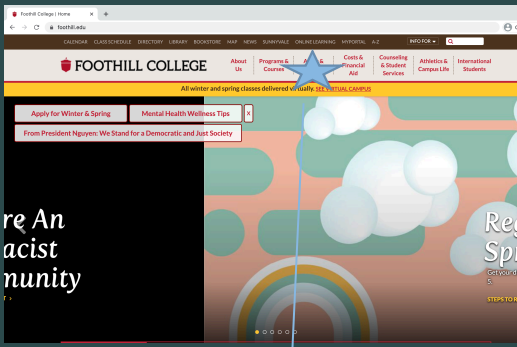

Onboarding: Navigating the Foothill College Enrollment Process

Manny Diaz- Alvares



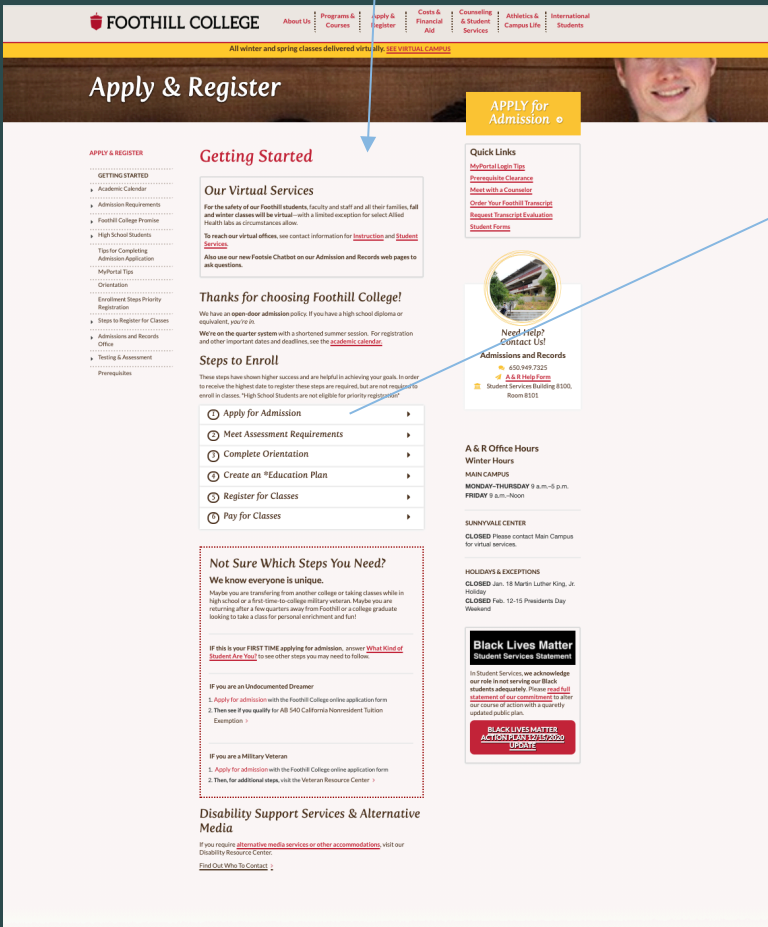
Table of Contents

- Foothill.edu > Application > Step 1 > General Route (Slide 3)
- OpenCCApply.net website (Slide 4)
- Foothill.edu > Step 1b > Alternative Route > What kind of student are you? (Slide 5-6)
- Welcome Email - Instructions for next steps (Slide 7)
- Assessment (Slide 8)
- Complete Orientation (Slide 9)
- Education Plan and Schedule Your Appointment (Slide 10-12)
- Register for Classes and Priority Registration (Slide 13- 15)



Foothill.edu > Application > Step 1 > General route

General Info. Navigates the user through different sites. Some hyperlink go to the same site (Star). Apply Now page has interesting "Tips" for applying.



Steps to Enroll

These steps have shown higher success and are helpful in achieving your goals. In order to receive the highest date to register these steps are required, but are not required to enroll in classes. *High School Students are not eligible for priority registration*

- Apply for Admission**

ALL NEW STUDENTS apply with the same **Foothill College online application form** EXCEPT for the following:

- INTERNATIONAL STUDENTS** applying for F1 Visa or transferring F1. See International Student Program Application >
- APPRENTICESHIP PROGRAM APPLICANTS:** See Trade Apprenticeship Application Steps >

HIGH SCHOOL STUDENTS: if you are enrolled in Grades 9-12, you'll use this form when following **Dual Enrollment Steps** >

DECLARING A MAJOR and GOAL WHEN YOU APPLY

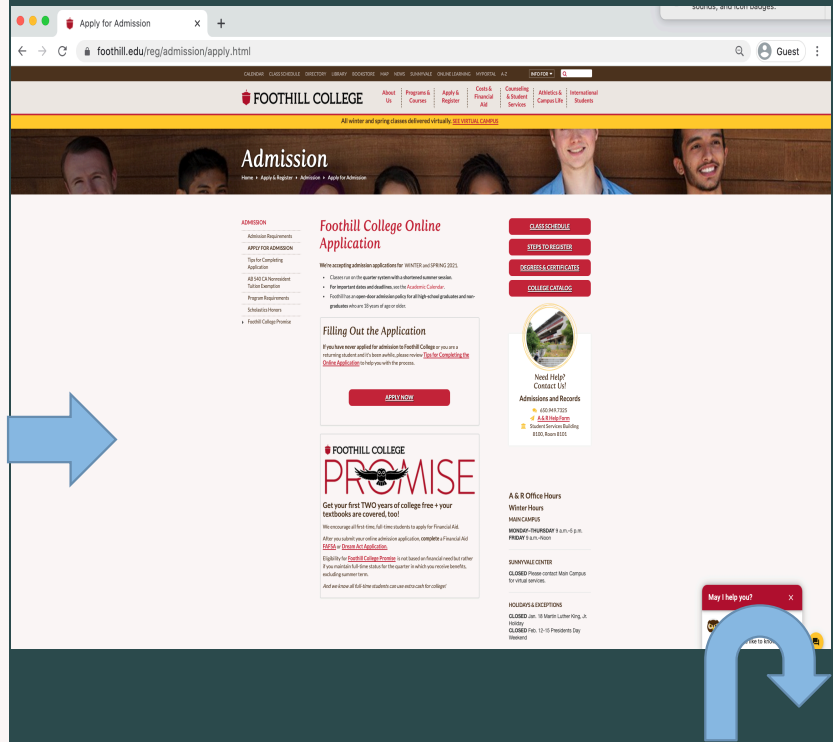
If you want to qualify for **priority enrollment**, remember to include your major (not "undecided") and goal of transfer, degree or certificate when completing the application and then follow steps 2-4 on this page after you apply.

If you are undecided, **review your major and goal options at Foothill** before you apply. You can easily change your major and/or goal after you apply but must include this to get the best possible registration date.

