How to Register for Foothill Classes

- Go to the Foothill Schedule (http://www.foothill.edu/schedule/schedule.php)
- Choose the Quarter and Department from the drop-down box, and press Search.
- Find the class you want to take. Write down the call number and the course ID below.
- Continue to write down classes until you total 12 or more units.

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<th>Call Number</th>
<th>Course ID</th>
<th>Units</th>
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- Go to the Foothill registration system ([http://www.foothill.fhda.edu/reg/stepchk.html](http://www.foothill.fhda.edu/reg/stepchk.html)). Read the information on the screen, and click on the “Enter Registration System” button at the bottom of the page.
- Select “Foothill Registration System”, and log into the system using your Student ID number and your PIN number.
  - No PIN Number? Select “Missing a PIN?”, then enter your Student ID number, your date of birth, and the PIN number of your choice, then click on the “Enter” button.
- Your name and address information will appear. Make any needed changes, then press the “Submit” button.
- Click on “Add Courses” in the Registration by Term area (on the right hand side).
• For each class you want to take, type in the call number, and click on the “Add Course Now” button.

• The class will show at the bottom of the screen

• After you have selected all classes, YOU MUST CLICK ON "SUBMIT SHOPPING CART" AT THE BOTTOM OF THE SCREEN TO REGISTER FOR THE CLASSES YOU HAVE SELECTED.
Make sure you have registered for 12 units

- To make sure you have registered for 12 units, view your schedule.
- Total the # of units for each class (listed under "Credit Hrs")
You can also look for classes within the registration system
• Click on the "Registration" tab at the top of the screen
• Choose the Department from the list
• A list of classes within the department will appear on the screen

• Choose the class you want to take

• A list of days and times available will appear on the right of the screen
• Find the class you want to take, and click on the "Add Now" button
• The class will show at the bottom of the screen
• After you have selected all classes, YOU MUST CLICK ON "SUBMIT SHOPPING CART" AT THE BOTTOM OF THE SCREEN TO REGISTER FOR THE CLASSES YOU HAVE SELECTED