

Online Registration Instructions-Graduate and Continuing Education Students

Fitchburg State College is pleased to offer online registration and payment to students registering for **on campus** GCE courses. Students who have taken at least one course at FSC are able to register and pay online with a credit card. Students with Financial Aid are also able to register online. If you have never taken a class at FSC, you will need to register by fax, mail, in person or by telephone.

If you have any questions regarding your PIN, please contact Information Technology at (978) 665-4500. Questions relating to registration should be directed to the Registrar's Office at (978) 665-4196, Monday through Thursday 8am – 6:30pm and Friday 8am – 5pm. The Registrar's Office Fax number is (978) 665-4151.

SPECIAL NOTE – IF YOU REGISTER FOR A GCE COURSE YOU MUST SUBMIT PAYMENT IMMEDIATELY OR YOUR COURSE WILL BE DROPPED

1. Launch **Internet Explorer** on your personal computer.
Internet Explorer 6.0 with the latest security patch
Netscape 6.2.x or 7.1
Mac Recommended Browsers:
Internet Explorer 5.2.3 – OSX or 5.1.7 – OS9
Netscape 7.1 – OS 10.2 or 6.2.x and 7.0.2 – OS9
Safari 1.2 - OSX
***Firefox is not supported** by Self Service Banner (Web4)
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** (Student 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*.

5. Once you have entered your User ID and PIN you may be told that your old PIN has expired. You must choose your own 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 your student PIN*. The new student PIN will be the one you will use on the web.

7. Click on **Student and Financial Aid**.
8. Click on **Registration**.
9. Click on **Select term**. Select the term (ex: Fall 2008) from the drop down menu. Click submit term.
9. Click **Add/Drop Classes**. Scroll down and enter the course CRN – (the five digit course number ex: 10002). When you are finished, click Submit Changes.
10. If you have successfully registered for the course(s), they will now appear in the Current Schedule section.
11. 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.

IMPORTANT: Payment must be submitted immediately or your GCE course(s) will be dropped.

Online Payment

Click on Student and Financial Aid.

Click on Registration.

Click Credit Card Payment, and follow the instructions to submit your payment.

To Print Your Schedule

1. Click Student and Financial Aid 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.

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. If you believe you have, you will need to contact the Registrar’s Office in order to register.
3. Max hours exceeded – You have exceeded the maximum amount of credits allowed for a semester. If you have received written permission from your advisor to register for more than the maximum number of 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 present the instructor’s approval for registration in the Registrar’s Office.
6. CLOSED – 000 WAIT LIST –
Student wait lists are kept for Graduate and Continuing Education (GCE) courses only!

If you receive an error message that states, CLOSED -000 WAIT LIST, you have the option of having your name placed on a wait list. Please choose “Wait List” from the drop down box under “Action”. By choosing “wait list” you will be contacted if a seat opens in the course or if additional sections are added.

NO WAIT LISTS ARE KEPT FOR DAY-SCHOOL COURSES.