

**ADD/ DROP CARD**

TERM

LAST, FIRST, MI.

Student ID

**ADD**

**DROP/WITHDRAWAL**

COURSE ID	UNITS	INSTR. SIG/ADD CODE

COURSE ID	UNITS

Student Signature

Date

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Office Use Only

Balance Due

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Office Use Only

- Instructor's signature or add code is required.
- Use one card for all schedule changes.

**To add classes online with and add code:**

- log into MyPortal at <https://myportal.fhda.edu>
- From the *Students* tab in Myportal, select **Add or Drop Classes** in the **Registration Tools** section and select the college and term from the drop-down menu and click *Submit*.
- Enter the five-digit class CRN into the Add Classes Worksheet at the bottom of the screen. Click *Submit Changes* button. A screen to enter the **add code** will pop up. Follow the instructions. Remember, payment in full is due immediately at the time of registration.