

\*INSTRUCTIONS BELOW

**ADD/DROP CARD**



<b>STUDENT ID #</b>				<b>LAST</b>	<b>FIRST</b>	<b>M.I.</b>
<b>ADD</b>				<b>DROP / WITHDRAWAL</b>		
<b>COURSE</b>	<b>CRN #</b>	<b>UNITS</b>	<b>ADD CODE</b>	<b>COURSE/CRN #</b>		<b>UNITS</b>

<b>OFFICE USE ONLY</b>
Term
Date
Processed By

**When adding classes: You are responsible for initiating the official drop process. Failure to officially drop classes may result in assessed enrollment fees for which you are financially responsible as well as substandard grades on your college transcript.**

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please submit this form via email to: [webregfh@fhda.edu](mailto:webregfh@fhda.edu)

**ADD/DROP/WITHDRAWAL**

**NOTE:** If you have not met course prerequisites, have holds on your records (unpaid fees, library materials, etc.) time conflicts, repeatability issues, or excessive units, you will **NOT** be able to register. Please clear these **BEFORE** adding courses.

You may also register online by going to your MyPortal Account, clicking the Registration tab and selecting **ADD OR DROP CLASSES**.

Registration occurring after the start of the term will require an add code from the course instructor (**ADD CODES** must be used within 48 hours).

**CO-REQUISITE COURSES MUST BE ENTERED AT THE SAME TIME.**

You will **NOT** gain access to **ONLINE** courses until you are fully registered.

Payment must be received **IN FULL**, or a **PAYMENT PLAN** must be set up through your **MYPORTAL** account prior to the drop for non-payment dates(s), or you may be dropped from your courses. Payment can be made via **MYPORTAL** by mail, by fax, or in person.

Thank you for choosing Foothill College.