

Online Registration Instructions-Day Students

1. Launch **Internet Explorer** on your personal computer.
2. Enter the following URL into the address bar: <http://web4.fsc.edu>
3. Click on **Enter Secure Area**.
4. Enter your **User ID number (or social security number)** and **PIN** (which has been provided by your advisor) in the appropriate fields (be sure to include the @ in front of your user ID number). Click on **Login**.

5. Once you have entered your ID and PIN, you may be told that your old PIN has expired. You must choose a new student PIN. Your PIN must be exactly six characters (numbers or letters or a combination of both).

6. If you have entered a 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 regain access if you forget you student PIN*. The new student PIN will be the one you will use on the web.

7. Click on the **Student and Financial Aid** tab.
8. Scroll down and click on **Registration**.
9. Click on Select Term. **Select the term** (ex: Spring 2010) from the drop down menu. Click **Submit**.
10. You may click on “Check Your Registration Status.” Your time slot for registration, academic standing, holds, student status and other information will display. If you have holds that prevent registration, please contact the appropriate office to have them removed.
11. If you know the Course Registration Numbers (CRNs) of the courses you want, scroll to the top of the screen and click **Add/Drop Classes**.
12. If you do not know the CRNs for the courses you want, scroll to the bottom of the screen and click on “Look up Classes to Add.” Then follow the directions at the end of these instructions entitled “To Search for a Class.”
13. You will be prompted to enter your **Alternate PIN**. (This second PIN, the “registration” or “alternate” PIN, is a six-digit number **which has been provided by your advisor**. It is used to register and to add and drop classes only.) Then, click **Submit PIN**.
14. Scroll down to the **Add Class section** and **enter the CRNs**. When you are finished, click on **Submit Changes**.
15. Courses for which you have successfully registered will appear in the Current Schedule section.
16. If you are not successfully registered for a course, it will appear in the Registration Error section, which includes an explanation of why the class was rejected. See the Registration Error section below for common registration errors.

17. If you need to register for an alternate course, scroll down and click on **Class Search**.

KEEP YOUR PIN INFORMATION. YOU MAY CHANGE YOUR SCHEDULE ONLINE THROUGH January 26, 2010.

To Search for a Class:

1. Click on “Look Up Classes to Add” from the Registration Menu (or Class Search). You must choose a subject.
2. If you want to include additional search criteria, **you may search by instructor, start/end time, or day**. Please be aware that the more detailed you make your search the harder it may be to find a class fitting that criteria.
3. Click on “Get Classes.”
4. The courses that meet your search criteria will appear. If the class is closed, a “C” will appear in the far left column. If it is open, a checkbox will appear instead.
5. Use your cursor to click on the box for the class you want.
6. Scroll to the bottom and click on “Register” to add the course to your schedule.

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 on the Print icon in the toolbar at the top of the screen to print your schedule.

Registration Errors:

1. Duplicate CRNs – you are already registered for the course. Remove the CRN and select another course.
2. Prerequisite error – you have not met the prerequisites required. If you believe that you have, you will need to register in person at the Registrar’s Office.
3. Max hours exceeded – you have exceeded the maximum amount of credits allowed (generally 18 credits). If you have received approval from your advisor and the Dean (on a Student Petition form) to register for more than 18 credits, you will need to do so in the Registrar’s Office.
4. Time conflict – another course that you have selected meets at the same time. Select another course.
5. Instructor approval needed – you will need to register for these courses with your academic department secretary or in the Registrar’s Office.