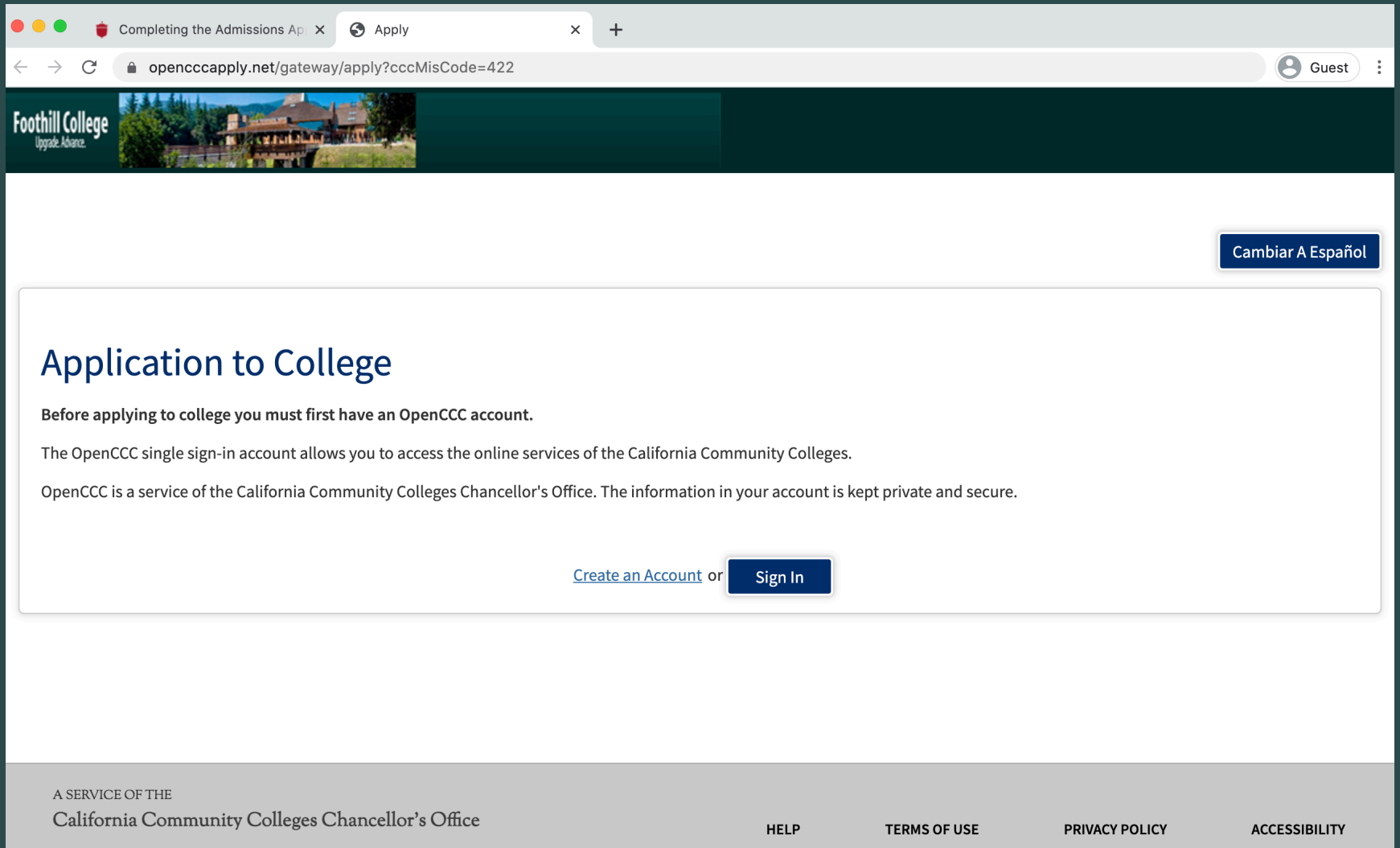
If you are ready to apply, see **tips for completing the application** before beginning the application. You can also review the **application guide**.

FOOTHILL COLLEGE ONLINE APPLICATION

- Meet Assessment Requirements >
- Complete Orientation >
- Create an *Education Plan >
- Register for Classes >
- Pay for Classes >



OpenCCCApply.net



The screenshot shows a web browser window with the URL `opencccapply.net/gateway/apply?cccMisCode=422`. The page features a dark green header with the Foothill College logo and a navigation menu. A blue button labeled "Cambiar A Español" is located in the top right corner. The main content area is titled "Application to College" and contains the following text:

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

At the bottom of the content area, there are two links: "Create an Account" and "Sign In".

The footer of the page includes the text "A SERVICE OF THE California Community Colleges Chancellor's Office" and four navigation links: "HELP", "TERMS OF USE", "PRIVACY POLICY", and "ACCESSIBILITY".

Start of the
OPENCCC application

24HRS later, you get a
welcome email

Welcome Email

24 hours after submitting application

Congratulations and welcome to Foothill College!

Please read the following paragraphs so that you will be able to register as soon as possible with the widest choice of available classes.

To Receive Priority Registration please go to <https://foothill.edu/reg/priority.html>
These steps are not required for Registration, but recommended for first time students.

ASSESSMENT

For First Time and Incoming Transfer Students or any course with an English or Math prerequisite, Foothill College uses multiple measures - high school transcripts, placement test, and guided self-placement - to assess students for Math, English, Chemistry and ESL
For More Information please visit, <https://foothill.edu/assessment/>
Any questions, please contact the Assessment Center at (650) 949-7743 or ftesting@fhda.edu

ORIENTATION

New students to college and pursuing a degree, transfer or certificate program, should complete orientation online <https://myportal.fhda.edu>, click on 'Apps', then go to the App titled 'Foothill Online Orientation'
High schools students do not need to complete orientation <https://foothill.edu/hs/>

COUNSELING

To Schedule an Appointment, please visit <https://foothill.edu/counseling/>
Contact the Counseling Office at (650) 949-7423 or online at <https://foothill.edu/counseling/>

REGISTRATION

To Register for classes please go to myportal.fhda.edu and follow these steps,
1) Click 'Apps'
2) Click 'Student Registration'
3) Registration Tools
for important information such as dates and deadlines.
Check <https://foothill.edu/calendar/> for class information

Again, welcome to Foothill College! You have our best wishes for success in achieving your educational goal

Please contact us at (650) 949-7325 or webregfh@fhda.edu if you have any questions or need assistance.

Office of Admissions and Records
Foothill College
12345 El Monte Rd
Los Altos Hills Ca 94022
(650) 949-7325 phone
(650) 949-7048 fax
webregfh@fhda.edu
<https://foothill.edu/reg/contact.php>

Foothill.edu > Step 1b > Alternative Route

5 Register for Classes ▶

6 Pay for Classes ▶

Not Sure Which Steps You Need?

We know everyone is unique.

Maybe you are transferring from another college or taking classes while in high school or a first-time-to-college military veteran. Maybe you are returning after a few quarters away from Foothill or a college graduate looking to take a class for personal enrichment and fun!

IF this is your **FIRST TIME** applying for admission, answer [What Kind of Student Are You?](#) to see other steps you may need to follow.

IF you are an Undocumented Dreamer

1. [Apply for admission](#) with the Foothill College online application form
2. Then see if you qualify for AB 540 California Nonresident Tuition Exemption >

IF you are a Military Veteran

1. [Apply for admission](#) with the Foothill College online application form
2. Then, for additional steps, visit the Veteran Resource Center >

Disability Support Services & Alternative Media

If you require [alternative media services or other accommodations](#), visit our Disability Resource Center.

[Find Out Who To Contact](#) >

FRIDAY 9 a.m.–Noon

SUNNYVALE CENTER

CLOSED Please contact Main Campus for virtual services.

HOLIDAYS & EXCEPTIONS

CLOSED Jan. 18 Martin Luther King, Jr. Holiday

CLOSED Feb. 12-15 Presidents Day Weekend

Black Lives Matter Student Services Statement

In Student Services, we acknowledge our role in not serving our Black students adequately. Please [read full statement of our commitment](#) to alter our course of action with a quarterly updated public plan.

BLACK LIVES MATTER ACTION PLAN 12/15/2020 UPDATE

CALENDAR CLASS SCHEDULE DIRECTORY LIBRARY BOOKSTORE MAP NEWS SUNNYVALE ONLINE LEARNING MYPORTAL A-Z INFO FOR

FOOTHILL COLLEGE About Us Programs & Courses Apply & Register Costs & Financial Aid Counseling & Student Services Athletics & Campus Life International Students

All winter and spring classes delivered virtually. [SEE VIRTUAL CAMPUS](#)

Admission

Home > Apply & Register > Admission

APPLY for Admission

ADMISSION REQUIREMENTS

Apply for Admission

Tips for Completing Application

AB 540 CA Nonresident Tuition Exemption

Program Requirements

Scholastics Honors

Foothill College Promise

Admission Requirements

Foothill has an open-door admission policy for all high-school graduates and non-graduates who are 18 years of age or older.

