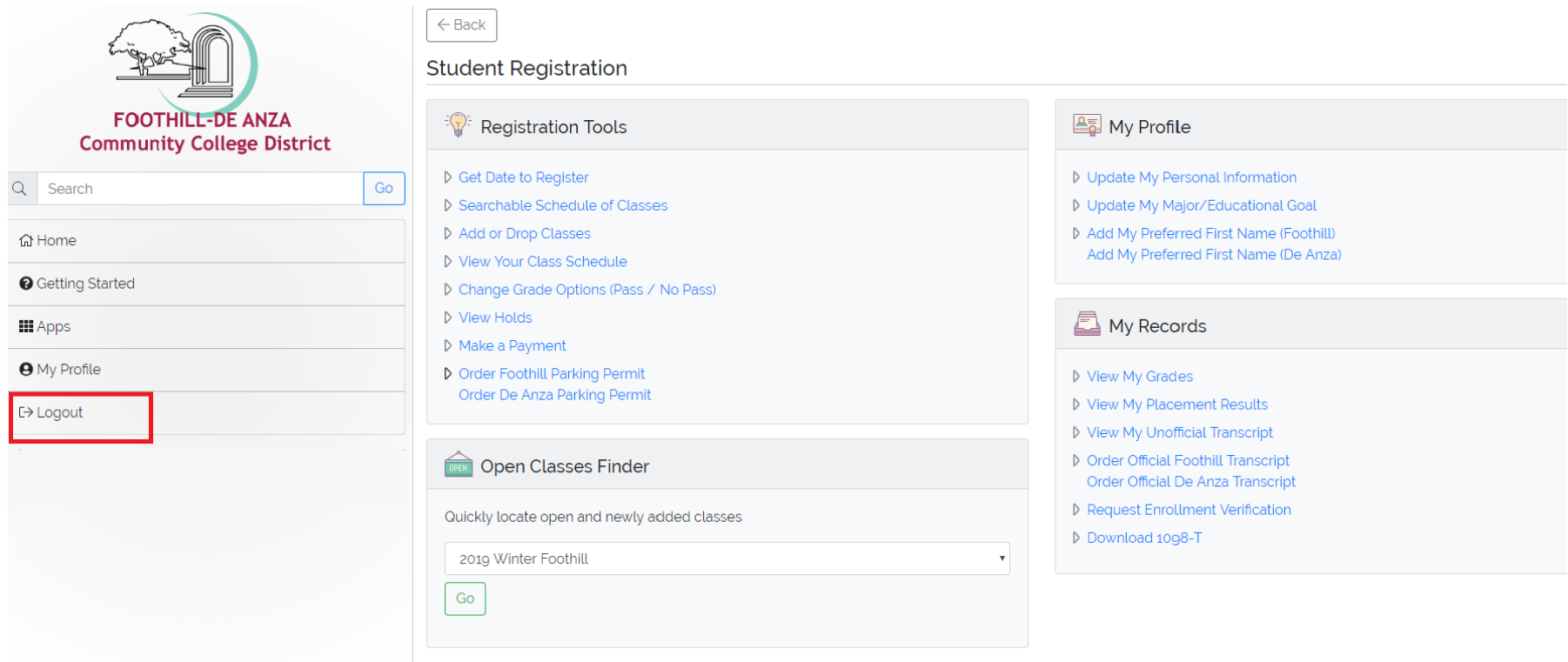
The system will then ask you to set your permanent password. Please choose at least 8 characters, both numbers and letters, special characters for a new password.

## Select Student Registration Tab



The screenshot shows the student portal dashboard for Foothill-De Anza Community College District. On the left is a navigation sidebar with options: Home, Getting Started, Apps, My Profile, and Logout. The main area is divided into sections: Favorites (FHDA Foundation, Student Dashboard, Banner), Applications (Academic Works, Bill Payment, Campus Bookstore, Canvas, Civic Impact, ClockWork, Degreeworks, eCHECKUP TO GO, ePRINTit, Humanities Mellon Scholars), and Students (Parking Permit, Smart Thinking, Starfish Early Alert, Student Registration, VTA SmartPass). The 'Student Registration' app icon is highlighted with a red rectangular box.

