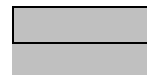


**FOOTHILL COLLEGE SCHEDULE CHANGE CARD**



LAST, FIRST, MI.  
**ADD**

SOCIAL SECURITY NUMBER  
**DROP/WITHDRAWAL**

COURSE ID OR LABEL	UNITS	INSTR. APPROVAL

COURSE ID	UNITS

1. Use appropriate area to **ADD** or **DROP**.
2. Instructor's signature or label is required to add.
3. Instructor's signature required to drop **CNSL 50**.
4. Use one card for all schedule changes.
5. Schedule changes may be processed in person or online.

Student Signature

Date

Office Use Only

Balance Due

Office Use Only

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**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 issues BEFORE you proceed with adding the course(s).

**Online ADDING can be done during the first two weeks of classes (first week for summer) only.**  
**All schedule changes can also be processed in the Admissions Office while you wait.**

**AUTHORIZATION CODES ARE GOOD THROUGHOUT THE ADD PERIOD.**  
**CO- REQUISITES MUST TO BE ENTERED AT THE SAME TIME.**

You will not gain access to the course until you do the following:

1. Go to [https://regserv.fhda.edu/FH\\_RegCourse.HTML](https://regserv.fhda.edu/FH_RegCourse.HTML)
2. Enter your Personal Information.
3. You will be taken to the registration screen;
- A.) Scroll down and under Select Action, choose P-Permit.
- B.) Enter the CALL # for the course listed on label.
- C.) Enter the authorization # listed on label.
- D.) Submit request. Wait for the screen to load. If your enrollment was processed, you will see the request and the course listed on the screen. HOWEVER, if there are any problems see the bottom of the screen for details. If you are enrolled, BE SURE to scroll down, and click DONE, print page and send in with fees.