IF you are interested in our Allied Health programs, skip to [special admission forms](#).

IF you are an out-of-state student, skip to [residency requirements](#).

What Kind of Student Are You?

Let us help you find your best path to successful enrollment in classes at Foothill!

- AB540 Undocumented Dreamer ▶
- Adult Learner ▶
- Graduating High School Senior ▶
- High School Dual Enrolled (9–12) ▶
- Incoming Transfer Student ▶
- International Student ▶
- Military Veteran ▶
- Returning to Foothill – You Missed a Quarter ▶
- Student with a Disability ▶

Special Admission Programs

Special admission procedures, such as additional testing and application forms, are required for admission to several career programs. Some of these programs begin only in the fall quarter. You must complete all special admission requirements in the preceding spring quarter.

SEE WEBSITES FOR SPECIAL ADMISSION FORMS	
Dental Assisting	Diagnostic Medical Sonography
Dental Hygiene	Radiologic Technology
EMT & Paramedic	Respiratory Therapy Technology
Pharmacy Technician	Veterinary Technology

Residency Requirements

Need Help? Contact Us!

Admissions and Records

450.949.7325

[A & R Help Form](#)

Student Services Building
8100, Room 8101

A & R Office Hours

Winter Hours

MAIN CAMPUS

MONDAY–THURSDAY 9 a.m.–5 p.m.

FRIDAY 9 a.m.–Noon

SUNNYVALE CENTER

CLOSED Please contact Main Campus for virtual services.

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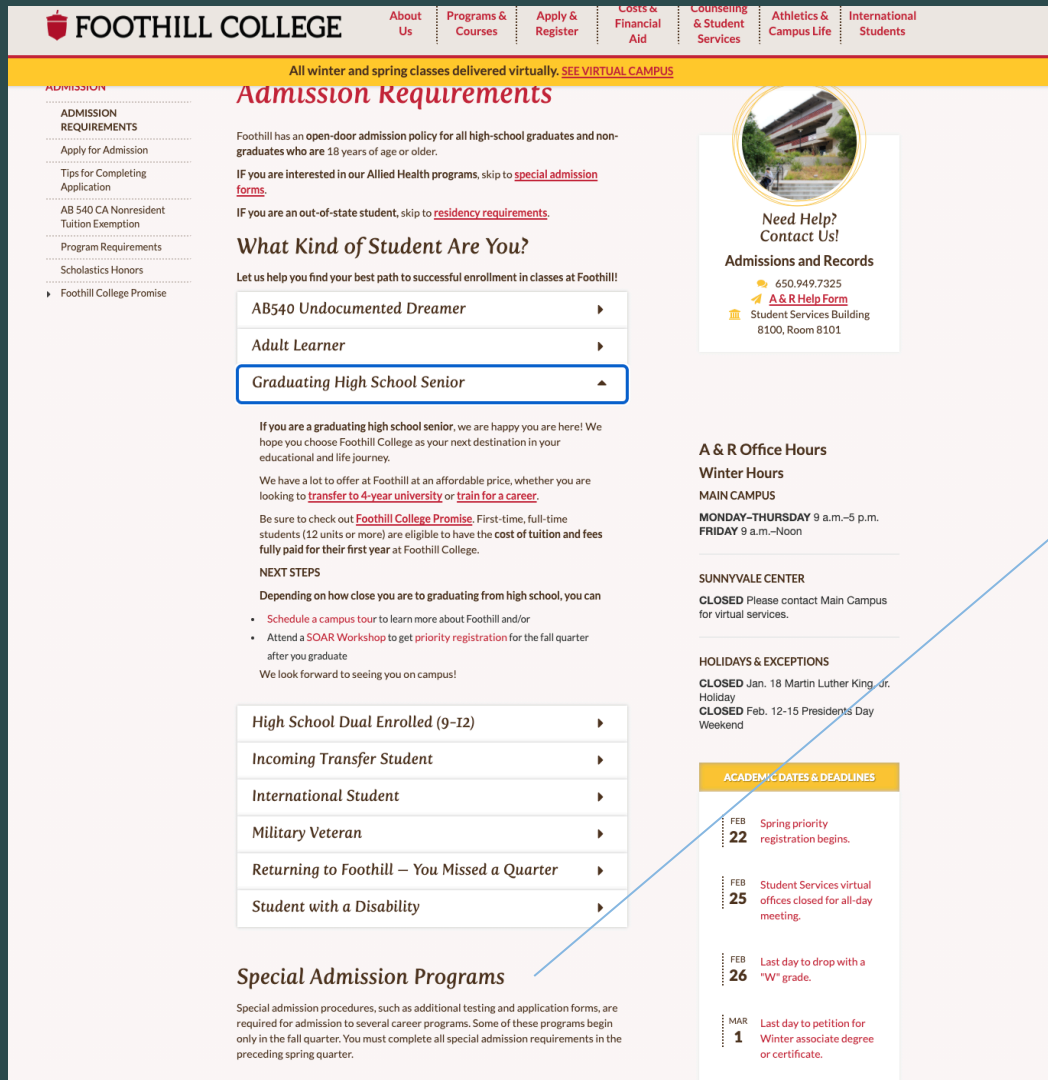
CLOSED Feb. 12-15 Presidents Day Weekend

ACADEMIC DATES & DEADLINES

- FEB 22 Spring priority registration begins.
- FEB 25 Student Services virtual offices closed for all-day meeting.
- FEB 26 Last day to drop with a "W" grade.
- MAR 1 Last day to petition for Winter associate degree.

This route specifies what type of student you are and provides only the information needed for that type of student.

What kind of student are you?



The screenshot shows the Foothill College website's admission requirements page. The navigation bar includes links for About Us, Programs & Courses, Apply & Register, Costs & Financial Aid, Counseling & Student Services, Athletics & Campus Life, and International Students. A yellow banner at the top states: "All winter and spring classes delivered virtually. [SEE VIRTUAL CAMPUS](#)". The main heading is "Admission Requirements". A left sidebar lists navigation options: ADMISSION REQUIREMENTS, Apply for Admission, Tips for Completing Application, AB 540 CA Nonresident Tuition Exemption, Program Requirements, Scholastics Honors, and Foothill College Promise. The main content area is titled "What Kind of Student Are You?" and features a dropdown menu with "Graduating High School Senior" selected. Below this, there is a section for "Special Admission Programs" with a blue arrow pointing to a callout box on the right. The page also includes sections for "Need Help? Contact Us!", "A & R Office Hours", "ACADEMIC DATES & DEADLINES", and "Next Steps".

FOOTHILL COLLEGE About Us Programs & Courses Apply & Register Costs & Financial Aid Counseling & Student Services Athletics & Campus Life International Students

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Admission Requirements

Foothill has an open-door admission policy for all high-school graduates and non-graduates who are 18 years of age or older.

If you are interested in our Allied Health programs, skip to [special admission forms](#).

If you are an out-of-state student, skip to [residency requirements](#).

What Kind of Student Are You?

Let us help you find your best path to successful enrollment in classes at Foothill!

- AB540 Undocumented Dreamer
- Adult Learner
- Graduating High School Senior**
- High School Dual Enrolled (9-12)
- Incoming Transfer Student
- International Student
- Military Veteran
- Returning to Foothill – You Missed a Quarter
- Student with a Disability

If you are a **graduating high school senior**, we are happy you are here! We hope you choose Foothill College as your next destination in your educational and life journey.