You will be directed to the Student Registration Page



← Back

### Student Registration

**Registration Tools**

- ▷ Get Date to Register
- ▷ Searchable Schedule of Classes
- ▷ Add or Drop Classes
- ▷ View Your Class Schedule
- ▷ Change Grade Options (Pass / No Pass)
- ▷ View Holds
- ▷ Make a Payment
- ▷ Order Foothill Parking Permit  
Order De Anza Parking Permit

**Open Classes Finder**

Quickly locate open and newly added classes

2019 Winter Foothill

Go

**My Profile**

- ▷ Update My Personal Information
- ▷ Update My Major/Educational Goal
- ▷ Add My Preferred First Name (Foothill)  
Add My Preferred First Name (De Anza)

**My Records**

- ▷ View My Grades
- ▷ View My Placement Results
- ▷ View My Unofficial Transcript
- ▷ Order Official Foothill Transcript  
Order Official De Anza Transcript
- ▷ Request Enrollment Verification
- ▷ Download 1098-T

FOOTHILL-DE ANZA  
Community College District

Search Go

Home

Getting Started

Apps

My Profile

Logout

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.

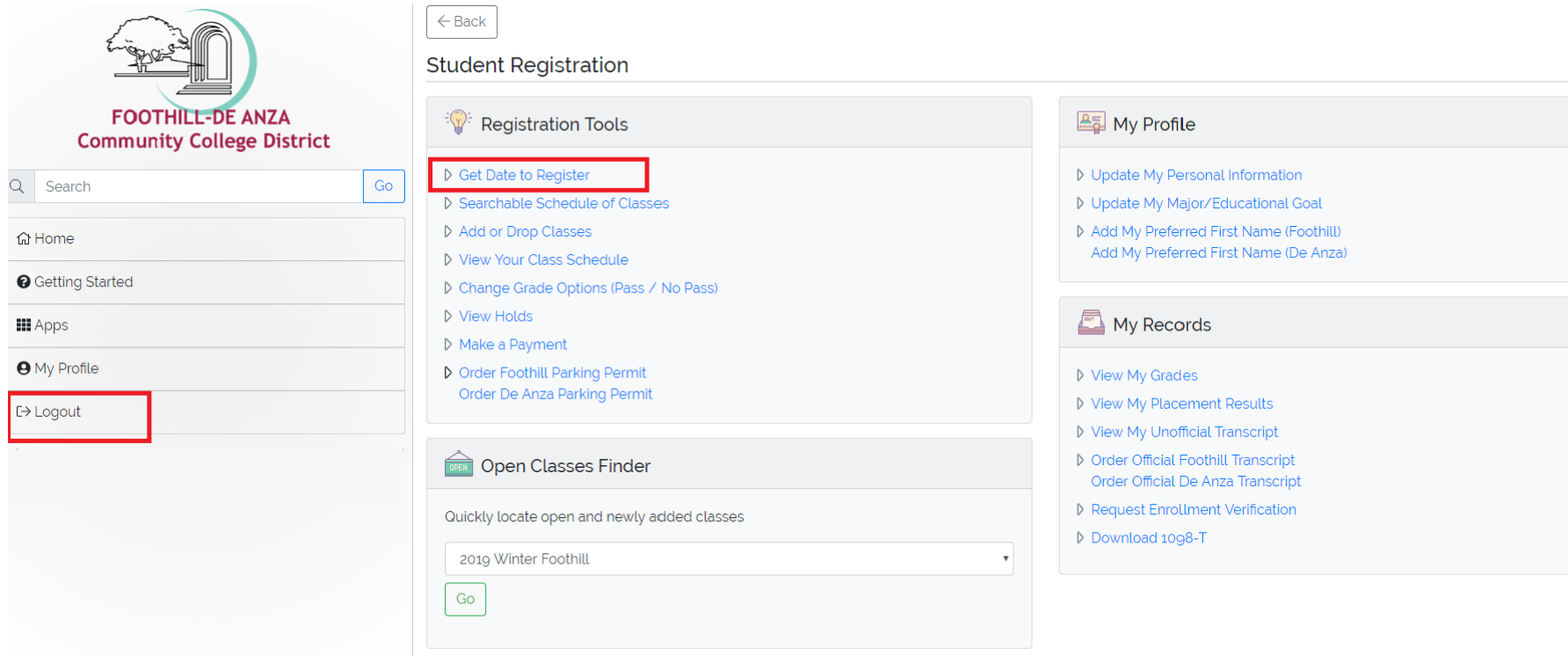
### **Get Date to Register**

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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 and have a date to register 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](#)



FOOTHILL-DE ANZA  
Community College District

Search  Go

- Home
- Getting Started
- Apps
- My Profile
- Logout**

← Back

### Student Registration

#### Registration Tools

- Get Date to Register**
- Searchable Schedule of Classes
- Add or Drop Classes
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Order De Anza Parking Permit

#### Open Classes Finder

Quickly locate open and newly added classes

2019 Winter Foothill

Go

#### My Profile

- Update My Personal Information
- Update My Major/Educational Goal
- Add My Preferred First Name (Foothill)  
Add My Preferred First Name (De Anza)

#### My Records

- View My Grades
- View My Placement Results
- View My Unofficial Transcript
- Order Official Foothill Transcript  
Order Official De Anza Transcript
- Request Enrollment Verification
- Download 10g8-T

You will be directed to the Registration Status Page

## 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:

- 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:**

650-949-7325  
webregfh@fhda.edu

