# Registration Guide for Students

Log In To MyPortal

Open web browser and type 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 – Learning Center West 102
        - Foothill – Room 5922
    - AB540 students go to Admissions & Records office or send email to
        - De Anza - webregda@fhda.edu.
        - Foothill – 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.
> - Registration and record holds are districtwide. 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.
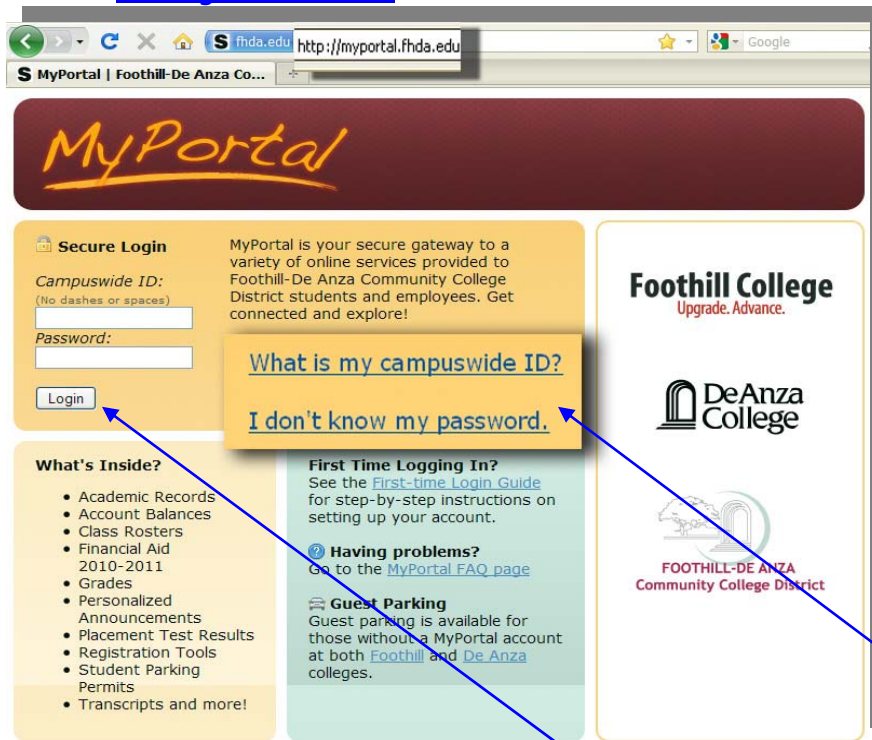
- Enter Password. The first time you log in to MyPortal, your password will be your 6-digit date of birth, MMDDYY.
    - Example: Sept. 4, 1917 is 090417.
- The system will then ask you to set your permanent password.

- Click on Login button.
- Use links if you forgot ID or password.

Select Students Tab

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 students 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 Employees 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 in order to register for classes.
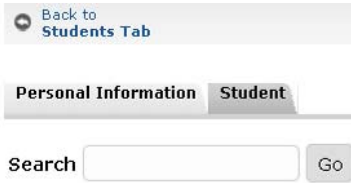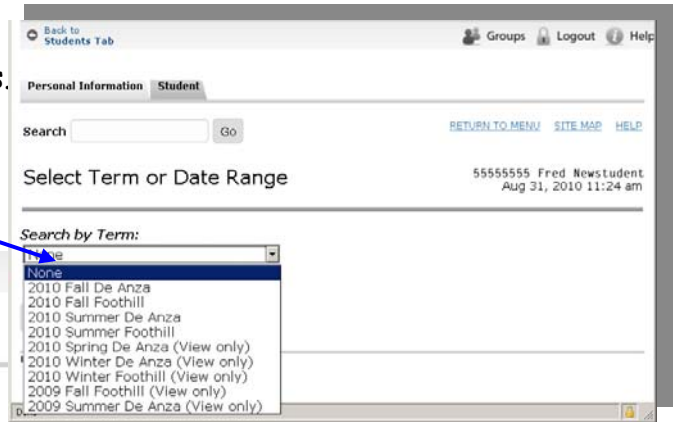
To return to the Students Tab click here

Look Up Classes

1. Click on Look Up Classes to view available classes.
2. Select the College and term where you want to take a class.
3. Then click the Submit button.

1. The Look Up 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, follow instructions at top of page.
4. Optionally, you can also narrow down your search using the entry boxes and drop-down lists. The example to the left shows a search for Accounting and Anthropology classes that meet in the evening on Monday through Thursday.
5. To execute the search, click on the Class Search button 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 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.*

"Look Up Class" Results

When you click the **Class Search** button, the result of your 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 do 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.

Select Column Deciphered

> **Checkbox** - class is available for you to add*.
>
> **C** –the class is closed (see instructions for adding your name to 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.)

Look Up Classes

A checkbox in the Select column indicates that the class is available for you to add.
No box in the Select column indicates that you are already registered for the class *OR* that you registered for and dropped the course. Note: of screen and CLICK Add to WorkSheet. You should see the class listed in your schedule as Drop Delete. SELECT Web Registered from th
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.