We have a lot to offer at Foothill at an affordable price, whether you are looking to [transfer to 4-year university](#) or [train for a career](#).

Be sure to check out [Foothill College Promise](#). First-time, full-time students (12 units or more) are eligible to have the **cost of tuition and fees fully paid** for their first year at Foothill College.

NEXT STEPS

Depending on how close you are to graduating from high school, you can

- Schedule a [campus tour](#) to learn more about Foothill and/or
- Attend a [SOAR Workshop](#) to get [priority registration](#) for the fall quarter after you graduate

We look forward to seeing you on campus!

Special Admission Programs

Special admission procedures, such as additional testing and application forms, are required for admission to several career programs. Some of these programs begin only in the fall quarter. You must complete all special admission requirements in the preceding spring quarter.

Need Help? Contact Us!
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[A & R Help Form](#)
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Special Admission Programs

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SEE WEBSITES FOR SPECIAL ADMISSION FORMS

- Dental Assisting
- Dental Hygiene
- EMT & Paramedic
- Pharmacy Technician
- Diagnostic Medical Sonography
- Radiologic Technology
- Respiratory Therapy Technology
- Veterinary Technology

This link also included Special Admission Application forms for Allied Health programs and link to program website. Apprenticeship info. not included.

<https://foothill.edu/reg/admission/>

If the student was asked to fill out a new application, they will receive a Welcome Email

Welcome Email

24hours after submitting application

Congratulations and welcome to Foothill College!

Please read the following paragraphs so that you will be able to register as soon as possible with the widest choice of available classes.

To Receive Priority Registration please go to <https://foothill.edu/reg/priority.html>
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High schools students do not need to complete orientation <https://foothill.edu.hs/>

COUNSELING

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12345 El Monte Rd
Los Altos Hills Ca 94022
(650) 949-7325 phone
(650) 949-7048 fax
webregfh@fhda.edu
<https://foothill.edu/reg/contact.php>

Assessment Testing

FOOTHILL COLLEGE

Assessment Testing

APPLY for Admission

Assessment for Placement

Foothill College's placement process has changed to meet our diverse student community. If you require a placement for Math, English, ESL, or Chemistry you will be assessed based on multiple measures. Depending on your educational background one of the following assessments may be used for placement: U.S. high school transcript, guided self-placement, or assessment test. Complete the following steps for placement.

I. Subjects for Placement

Select a Subject

ENGLISH MATH CHEMISTRY ESL

2. View Placement Results in MyPortal

- LOG IN to MyPortal
- SELECT Apps from menu
- Under Students, SELECT Student Registration App
- Under My Records, SELECT View My Placement Results
- See Your Course Placement
- If you have questions about your placement results after viewing them in MyPortal, please contact the [Assessment Office](#).

3. Meet with a Counselor

- After you review your placement results, make an appointment with a counselor to develop your educational plan.

If You Live Outside the Area

- If you are an online student or preparing to attend Foothill College but do not live in the area, please email fhtesting@fhda.edu.

Not Sure?

See FAQs about which assessment is best for you.

- I went to high school in the United States
- I did not attend high school in the United States
- I have completed college level Math/English
- I have a degree from a U.S. accredited college
- I passed an AP English or Math exam
- I have Accuplacer Classic Assessment results from another college

Black Lives Matter Student Services Statement

In Student Services, we acknowledge our role in not serving our Black students adequately. Please read full statement of our commitment to alter our course of action with a quietly updated public plan.

BLACK LIVES MATTER ACHIEVEMENTS 12/15/2020 UPDATE



Assessment Testing

APPLY for Admission

English Assessment

Assessment for Placement

Chemistry IA Exam

ENGLISH ASSESSMENT

ESL Assessment & Testing

Math Assessment

After Taking Your Tests

Retest Policy eff. 10/9/17

FAQs

ITEP Exam

It is our core belief at Foothill College that all students can succeed given the right level support. All students are eligible to access transfer-level English composition regardless of your educational background or native language. Based on student's need for additional support, Foothill offers four options of transfer-level English Composition & Reading.

ENGL 1A Honors - Composition & Reading Honors (5 units)

ENGL 1A - Composition & Reading (5 units)

ENGL 1A (5 units) + NCEN 401A (noncredit) - Composition & Reading plus co-requisite support course

ENGL 1S (4 units) + NCEN 442A (noncredit) - Integrated Composition & Reading

How You are Placed

Placement into English Composition is based on high school transcript evaluation or guided self-placement.

Traditional high school student matriculation

If you are a domestic student or your high school used an American style 4.0 scale grade point average (GPA) grading system, email or drop off an unofficial copy of your high school transcripts to the Testing and Assessment Center (Rm 8212) for evaluation.

Student did not attend high school or did not attend high school in the United States

If you did not go to high school in the United States, never attended high school anywhere, or your high school transcripts are unavailable, Come to the Testing and Assessment Center to complete a guided self-placement for English.

Transfer student from other college or with other college credit

If you have transfer credit from another college/university or Advanced Placement (AP) scores please complete a [Prerequisite Clearance Form](#).

Student currently in high school

At Foothill College, high school students currently in 11th and 12th grade are placed into English 1A based on cumulative unweighted high school GPA. For 10th graders seeking placement, we require not only a transcript for GPA, but also letters of recommendations from both an English instructor and a Counselor. We are interested in student's readiness for college-level reading and writing, as well as participation in a college-level classroom comprised of traditional-age college students as well as older returning students. In particular, does the student have the social maturity for non-fiction readings that may include complex themes of an adult nature and social maturity to engage in critical discourse on these themes with adult learners in a collaborative classroom. Therefore, per Foothill English Department policy, students currently in 9th grade high school are not permitted to enroll into English 1A.

Questions? We're Here to Help! Testing & Assessment Center

fhtesting@fhda.edu
Student Services Building 8200 Room 8212

Complete Orientation

This orientation helps the student familiarize themselves with the school process. It also helps the student obtain priority registration. - Instructs the student to make an appointment to see a counselor after completion.

Steps to Enroll

These steps have shown higher success and are helpful in achieving your goals. In order to receive the highest date to register these steps are required, but are not required to enroll in classes. *High School Students are not eligible for priority registration*

