ADD/DROP CARD

🌳 FOOTHILL COLLEGE

STUDENT ID #				LAST		FIRST		M.I.	OFFICE USE ONLY

ADD — **DROP / WITHDRAWAL**

COURSE	CRN #	UNITS	ADD CODE		COURSE/CRN #	UNITS	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 _____

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.