**De Anza College:**

408-864-5300  
webregda@fhda.edu


### Foothill College

 **Currently Not Admitted**

Submit a Foothill application at [CCCApply](#)

### De Anza College

 **Admitted**

 **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

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## 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.



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

## 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)





#### 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 Course Search button or the Section 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: 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".

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

### "Searchable Schedule of Classes" Results

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

2019 Winter De Anza  
Jan 04, 2019 12:25 pm

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.

### Sections Found

#### 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 |
|--------------------------|-------|------|-------|-----|-----|-------|-------------------|------|-------------------|-----|-----|-----|--------|--------|--------|--------------------------------|--------------|-----------|-----------|----------------------|
| <input type="checkbox"/> | 35756 | ACCT | D001A | 01Y | DA  | 5.000 | FINAN ACCOUNTNG I | MW   | 08:30 am-10:20 am | 40  | 40  | 0   | 10     | 0      | 10     | Laurienne Bermudez Hammond (P) | 01/07-03/29  | DA L74    |           |                      |
|                          |       |      |       |     |     |       |                   |      | TBA               |     |     |     |        |        |        | Laurienne Bermudez Hammond     | 01/07-03/29  | DA ONLINE |           |                      |
| <input type="checkbox"/> | 35075 | ACCT | D001A | 02Y | DA  | 5.000 | FINAN ACCOUNTNG I | TTh  | 12:30 pm-02:20 pm | 40  | 40  | 0   | 10     | 5      | 5      | Lih Fang Hung (P)              | 01/07-03/29  | DA L76    |           |                      |
|                          |       |      |       |     |     |       |                   |      | TBA               |     |     |     |        |        |        | Lih Fang Hung                  | 01/25-03/29  | DA ONLINE |           |                      |