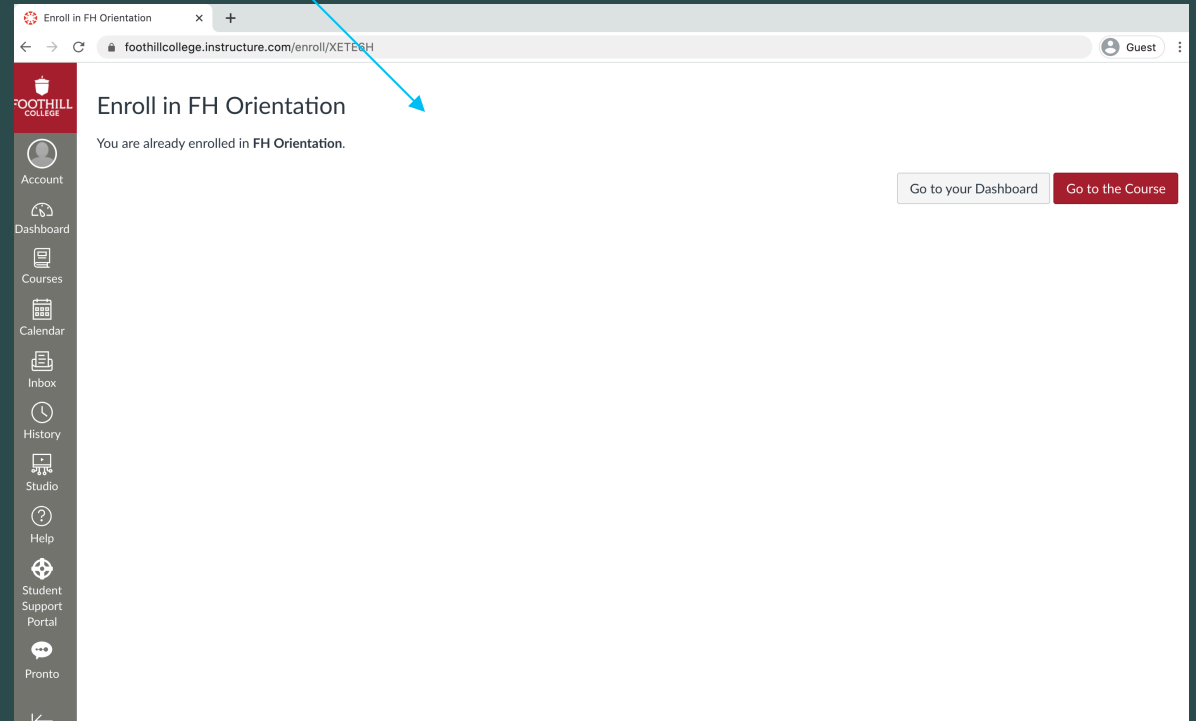
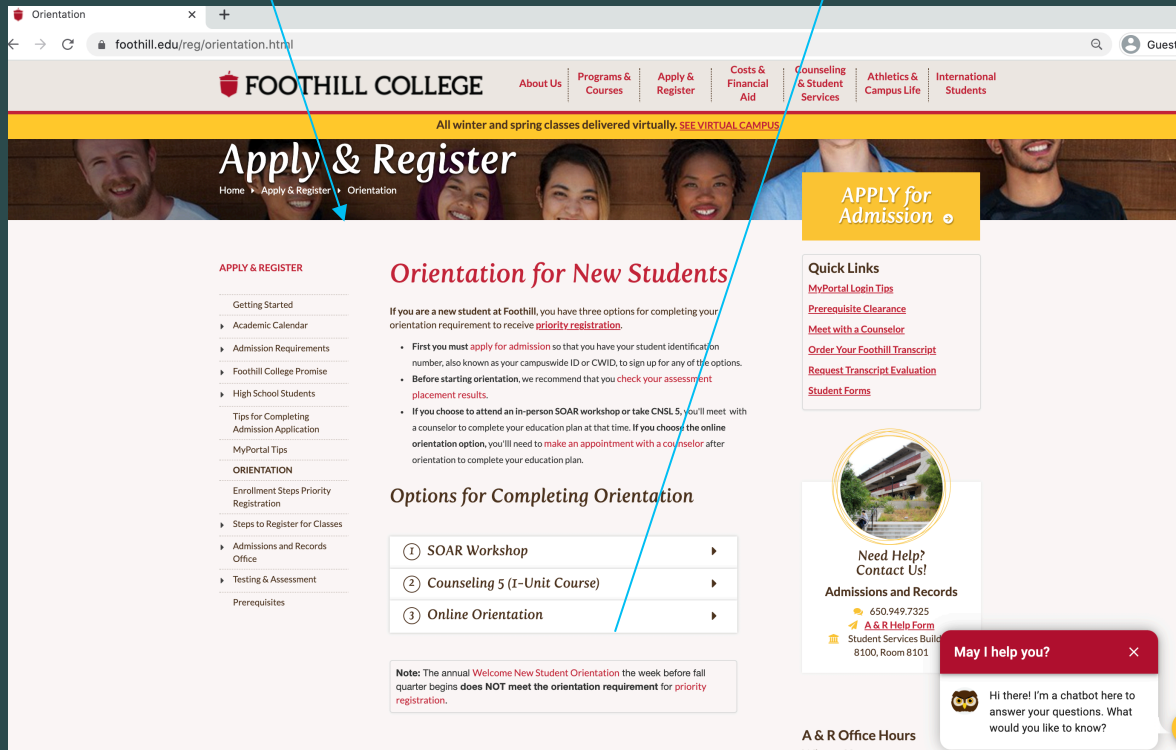
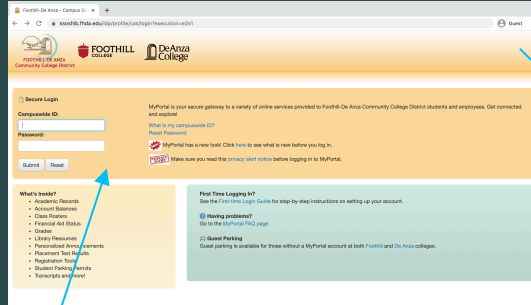
- 1 Apply for Admission
- 2 Meet Assessment Requirements
- 3 Complete Orientation

You have three options to meet this requirement.

1. Attend a SOAR workshop
2. Take Counseling 5 (1-unit course)
3. Complete Online Orientation

For more information about each option and how to sign up or enroll, see [Options for Completing Orientation](#)

- 4 Create an *Education Plan
- 5 Register for Classes
- 6 Pay for Classes



Education Plan

Steps to Enroll

These steps have shown higher success and are helpful in achieving your goals. In order to receive the highest date to register these steps are required, but are not required to enroll in classes. *High School Students are not eligible for priority registration*

- 1 Apply for Admission
- 2 Meet Assessment Requirements
- 3 Complete Orientation
- 4 Create an *Education Plan

*In order to fulfill this requirement, your student education plan (SEP) must include the term in which you plan to register.

- Schedule a 30-minute appointment with a counselor OR
- Attend Counseling Drop-In Session during Quick Question Hours. No appointment necessary.

- 5 Register for Classes

Foothill.edu – Drop down

Summer Quarter 2020

Counseling will only be offering Zoom & Telephone Quick Questions which is a 10-15 minutes drop-in session on a first come, first served basis. It will answer questions regarding:

- General counseling questions
- Selecting courses for Summer 2020 and Fall 2020
- AP test scores
- Prerequisite Clearance
- Academic/Progress Probation
 - Levels 1&2: No counselor needed, email fhprobation@fhda.edu
 - Levels 3,4,&6: Abbreviated education plan with a counselor

To be added to the Quick Questions queue, please call the Counseling Center front desk during our operational hours and request to be placed on the Quick Questions call-back list for a counselor. Students will be assisted on a first-come, first-served basis.

30-minute appointments will not be offered during the Summer quarter.

Contact us: (650) 949-7423, (650) 949-7821
Website: <https://foothill.edu/counseling>
Email: Foothill_Counseling

Hours of Operation:

- Monday: 8:30 a.m. – 6:00 p.m.
- Tuesday: 8:30 a.m. – 6:00 p.m.
- Wednesday: 8:30 a.m. – 5:00 p.m.
- Thursday: 8:30 a.m. – 5:00 p.m.
- Friday: CLOSED

<https://fhcounseling.foothill.edu/esars/counseling/eSARS.asp?WCI=Init&WCE=Settings>

Counseling Services

All Counseling Appointments by Telephone & Zoom

Fall, Winter and Spring

The Counseling Team is here to support you via Telephone and Zoom appointments during the Fall, Winter and Spring quarters. During these quarters, you may schedule your appointments with our [online scheduling system](#).

We will offer Quick Question, 15-minute drop-in sessions for the first two weeks of Spring registration, Feb. 22-26 and March 1-5 as follows:

- Mon, Feb. 22: 10:30 a.m. - 12:15 p.m. and 1:30 p.m. - 3:15 p.m.
- Tues, Feb. 23: 9:30 a.m. - 11:15 a.m. and 3:00 p.m. - 4:15 p.m.
- Wed, Feb. 24: 9:30 a.m. - 11:15 a.m. and 3:00 p.m. - 4:15 p.m.
- Thurs, Feb. 25 - Offices Closed
- Fri, Feb. 26: 9:30 a.m. - 11:15 a.m. and 1:00 p.m. - 2:30 p.m.

