

**Fitchburg State College is pleased to offer online registration and payment to students registering for on-campus Graduate and Continuing Education courses. Students who have taken at least one course at Fitchburg State College may be able to register and pay online with a credit card or check. Students with accepted Financial Aid for Summer 2008 will also be able to register online. If you have never taken a class at Fitchburg State College, you will need to register by phone, fax, mail or in person.**

**If you have any questions regarding your PIN, please contact IT at (978) 665-4500, Mon–Thu 7:30 a.m.–6 p.m. Registration related questions should be directed to the Office of the Registrar at (978) 665-4196, Mon–Thu 8 a.m.–6:30 p.m., Friday 8 a.m.–5 p.m.**

**SPECIAL NOTE: IF YOU REGISTER FOR A GRADUATE AND CONTINUING EDUCATION COURSE YOU MUST SUBMIT PAYMENT IMMEDIATELY OR YOUR COURSE WILL BE DROPPED.**

1. Launch Internet Explorer on your PC. Recommended Web Browsers: Internet Explorer 6.0 and above for PCs or Safari or Mozilla Firefox for Macs. If you have the minimum requirements both Macs and PCs will work. All on-campus computers meet the minimum requirements.
2. Enter the following URL into the address bar: **web4.fsc.edu**.
3. Click on **Enter Secure Area**.
4. Enter your User ID number – @00000000 OR SSN – 010000100. Enter your secure PIN. If you have not logged in before, your PIN will be the last six digits of your student ID number. Click **Login**.
5. Once you have entered your ID and PIN, you will immediately be prompted that your old PIN has expired. You must choose a new PIN. Your PIN must be exactly 6 characters (numbers or letters or a combination of both).
6. Once you have entered the new PIN twice, you will be brought to a Login Verification Security and Answer screen. You will need to create a question and response to help you remember your PIN if it is forgotten. The new PIN number will be the one you will use on the Web.
7. Click on **Student and Financial Aid**.
8. Scroll down and click on **Registration**.
9. Click on **Select Term**. Select the term (Summer I 2008 or Summer II 2008) from the drop down menu. Click **Submit Term**.
10. Click **Add/Drop Classes**. Scroll down and enter the course CRN, which is the five digit course number (ex. 40701). When you are finished, click **Submit Changes**.
11. If you have successfully registered for the course(s), they will now appear in the Current Schedule section.
12. If you are not registered for the course, it will appear in the Registration Error section, which includes an explanation of why the class was rejected. Please contact the Office of the Registrar at (978) 665-4196.

## **ONLINE PAYMENT**

Click on **Student Services and Financial Aid**. Click on **Registration**. Click on **Pay by Credit Card or Pay by Check**, and follow the instructions to submit your payment.

## **TO PRINT YOUR SCHEDULE**

1. Click on the **Student Services and Financial Aid** tab at the top of the screen.
2. Select **Registration**.
3. Select **Student Detail Schedule**.
4. Click the **Print** icon on the toolbar at the top of the screen to print your schedule.

**IMPORTANT: PAYMENT MUST BE SUBMITTED IMMEDIATELY OR YOUR GRADUATE AND CONTINUING EDUCATION COURSE(S) WILL BE DROPPED.**