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**

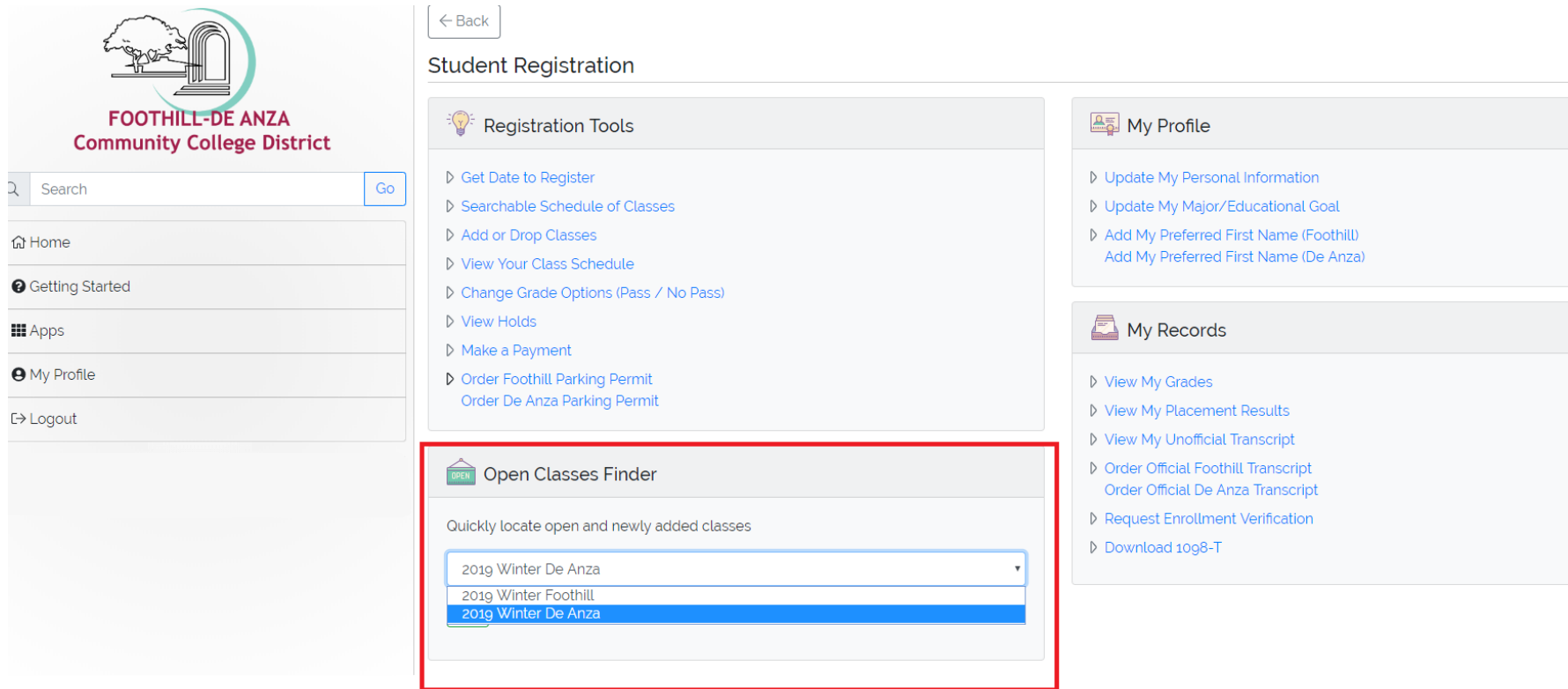
Classes with students on the "Waitlist" may display a checkbox and 1 or 2 "Rem" (remaining) seats. However, those seats are reserved for Waitlisted students who have not yet added the class. If you check the checkbox and then click Register, you will get an error message. If the Waitlist has remaining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

**Using the Open Classes Finder**

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

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



← Back

### Student Registration

#### Registration Tools

- ▷ Get Date to Register
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- ▷ Order Foothill Parking Permit  
Order De Anza Parking Permit