Mon, Mar. 1: 10:30 a.m. - 2:00 p.m.
Tues, Mar. 2: 10:30 a.m. - 12:15 p.m. and 1:00 p.m. - 2:45 p.m.
Wed, Mar. 3: 9:30 a.m. - 11:15 a.m. and 3:00 p.m. - 4:15 p.m.
Thurs, Mar. 4: 9:30 a.m. - 11:15 a.m. and 12:00 p.m. - 1:15 p.m.
Fri, Mar. 5: 10:30 a.m. - 12:15 p.m. and 1:00 p.m. - 2:45 p.m.

To be placed on the drop-in queue or for general questions, please call 650.949.7423 or 650-949-7821.

Winter Quarter Office Hours

- Monday - Tuesday: 8:30 a.m. - 6 p.m.
- Wednesday - Thursday: 8:30 a.m. - 5 p.m.
- Fridays: 8:30 a.m. - 3 p.m.
- Closed Feb 12, 15, 19 and 25.

Are You Zoom Ready?

Black Lives Matter Student Services Statement

In Student Services, we acknowledge our role in not serving our Black students adequately. Please read full statement of our commitment to alter our course of action with a quarterly updated public plan.

BLACK LIVES MATTER ACTION PLAN 12/15/2020 UPDATE

Questions? We're Here to Help! Counseling Center

650.949.7423
fhcounseling@fhda.edu
Student Services Building 8300, Room 8302

<https://foothill.edu/counseling/>

Ed. Plan continued

Make an Appointment

Services

Locations and Hours

MAKE AN APPOINTMENT

Faculty & Staff

Courses

Online Quick Questions

Choosing a Major

General Education Requirements

Petition for Graduation

Probation & Disqualification

GPA Calculator

Transfer Equivalency Guide

2020-2021 Transfer GE Guide

Make a 30-Minute Counseling Appointment

Prepare for Your Appointment

Review Guidelines

Schedule Your Appointment

COUNSELOR PHONE NUMBERS

You may email rcounseling@fth.edu and your email will be answered within 24 hours.

Please call the Counseling Office during listed hours for general questions.

You may call **650.949.7423** — Dial "9" to bypass the introductory message.

- Monday-Tuesday: 8:30 a.m. – 4 p.m.
- Wednesday-Thursday: 8:30 a.m. – 5 p.m.
- Friday: 8:30 a.m. – 3 p.m.

The phone will not be answered between the 12:30-1:00 p.m. lunch break.

The office will be closed Feb. 12 and 15, 19 and 25.

We apologize for any inconvenience. We thank you for your patience and understanding as we do our part to minimize spreading the Covid19 virus.

Got a Quick Question?

Quick Question is a great opportunity to get your quick, burning questions answered FAST. Available on a limited basis, Quick Questions are generally 15 minutes in length and handled on a first come first served basis.

Results in most traditional plans, academic probation issues and transfer/exit evaluations typically require more time than the 15-minute Quick Questions allow, so we recommend scheduling a 30-minute appointment for those types of topics. We want to be sure that our Counselors can give you the personalized attention and accuracy that you deserve!

COUNSELING

Services

Locations and Hours

MAKE AN APPOINTMENT

Faculty & Staff

Courses

Online Quick Questions

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Probation & Disqualification

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Transfer Equivalency Guide

2020-2021 Transfer GE Guide

Make a 30-Minute Counseling Appointment

All Counseling Appointments Now By Telephone & Zoom

Prepare for Your Appointment

Review Guidelines

Schedule Your Appointment

COUNSELOR PHONE NUMBERS

You may email rcounseling@fth.edu and your email will be answered within 24 hours.

Please call the Counseling Office during listed hours for general questions.

You may call **650.949.7423** — Dial "9" to bypass the introductory message.

Questions? We're Here to Help!

Counseling Center

650.949.7423

rcounseling@fth.edu

Student Services Building 8300, Room 8302

COUNSELING

Services

Locations and Hours

MAKE AN APPOINTMENT

Faculty & Staff

Courses

Online Quick Questions

Choosing a Major

General Education Requirements

Petition for Graduation

Probation & Disqualification

GPA Calculator

Transfer Equivalency Guide

2020-2021 Transfer GE Guide

Make a 30-Minute Counseling Appointment

All Counseling Appointments Now By Telephone & Zoom

Prepare for Your Appointment

Review Guidelines

Schedule Your Appointment

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Student Services Building 8300, Room 8302

<https://foothill.edu/counseling/counselappt.html>


1. Prepare for Appointment

2. Review Guidelines

3. Schedule Your Appointment

Schedule Your Appointment

fhcounseling.foothill.edu/esars/counseling-web/eSARS.asp?WCI=Init&WCE=Settings Guest



Online/Zoom Counseling Appointment

Please sign in

Student ID

Birth Date

Sign in

Cancel



Online/Zoom Counseling Appointment

Please select the desired option

Make Appointment

No appointments have been scheduled

View or Cancel Appointments

View Appointment History

Logout

<https://fhcounseling.foothill.edu/esars/counseling-web/eSARS.asp?WCI=Init&WCE=Settings>

Register for Classes and Priority Registration info

FOOTHILL COLLEGE About Us Programs & Courses Apply & Register Costs & Financial Aid Counseling & Student Services Athletics & Campus Life International Students

All winter and spring classes delivered virtually. [SEE VIRTUAL CAMPUS](#)

- Admissions and Records Office
- Testing & Assessment
- Prerequisites

equivalent, *you're in.*

We're on the quarter system with a shortened summer session. For registration and other important dates and deadlines, see the [academic calendar](#).

Steps to Enroll

These steps have shown higher success and are helpful in achieving your goals. In order to receive the highest date to register these steps are required, but are not required to enroll in classes. *High School Students are not eligible for priority registration*

- 1 Apply for Admission
- 2 Meet Assessment Requirements
- 3 Complete Orientation
- 4 Create an *Education Plan
- 5 Register for Classes
- 6 Pay for Classes

Once you've completed these steps, you will get [priority enrollment](#) to register for classes.

STEPS TO REGISTER FOR CLASSES

Not Sure Which Steps You Need?

We know everyone is unique. Maybe you are transferring from another college or taking classes while in high school or a first-time-to-college military veteran. Maybe you are returning after a few quarters away from Foothill or a college graduate looking to take a class for personal enrichment and fun!

If this is your **FIRST TIME** applying for admission, answer [What Kind of Student Are You?](#) to see other steps you may need to follow.

If you are an Undocumented Dreamer

1. Apply for admission with the Foothill College online application form
2. Then see if you qualify for AB 540 California Nonresident Tuition Exemption

Need Help? Contact Us!

Admissions and Records
650.949.7325
[A & R Help Form](#)
Student Services Building
8100, Room 8101

A & R Office Hours

Winter Hours
MAIN CAMPUS
MONDAY-THURSDAY 9 a.m.-5 p.m.
FRIDAY 9 a.m.-Noon

SUNNYVALE CENTER
CLOSED Please contact Main Campus for virtual services.

HOLIDAYS & EXCEPTIONS
CLOSED Jan. 18 Martin Luther King, Jr. Holiday
CLOSED Feb. 12-15 Presidents Day Weekend

Black Lives Matter Student Services Statement

In Student Services, we acknowledge our role in not serving our Black students adequately. Please [read full statement of our commitment](#) to alter our course of action with a quarterly updated public plan.