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
C	00002	ACCT	D001A	01	DA	5.000	FINAN ACCOUNTNG I	MTWRF	08:30 am-09:20 am	40	40	0	15	3	12	Mary A. Breen (P)	09/20-12/10	DA L84	
C	20076	ACCT	D001A	01H	DA	5.000	FINAN ACCOUNTNG I-HONORS	MTWRF	08:30 am-09:20 am	0	0	0	0	0	0	Mary A. Breen	09/20-12/10	DA L84	
☐	00004	ACCT	D001A	01L	DA	5.000	FINAN ACCOUNTNG I	S	09:00 am-01:55 pm	40	38	2	15						
☐	00005	ACCT	D001A	02	DA	5.000	FINAN ACCOUNTNG I	MTWRF	09:30 am-10:20	40	38	2	15						
☐	00094	ANTH	D002.	07	DA	4.000	CULTURAL ANTHROPOLOGY	MW	03:30 pm-05:15 pm	50	49	1	15						
☑	00095	ANTH	D002.	08L	DA	4.000	CULTURAL ANTHROPOLOGY	F	01:30 pm-05:15 pm	50	32	18							
☐	00096	ANTH	D002.	61	DA	4.000	CULTURAL ANTHROPOLOGY	MW	06:30 pm-08:15 pm	50	48	2	15						
☐	00097	ANTH	D002.	62Z	DA	4.000	CULTURAL ANTHROPOLOGY		TBA	50	49	1	15						
C	02448	ANTH	D003.	01	DA	4.000	INTRO TO ARCHEOLOGY	MTWR	08:30 am-09:20 am	50	50	0	15						
☐	00099	ANTH	D004.	01	DA	4.000	WORLD PREHISTORY	MTWR	08:30 am-09:20 am	50	22	28	15						
C	02449	ANTH	D006.	01	DA	4.000	LINGUISTIC ANTHROPOLOGY	MTWR	09:30 am-10:20 am	50	50	0	15						

[Register] [Add to WorkSheet] [Class Search]

Column Headers

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

Days – "R" 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.

Attribute – displays attribute such as Etudes Distance Learning classes at Foothill

*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.

Add or Drop Classes

This screen displays when you click:

- On <u>Add or Drop Classes</u> link on the Student tab
- <u>Register</u> on the Look Up Classes screen
- On <u>Add to WorkSheet</u> on the Look Up Classes 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

1. Determine that seats are available on the Waitlist. In the example, the first class has 27 remaining seats and second has 26 seats on the Waitlist. If there is no room on the Waitlist, your can monitor the list online and hope that number changes from 0. You can also try showing up the first time the class meets and see if you get lucky.

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.

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

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. The system will then display your updated schedule.

7. If you have been added to the Waitlist, you see the **Registration Add Errors** message at the bottom of the screen. This is normal.

In the example below:

Under Status, you will see that the class is "Closed" and that you have been assigned a number on the Waitlist. In the example, the student is # 4 on the waitlist.

IMPORTANT Waitlist Notification - Moving from Waitlisted to Registered

- When a seat becomes available, you will be sent an email notification.
- Within 24 hours, you must log in to MyPortal to add the class.
- If you don't take action within 24 hours, you will automatically lose your spot on the waitlist. After you place your name on a waitlist, please **CHECK your email daily** and Add the class within 24 hours of notification to confirm registration for that term.
- Click the Pay Now link. Students with unpaid fees run the risk of being dropped from their classes.
- 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. 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. From the Students Tab in MyPortal, click on Add or Drop Classes under Registration Tools.
2. Select the college and term from drop-down menu and click 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's Waitlist, see section below, "To add a class is you were on the waitlist".
4. Click 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.

To add a class if you were on the waitlist:
1. From the Students Tab in MyPortal, click on Add or Drop Classes under Registration Tools.
2. Select the college and term from drop-down menu and click Submit button.
3. From the Action drop down next to waitlisted class select Web Registered.

4. Click 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.

Viewing Instructor's Office Hours

1. From the student tab, under "Resources'", click on View Class Schedule by Term.
2. Select the current Term and College. Click on Submit.
3. Your "Current Schedule" screen will display. If you select the wrong term, click on link at the bottom of the screen Select Another Term.
4. At the bottom of the screen click on link Student Detail Schedule.
5. When the "Student Detail Schedule" displays, if the instructor's name is displayed in Blue, it is a link. Clicking on the link will take you to a screen displaying the office hours for your class. If the instructor's name is in black, the instructor has not elected to display his/her office hours on-line.

Changing Grading Options

Student 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 (4th) week of the term. For courses shorter than 12 weeks, it is a third (1/3) of the term. Timing determines how this change is made:

- <u>Before the first day of the quarter</u>
  Use the Student tab on MyPortal and select Change Class Options (Pass/No Pass).
- <u>Once the quarter 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 Admission and Records to request the change.

There are a couple of 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.
- This is not a request to audit a class.
- 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.