#### Open Classes Finder

Quickly locate open and newly added classes

- 2019 Winter De Anza
- 2019 Winter Foothill
- 2019 Winter De Anza

#### My Profile

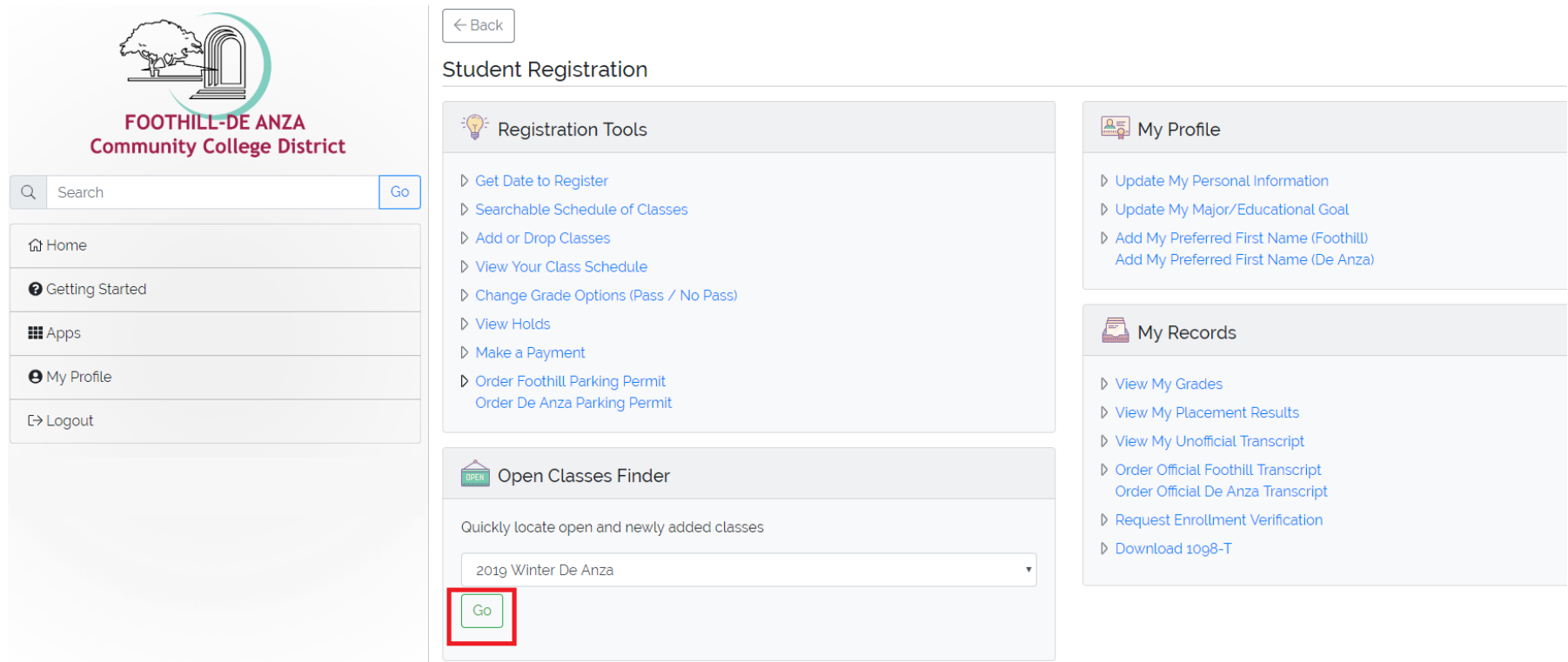
- ▷ Update My Personal Information
- ▷ Update My Major/Educational Goal
- ▷ Add My Preferred First Name (Foothill)  
Add My Preferred First Name (De Anza)

#### My Records

- ▷ View My Grades
- ▷ View My Placement Results
- ▷ View My Unofficial Transcript
- ▷ Order Official Foothill Transcript  
Order Official De Anza Transcript
- ▷ Request Enrollment Verification
- ▷ Download 1098-T

Click the Go Button






The screenshot shows the Student Registration portal for Foothill-De Anza Community College District. On the left is a navigation menu with links for Home, Getting Started, Apps, My Profile, and Logout. The main content area is titled "Student Registration" and includes a "Back" button. Below this are three main sections: "Registration Tools" with links for getting dates, searching classes, adding/dropping classes, viewing schedules, changing grade options, viewing holds, making payments, and ordering parking permits; "Open Classes Finder" with a search box containing "2019 Winter De Anza" and a "Go" button highlighted with a red box; and "My Profile" and "My Records" sections with various links for updating information and viewing grades/transcripts.

