

# Registration Guide for Students

## Log In To MyPortal

Open web browser and type [myportal.fhda.edu](http://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](mailto:webregda@fhda.edu).
    - Foothill - [webregfh@fhda.edu](mailto: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

The screenshot shows the MyPortal interface. At the top, there is a banner for De Anza College with the slogan 'Simply the Best'. Below the banner, the user is logged in as 'Fred Newstudent'. The navigation tabs include 'All Users', 'Employes', 'Students', and 'Financial Aid'. The 'Students' tab is selected. A box highlights the 'Registration Tools' menu, which includes: 'Get Date to Register', 'Look up Classes', 'Add or Drop Classes', 'Change Class Options (Pass/No Pass)', 'View Holds', and 'Make a Payment'. Other sections visible include 'My Account' showing a balance of \$0.00 and 'Online Learning Resources'.

## 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.

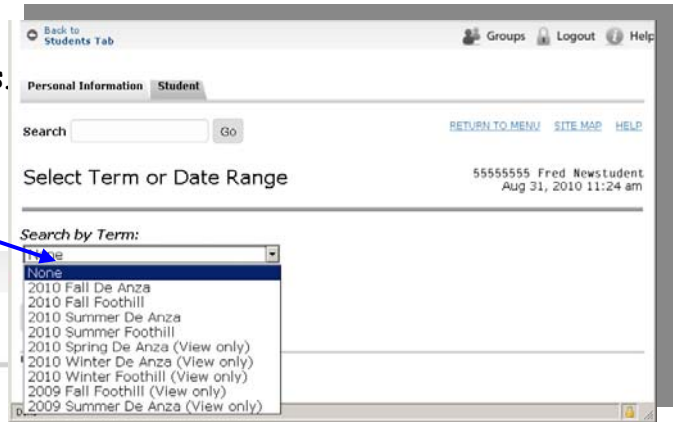
To return to the Students Tab click here

The screenshot shows the 'Registration Status' page. At the top, there is a 'Back to Students Tab' button. Below it, there is a search bar and a 'Go' button. The page title is 'Registration Status'. A paragraph of text explains that the information below lists current registration status and dates for registration. The data is organized by term:

Term	Campus	Status	Registration Date
Fall 2010	Foothill College	Admitted for Term	July 23, 2010 08:00 AM
	De Anza College	Admitted for Term	August 17, 2010 07:00 AM
Summer 2010	Foothill College	Admitted for Term	June 7, 2010 05:00 AM
	De Anza College	Admitted for Term	June 10, 2010 05:00 AM

## 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.



## Look Up Classes

55555555 Fred Newstudent  
2010 Fall De Anza  
Aug 31, 2010 11:39 am

USE the selection options to Look Up Classes for days and time. **CHOOSE any combination** of fields to narrow your search. **SELECT at least one** Subject. **HOLD down the PC Control or Apple Command key** to select multiple subjects. **CLICK Class Search** at bottom of page when your selection is complete.



- FH - Foothill Classes Only
- DA - De Anza Classes Only
- FD - Classes Offered on Both Campuses

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.

Subject:

Course Number:

Title:

Schedule Type:

Credit Range:  hours to  ho

Campus:

Course Level:

Part of Term:   
 Non-date based courses only

Instructor:

Session:

Attribute Type:

Start Time: Hour  Minute

End Time: Hour  Minute

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**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.*



## Add or Drop Classes

This screen displays when you click:

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

Back to Students Tab    Groups    Logout    Help

55555555 Fred Newstudent  
2010 Fall Foothill  
Sep 07, 2010 03:07 pm

To **ADD** a class or to be placed on a Waitlist, **ENTER** the Course Reference Number (CRN) in the Add Classes Worksheet section.

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.)

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** Waitlist, then **CLICK** Submit Changes. You should see a Status update for the waitlisted class.

**⚠ IMPORTANT Waitlist Notification:** When a seat becomes available, you will be sent an e-mail 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. Therefore, after you place your name on a waitlist, please **CHECK your e-mail daily** and **ADD** the class within 24 hours of notification to confirm registration for that term.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Jul 26, 2010	None	20031	PHED	F053	02	Foothill Undergraduate	3.000	Pass/No pass	HEALTH & FITNESS ACTIVITIES
**Web Registered** on Aug 23, 2010	None None Drop Delete ***Web Dropped***	00389	ART	F006	01Q	Foothill Undergraduate	3.000	Normal Grade	COLLAGE & COMPOSITION

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 20.000  
Date: Sep 07, 2010 03:07 pm

### Add Classes Worksheet

CRNs

Submit Changes    Class Search    Reset

[ Pay Now ]

**Note:** If you want to ADD a class after you dropped it, 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 be 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, you 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.

Cap	Act	Rem	WL Cap	WL Act	WL Rem	I
30	29	1	30	3	27	C
30	30	0	30	4	26	S

**Sections Found**  
English-FH

Select	CRN	Subj	Crse	Sec	Cmp	Cred
<input type="checkbox"/>	00826	ENGL	F001A	01	FH	5.000
<input type="checkbox"/>	00827	ENGL	F001A	02	FH	5.000

Add Classes Worksheet

CRNs

00826

Submit Changes Class Search Reset

[ Pay Now ]

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 4 Waitlisted	None None Waitlisted	00826	ENGL	F001A	01	Foothill Undergraduate	5.000	Normal Grade Rules	COMPOSITION & READING

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

**To Be Added to Waitlist:**  
1. Select Waitlisted from the drop down  
2. Click on submit changes.

## 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.

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 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.

 Course details not available for the selected term

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[ [Student Detail Schedule](#) [Select Another Term](#) ]

## 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:

- Before the first day of the quarter  
Use the Student tab on MyPortal and select Change Class Options (Pass/No Pass).
- Once the quarter 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 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.