BLACK LIVES MATTER ACTION PLAN 12/15/2020 UPDATE

Registration
Home > Apply & Register > Priority Enrollment Steps

APPLY for Admission

APPLY & REGISTER

- Getting Started
- Academic Calendar
- Admission Requirements
- Foothill College Promise
- High School Students
- Tips for Completing Admission Application
- MyPortal Tips
- Orientation
- Enrollment Steps Priority Registration
- Steps to Register for Classes
- Admissions and Records Office
- Testing & Assessment
- Prerequisites

Enrollment Steps for Priority Registration

See the [Academic Calendar](#) for priority enrollment registration dates for the current quarter.

If you have applied for admission, go to [MyPortal](#) to check YOUR registration date.

New Students

Follow Steps 1-6 to Receive Priority Registration

- You'll need to complete steps 1-3 when filling out the Foothill College online application.
- You can complete steps 4-6 by following options listed for each.

- 1 Apply
- 2 Declare a major - not "Undecided"
- 3 Select a goal of transfer, degree or certificate
- 4 Meet Assessment requirements
- 5 Complete orientation
- 6 Create an *educational plan

Priority Enrollment Order

In accordance with state and local regulations, students will be assigned registration dates in the following order: (See [academic calendar](#) for priority registration dates for upcoming or current term.)

Note asterisks below. *In order to fulfill this requirement, the student education plan (SEP) must include the term to which the student plans to register. Priority registration is set up for first-time college students with a goal of obtaining their first degree or certificate.

You will NOT be able to receive priority higher than Group 6 if you've previously attended college or university and/or received a degree.

- Group 1: Veterans, Foster Youth, CalWORKs, DSPS, EOPS Students who have
- Group 2: Student Athletes who have
- Group 3: Continuing students (including full time and part time) who have
- Group 4: New, fully matriculated college students

Quick Links

- Choose a Major and Goal
- Assessment for Placement
- New Student Orientation
- See Counselor to Create Ed Plan
- Register for Classes

Quick Links

- MyPortal Login Tip
- Prerequisite Clearance
- Meet with a Counselor
- Order Your Foothill Transcript
- Request Transcript Evaluation
- Student Forms

Need Help? Contact Us!

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CLOSED Jan. 18 Martin Luther King, Jr.

foothill.edu/reg/registration/

FOOTHILL COLLEGE About Us Programs & Courses Apply & Register Costs & Financial Aid Counseling & Student Services Athletics & Campus Life International Students

All winter and spring classes delivered virtually. [SEE VIRTUAL CAMPUS](#)

Steps to Register for Classes

Home > Apply & Register > Steps to Register for Classes

APPLY for Admission

STEPS TO REGISTER FOR CLASSES

- ADD or Drop Classes
- Get an Advisor
- Request New Guidelines
- Request a Course
- Adding a Class
- Other Student Resources
- Viewing Grades
- MyPortal First Time Login
- MyPortal Security Guidelines

Registration Dates & Deadlines

Spring Quarter 12-Week Classes

- Registration open Feb. 20-April 4
- Classroom open Feb. 20-April 4

Second Spring 6-Week Classes

- Registration open April 19-May 16
- Classroom open April 19-May 16
- See all important dates and deadlines >

Before You Start

Priority Registration

NEW STUDENTS To register for classes in [SUNNYVALE](#), you must first [apply for admission](#). Incoming transfer students at [MAIN CAMPUS](#) must first obtain a [degree or certificate](#). If you want to qualify for [priority enrollment](#), then come back to MyPortal and follow the steps below to register for classes.

FORMER STUDENTS You must [check for admission](#). If you received a term, except if you dropped a term.

If you want to request an add code for an online class AFTER the quarter starts, you must be a continuing student or apply for admission to Foothill first.

Accessing Student Registration

1. LOG IN to MyPortal.
2. SELECT Apps/Tools.
3. Select Register, SELECT Student Registration.

Student Registration

1. Under Registration Tools, SELECT registration link. Read more about each link below.

Registration Tools

1. Select to Register
2. Searchable Schedule of Classes
3. Add or Drop Classes
4. View Your Class Schedule
5. Change Course Options (Plan / Add Plan)
6. View more...

Need Help? Contact Us!

Admissions and Records
650.949.7325
[A & R Help Form](#)
Student Services Building
8100, Room 8101

A & R Office Hours

Winter Hours
MAIN CAMPUS
MONDAY-THURSDAY 9 a.m.-5 p.m.
FRIDAY 9 a.m.-Noon

SUNNYVALE CENTER
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HOLIDAYS & EXCEPTIONS
CLOSED Jan. 18 Martin Luther King, Jr. Holiday
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HOLIDAYS & EXCEPTIONS
CLOSED Jan. 18 Martin Luther King, Jr. Holiday
CLOSED Feb. 12-15 Presidents Day Weekend

ADMISSIONS & RECORDS

2020

21 Spring quarter registration begins.

22

23 Student Services virtual office hours at 4:00 p.m. meeting.

24

25

26 Last day to drop with a "W" grade.

<https://foothill.edu/reg/registration/>

Priority Registration

Registration
Home > Apply & Register > Priority Enrollment Steps

APPLY for Admission

APPLY & REGISTER

- Getting Started
- Academic Calendar
- Admission Requirements
- Foothill College Promise
- High School Students
 - Tips for Completing Admission Application
 - MyPortal Tips
 - Orientation
 - Enrollment Steps Priority Registration
 - Steps to Register for Classes
 - Admissions and Records Office
 - Testing & Assessment
 - Prerequisites

Enrollment Steps for Priority Registration

See the [Academic Calendar](#) for priority enrollment registration dates for the current quarter.

If you have applied for admission, go to [MyPortal](#) to check YOUR registration date.

New Students

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- You'll need to complete steps 1-3 when filling out the Foothill College online application.
- You can complete steps 4-6 by following options listed for each.

- 1 Apply
- 2 Declare a major - not "Undecided"
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- 4 Meet Assessment requirements
- 5 Complete orientation
- 6 Create an *educational plan

Priority Enrollment Order

In accordance with state and local regulations, students will be assigned registration dates in the following order. (See [academic calendar](#) for priority registration dates for upcoming or current term.)

Note asterisks below: *In order to fulfill this requirement, the student education plan (SEP) must include the term in which the student plans to register.

Priority registration is set up for first-time college students with a goal of obtaining their first degree or certificate.

You will **NOT** be able to receive priority higher than Group 6 if you've previously attended college or university and/or received a degree.

- Group 1: Veterans, Foster Youth, CalWORKS, DSPS, EOPS Students who have
- Group 2: Student Athletes who have
- Group 3: Continuing students (including full time and part time) who have
- Group 4: New, fully matriculated college students

Quick Links

- [Choose a Major and Goal](#)
- [Assessment for Placement](#)
- [New Student Orientation](#)
- [See Counselor to Create Ed Plan](#)
- [Register for Classes](#)

Quick Links

- [MyPortal Login Tips](#)
- [Prerequisite Clearance](#)
- [Meet with a Counselor](#)
- [Order Your Foothill Transcript](#)
- [Request Transcript Evaluation](#)
- [Student Forms](#)

Need Help? Contact Us!

Admissions and Records

- 650.949.7325
- [A & R Help Form](#)
- Student Services Building 8100, Room 8101

A & R Office Hours

Winter Hours

MAIN CAMPUS
MONDAY-THURSDAY 9 a.m.-5 p.m.
FRIDAY 9 a.m.-Noon

SUNNYVALE CENTER
CLOSED Please contact Main Campus for virtual services.

HOLIDAYS & EXCEPTIONS
CLOSED Jan. 18 Martin Luther King, Jr. Holiday
CLOSED Feb. 12-15 Presidents Day Weekend

- Priority Registration:
- Important to ensure continuing students are enrolling in their Education Plan courses for graduation, transferring, etc..
 - Students can check eligibility.
- MyPortal > APPS > Priority Registration APP

Priority Enrollment Order

In accordance with state and local regulations, students will be assigned registration dates in the following order. (See [academic calendar](#) for priority registration dates for upcoming or current term.)