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

**Open Classes Finder**

View the latest classes with seats available

1 Select a term:  
2019 Winter De Anza ▾

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

3 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 to the registration page.

**Accounting - ACCT** [Back to Top](#)

| Course        | CRN<br><small>(click for more detail)</small> | Title                         | Status | Days | Time              | Start      | End        | Room   | Campus | Units | Instructor<br><small>(click to e-mail)</small> | 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 D87A101  | 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<br><small>(click for more detail)</small> | Title                         | Status | Days  | Time              | Start      | End        | Room | Campus | Units | Instructor<br><small>(click to e-mail)</small> | 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

1 Select a term:  
2019 Winter De Anza ▼

2 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)

**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:

3 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 Developmnt, 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  
 EDU - Education  
 ENGL - English  
 ESOL - English as a Second Language  
 FINAN - Finance  
 HEALTH - Health Services  
 HIST - History  
 HUMS - Humanities  
 INFO - Information Systems  
 JUS - Law  
 LAB - Lab  
 LING - Linguistics  
 MATH - Mathematics  
 MUS - Music  
 NURS - Nursing  
 PHED - Physical Education  
 PHIL - Philosophy  
 PSYC - Psychology  
 REED - Recreation Management  
 RELIG - Religion  
 RES - Resource Management  
 SOC - Sociology  
 SPAN - Spanish  
 THEAT - Theatre  
 TRN - Transportation  
 WRTG - Writing

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.

| Title                         | Status | Days | Time              | Start      | End        | Room   | Campus | Units | Instructor<br><small>(click to e-mail)</small> | 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<br><small>(click to e-mail)</small> | Seats Available |
|-------------------------------|--------|-------|-------------------|------------|------------|------|--------|-------|--|-----------------|
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| 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               |
| CRIME, CORRECTION AND SOCIETY | Open   | W     | 06:00 PM-09:50 PM | 01/07/2019 | 03/29/2019 | L24  | DA     | 4.00  | Bonini   | 4               |
| FEDERAL COURTS & CONSTIT LAW  | Open   | M     | 06:00 PM-09:50 PM | 01/07/2019 | 03/29/2019 | L24  | DA     | 4.00  | Lee  | 29              |
| CRIMINAL INVESTIGATION        | Open   | W     | 06:30 PM-10:20 PM | 01/07/2019 | 03/29/2019 | L22  | DA     | 4.00  | Garrido  | 12              |

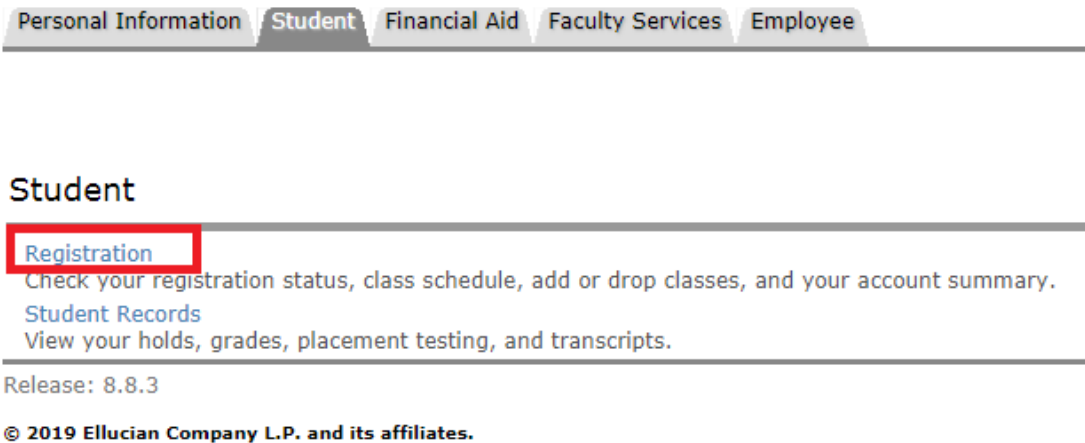
4. When you find a class that you would like to add, copy down the CRN number and go to the Add or Drop Classes link on the registration tab.

