How to Get Priority Enrollment this Fall

New students (as of spring 2014) must complete the following steps by July 11 to receive priority enrollment.

1. Declare a major on your application – not “Undecided.”
2. Select a goal of transfer, degree or certificate.
3. Take placement tests.
5. Officially choose your classes and complete an abbreviated Educational Plan. (You’ll learn how at orientation.)
6. Enroll in 12 units or more.

De Anza College At Your Service

for the First Week of Spring Quarter – April 7-12, 2014

Admissions & Records/Cashier
Monday-Thursday 8 a.m.–6 p.m. • Friday 8 a.m.-4 p.m. • Saturday 9 a.m.-1 p.m.

Assessment
Monday-Thursday 8:30 a.m.-5 p.m. • (closed noon to 1 p.m.) • Friday 8:30 a.m.-1 p.m.

Bookstore
Monday-Thursday 7:30 a.m.-8:30 p.m. • Friday 7:30 a.m.-4 p.m. • Saturday 9 a.m.-3 p.m.

Counseling
Monday & Thursday 8:30 a.m.-5 p.m. • Tuesday & Wednesday 8:30 a.m.-7 p.m. • Friday 8:30 a.m.-1 p.m.

Dining Services
Monday-Thursday 7 a.m.-8:30 p.m. (closed 2-2:35 p.m.) • Friday 7 a.m.-2 p.m.

Financial Aid
Monday & Thursday 8 a.m. – 5 p.m. • Tuesday & Wednesday 8 a.m.-7 p.m. • Friday 10 a.m.-3 p.m.

Library
Monday-Thursday 8 a.m.-8 p.m. • Friday 8 a.m.-4 p.m.

THE TWO CARDS YOU NEED

Get Your Eco Pass – You’ve Paid the Fee, Now it’s Free!
The Eco Pass, good for unlimited rides on VTA, is now better than ever. It’s conveniently loaded onto a Clipper card that’s good for the entire time you’re enrolled at De Anza.

www.deanza.edu/ecopass

Get your DASB card!
You’ll need it for services campuswide – and you’ll get discounts at area businesses.

www.deanza.edu/dasbcards

Both cards available at the Office of College Life

Print at 9 locations across campus!

AT Lobby • Bookstore • Campus Center Lobby • Kirsch Center • LCW Computer Lab (2) • Library (first & second floors) • Science Center

www.deanza.edu/dasbcards/paytoprint.html
How to Locate Buildings and Rooms

Building numbers are the first digit of room numbers. Example: Room S-73 is located in Building S-7.

ECOT-1 Institute of Community & Civic Engagement (ICCE)
E-1 Automotive Technology
E-2 Manufacturing and Computer Numerical Control, Faculty Offices
E-3 Classrooms, Faculty Offices
ESA Environmental Study Area Lab
F-1 through 6 Faculty Offices
FC Flint Center, Box Office
FOR – Forum Art History Slide Library/Office, Lecture Halls
Forum 5 Plant Services Offices
F-1,2,3 Faculty Offices
F-4,6 Faculty Offices
G-1 through 10 General Purpose Classrooms
HTCTU – Hoefler Building
KC – Kirsch Center For Applied Technologies Division Office, Biological, Health and Environmental Studies Faculty Offices, Classroom/Labs, General Purpose Classrooms
LCW – Learning Center West Audio Visual, Classrooms, Educational Diagnostic Center, International Student Office, Library West Computer Lab
Library Library, Distance Learning Center
L-1 Business, Computer Science and Applied Technologies Division Office, Language Arts Division Office, Social Sciences/Humanities Division Office
L-2,3 Classrooms/Psychology Lab
L-4 La Voz, Red Wheelbarrow, Classrooms
L-5 Restrooms
L-6,8 Classrooms
L-7 Data Services
Media and Technology Resources Group, Distance Learning, Staff and Organizational Development Center (MLC)
Mod Quad MQ-1 ETS
MQ-2 Classroom
MQ-3 Classroom
MCC Intercultural/International Studies Division Office and Multicultural Center
PE-1 Auxiliary Gyms, Physiology Lab
PE-2 Main Gym
PE-4 P.E. Division Office, Recreational Sports/Intramural Office, Faculty Offices
PE-5 Faculty Offices
PE-6 Fitness and Wellness Center, Locker Rooms, Faculty Offices
PLT – Planetarium at Fujitsu Planetarium at De Anza College

SCS – Student Services Center
SC-1 Lecture Hall, Faculty Offices
SC-2 Labs
SC-3 Pavilion
SEM – Seminar CompTechS/Computer Donation Program, Outreach and Relations with Schools, Occupational Training Institute (OTI), County Office of Education
S-1 Geology/Physics Classrooms, Faculty Offices
S-2 Restrooms
S-3 Classrooms/Physical Science/ Math/Engineering Division Office, Faculty Offices, Honors Program
S-4 Classrooms/Math and Science Tutorial Center, Faculty Offices
S-5 Classrooms, Faculty Offices
S-6 Restrooms
S-7 Classrooms, Faculty Offices
S-8 Nursing/Classrooms
S-9 Faculty Offices

VPAC – Visual and Performing Arts Center
Auditorium/Lecture Hall, Euphnat Museum of Art

Mary Ave.
San Mateo County Community College District
Stevens Creek Blvd.
San Jose

Please Recycle
Need to Find Open Classes for the First Week of the Quarter?

Here’s How:
1. LOG IN to MyPortal at https://myportal.fhda.edu/cp/home/displaylogin
2. CLICK the MyPortal Registration Tab.
3. GO to the Open Class Finder.
4. SELECT your search criteria.

Need to Add a Class After School Starts?

Here’s How:
1. ATTEND the first meeting of the class to get an Add Code from the instructor if space is available. Add the class using the MyPortal online registration system.
2. LOG IN at https://myportal.fhda.edu/cp/home/displaylogin
3. CLICK Registration tab. CLICK Add or Drop Classes (under Registration Tools).
4. SELECT the current term and campus. CLICK Submit.
5. SCROLL to Add Classes Worksheet at bottom of page. ENTER the 5-digit CRN for the class. (Do not use the Add Code yet). CLICK Submit Changes. A screen to enter the Add Code will pop up. Follow the prompt from there.
6. REMEMBER: Complete the add process by the add deadline for the current term. Payment in full is due immediately at the time of adding a class.

ATTENTION: If you are using an Add Code with a waitlisted class, the process is different. See the Student Registration Guide on the MyPortal Registration Tab for help.

Need to Find a Computer on Campus for the First Week of the Quarter?

Here’s Where:
1. Library (Open Monday–Thursday, 8 a.m.–8 p.m.; Friday 8 a.m.–4 p.m.)
   a. Library Reference area, 1st floor, 16 computers, no DASB card required
   b. Library computer lab, 2nd floor, 20 computers, DASB card required
   c. Library West computer lab, basement, 80 computers, no DASB card required during first week of the quarter
2. AT 203 (Advanced Technology Center) Designated computers will be available from Monday-Friday, 9 a.m.-5 pm. during the first week of the quarter.