Note asterisks below: *In order to fulfill this requirement, the student education plan (SEP) must include the term in which the student plans to register.

Priority registration is set up for first-time college students with a goal of obtaining their first degree or certificate.

You will **NOT** be able to receive priority higher than Group 6 if you've previously attended college or university and/or received a degree.

- Group 1: Veterans, Foster Youth, CalWORKS, DSPS, EOPS Students who have
- Group 2: Student Athletes who have
- Group 3: Continuing students (including full time and part time) who have
- Group 4: New, fully matriculated college students who have
- Group 5: New, non-matriculated college students who have
- Group 6: Transfer students (from any other college) and returning students who have
- Group 7: All other college students, including continuing students who have not
- Group 8: Dually-enrolled high school students who are

Contact Us:

Admissions and Records

- 650.949.7325
- [A & R Help Form](#)
- Student Services Building 8100, Room 8101

A & R Office Hours

Winter Hours

MAIN CAMPUS
MONDAY-THURSDAY 9 a.m.-5 p.m.
FRIDAY 9 a.m.-Noon

SUNNYVALE CENTER
CLOSED Please contact Main Campus for virtual services.

HOLIDAYS & EXCEPTIONS
CLOSED Jan. 18 Martin Luther King, Jr. Holiday
CLOSED Feb. 12-15 Presidents Day Weekend

Register for classes.

MyPortal First-Time Login
MyPortal Security Guidelines
Extend Deadlines for P/NP and EW

See all important dates and deadlines

650.949.7325
A & S Help Form
Student Services Building
8100, Room 8101

Before You Start

Priority Registration

NEW STUDENTS: To register for classes in MyPortal, you must first [apply for admission](#). Remember to declare a major (not "undecided") and select a goal of transfer, degree or certificate if you want to qualify for [priority enrollment](#). Then come back to this page and follow the steps below to register for classes.

FORMER STUDENTS: You must [reapply for admission](#) if you missed a term, except if you skipped summer session.

If you want to request an add code for an online class AFTER the quarter starts, you must be a continuing student or apply for admission to Foothill first.

Accessing Student Registration

1. LOG IN to MyPortal.
2. SELECT Apps from menu.
3. Under Students, SELECT Student Registration.

4. Under Registration Tools, SELECT a registration task. Read more about each task below.

ACADEMIC DATES & DEADLINES

FEB 22	Spring priority registration begins.
FEB 26	Last day to drop with a "W" grade.
MAR 1	Last day to petition for Winter associate degree or certificate.
MAR 1	Last day to petition for a

Illustration of the registration process using MyPortal.

4. Under Registration Tools, SELECT a registration task. Read more about each task below.

Student Registration

Registration Tools

- Get Date to Register
- Searchable Schedule of Classes
- Add or Drop Classes
- View Your Class Schedule
- Change Grade Options (Pass / No Pass)
- View Holds
- Make a Payment
- Order Foothill Parking Permit
- Order De Anza Parking Permit

Using the Registration Tools

- 1 Get Your Date to Register
- 2 View Searchable Schedule of Classes
- 3 Log in to MyPortal to Register (Add) Classes
- 4 Get on the Waitlist
- 5 Pass/No Pass Grading
- 6 Dropping Classes
- 7 Course Repetition, Repeatability and Families
- 8 DegreeWorks, ePrintit, AcademicWorks, ClockWork and More
- 9 Order Your Parking Permit
- 10 Attend Classes
- 11 Final Grades

ACADEMIC DATES & DEADLINES

FEB 22	Spring priority registration begins.
FEB 26	Last day to drop with a "W" grade.
MAR 1	Last day to petition for Winter associate degree or certificate.
MAR 1	Last day to petition for a

[All Academic Calen](#)

<https://foothill.edu/reg/registration/>

Step 6. Pay for Classes

6 Pay for Classes

Pay your fees as soon as possible after registering. If you need help paying for college, we offer [financial aid options](#) and [payment plans](#). Remember that you may be dropped from your classes if you do not pay in a timely manner.

FOOTHILL COLLEGE PROMISE

If you are a high school graduate or equivalent, first-time-to-college student, and plan to take 12 units or more (full-time status), you are eligible to have the [cost of tuition and fees fully paid for your first year at Foothill](#). [Learn more about Foothill College Promise!](#)

Get Help Paying For College

What Is Financial Aid?

Financial aid is money that is given, paid or loaned to you to help pay for your college education or vocational training.

Foothill College Promise - Get Two Years College Free!

First-time, full-time students are eligible to have the cost of tuition, fees and textbooks waived for their first TWO years through [Foothill College Promise](#).

To get started, [apply for financial aid](#) by completing the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application.

Then learn more about [other types of financial aid](#) available for Foothill College students!

Note: Foothill Promise is offered for the Fall, Winter and Spring quarters only. It is not applicable for Summer quarter classes.

GREAT NEWS STARTING FALL 2020! - If you drop below full-time status, you will not lose Foothill Promise eligibility for the following quarters you are eligible.

- If you lost first-year eligibility during the 2019-2020 school year, you can now be considered for year two of the Foothill Promise Program during the 2020-2021 school year as long as you meet the [basic eligibility requirements](#).

Need Assistance?

Welcome to our New Virtual Financial Aid Front Desk

The Foothill Financial Aid Office is now open with Virtual Front Desk services. Now you can connect with financial aid staff and have your general financial aid questions answered instantly without the wait of an email response.

To ZOOM into the Financial Aid Virtual Front Desk, simply click on the button below during the following times:

Monday-Thursday: 11 a.m. - 4 p.m. , excluding holidays

[JOIN FINANCIAL AID VIRTUAL FRONT DESK](#)

MyPortal Login
SEE YOUR FINANCIAL AID STATUS

[APPLY FOR FINANCIAL AID](#)



Questions?
We're Here to Help!

Financial Aid Office

650.949.7245
ffinancialaidoffice@fhda.edu
Building 8100, Room 8101

Make an Appointment

[SEE CONTACT US](#)

Follow Us on Instagram

[foothill_financialaid](#)

Stay up to date with Financial Aid Monday Themes, Thursday Q&A and #FATVFriday #Watch&Learn on Fridays.

Black Lives Matter
Student Services Statement

Payment Policy

Drop for Nonpayment Spring 2021

Students with a total fee balance of \$250 or more by end of the following date will be dropped for nonpayment. Your total fee balance is cumulative, including De Anza charges if you are or were enrolled at De Anza for any quarter.

Drop for nonpayment will take place by **END of day on:**

- Wednesday, March 24

Note: Drop for nonpayment date(s) vary for each quarter. If you enroll for Spring 2021 classes after the drop for nonpayment date, your classes will not be dropped by the system.

Financial Aid

- Students whose Financial Aid funds (grants and loans only) have been awarded and approved for Academic Year 2020-2021, you are excluded from the drop for nonpayment program.
- Students are responsible for initiating the official drop process through MyPortal. Contact A&R Office using the [Help Form](#) if you have any questions about the drop process.
- Please note it may take several days for Financial Aid paperwork to be processed.

International Students

- International students whose valid I-20 is issued by Foothill or De Anza College will not be dropped for nonpayment.
- International students are responsible for initiating the official drop process through MyPortal.

Dropping Classes

- If you want to drop a class, you are responsible for initiating the official drop process through MyPortal. If you have add/drop questions, you can send an email to Admissions and Records Office using the [A&R Help Form](#).

<< Installment plans available

<https://foothill.edu/reg/cashier/nonpayment.html>

<https://foothill.edu/financialaid/>