### Add or Drop Classes

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This screen displays when you click:

- On [Add or Drop Classes](#) link on the registration tab



The screenshot shows a navigation bar with five tabs: Personal Information, Student, Financial Aid, Faculty Services, and Employee. The Student tab is selected and highlighted. Below the navigation bar, the word "Student" is displayed in a large font. Underneath, there are two links: "Registration" (highlighted with a red box) and "Student Records". The "Registration" link is followed by the text "Check your registration status, class schedule, add or drop classes, and your account summary." The "Student Records" link is followed by the text "View your holds, grades, placement testing, and transcripts." At the bottom of the page, it says "Release: 8.8.3" and "© 2019 Ellucian Company L.P. and its affiliates."

[Personal Information](#) [Student](#) [Financial Aid](#) [Faculty Services](#) [Employee](#)

## Registration

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[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

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- Select the college and term from the dropdown 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  
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- Register on the Searchable Schedule of Classes screen
- On Add to WorkSheet on the Seachable Schedule of Classes screen

[Pay Now/Payment Plan]

2019 V  
Jan 04, 2

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 Action **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 <input type="text" value="None"/> | 34117 | KNES | D026A | 01L | De Anza Undergraduate | 0.500 | <a href="#">Normal Grade Rules</a> | 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 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.

Release: 8.7.1

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**DROP a class**

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 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 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 **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 t

Current Schedule

| Status                             | Action   | CRN   | Subj | Crse  | Sec | Level                 | Cred  | Grade Mode         | Title                      |
|------------------------------------|--|-------|------|-------|-----|-----------------------|-------|--------------------|----------------------------|
| **Web Registered** on Nov 26, 2018 | <div style="border: 2px solid red; padding: 2px;">           None<br/>           None<br/>           Drop with refund         </div> | 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 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

**Submit Changes**

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



**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.

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.

**Waitlist Process**

| Course        | CRN<br><small>(click for more detail)</small> | Title             | Status   | Days | Time              | Start      | End        | Room   | Campus | Units | Instructor<br><small>(click to e-mail)</small> | 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 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                |

1. 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.
  2. Students cannot be waitlisted if they are already enrolled in another section of the course, or if the class conflicts in time with any other class.
2. 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       CRN       CRN       CRN

---

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 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**

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 <input type="text" value="None"/> | 34117 | KNES | D026A | 01L | De Anza Undergraduate | 0.500 | <a href="#">Normal Grade Rules</a> | BASIC PILATES MAT EXERCISE |
| **Web Registered** on Jan 14, 2019 | Action <input type="text" value="None"/> | 00013 | ACCT | D001A | 08Y | De Anza Undergraduate | 5.000 | <a href="#">Normal Grade Rules</a> | 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

**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.
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, 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. Enter the Course Reference Number (CRN) in the Add Classes Worksheet section.
4. Click Submit Changes.

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

[Personal Information](#) | [Student](#) | [Financial Aid](#) | [Faculty Services](#) | [Employee](#)

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#)

[Pay Now/Payment Plan]

2019  
Jan 14, 2019

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 Action Column, **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 <input type="text" value="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.

**Enter the Add Code and Click on the Validate button**

Personal Information Student Financial Aid Faculty Services Employee

BACK TO MENU SITE MAP

Registration Add Authorization Code

2019  
Jan 14,

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

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Click on the Pay Now button

[Pay Now/Payment Plan]

2019  
Jan 14,

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 Action Column, **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 |
| **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: 8.7.1.1[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 your 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.