



BACK TO Registration Tab Groups Admin Logout Help

Personal Information **Student** Faculty Services Employee Finance

RETURN TO MENU SITE MAP HELP

[Pay Now/Sign Up for a Payment Plan] Linda A. Koyama  
2016 Fall Foothill  
Sep 16, 2016 04:28 pm

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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 the Cashier's 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.

**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

### DROP a class

- 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

Cap	Act	Rem	WL Cap	WL Act	WL Rem
40	40	0	15	1	14
40	40	0	15	4	11

1. Determine that seats are available on the Waitlist. In the example, the first class has 14 remaining seats and the second has 11 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.

### Sections Found

Accounting-FH						
Select	CRN	Subj	Crse	Sec	Comp	Cred
C	20444	ACTG	F001A	02W	FC	5.000
C	20001	ACTG	F001A	03Y	FH	5.000

3. 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 (

Enter in your CRN's (Course Reference Numl

CRN  CRN  C

Submit Changes

Class Search

Reset

4. On the next screen that appears, scroll down to the Add Classes Worksheet at the bottom of the page. Key in or paste the CRN number. Be sure to enter all five digits.
5. Click on [Submit changes](#) button.

6. You will see **Registration Add Errors** message in the middle of the screen. This is normal.

 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 1 Waitlisted	Action None	20378	ANTH	F001.	01	Foothill Undergraduate	4.000	Normal Grade Rules	INTRODUCTION TO PHYSICAL ANTHROPOLOGY

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

7. To be Added to the Waitlist, select waitlisted from the drop down menu and click submit changes.

 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 1 Waitlisted	Action Waitlisted	20378	ANTH	F001.	01	Foothill Undergraduate	4.000	Normal Grade Rules	INTRODUCTION TO PHYSICAL ANTHROPOLOGY

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

8. The system will then display your updated schedule.



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Sep 19, 2016	Action None	20378	ANTH	F001.	01	Foothill Undergraduate	0.000	Normal Grade Rules	INTRODUCTION TO PHYSICAL ANTHROPOLOGY

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 21.500  
 Date: Sep 19, 2016 08:55 am

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

**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. From the Registration Tab 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.