

Spring 2010 Registration Information for Day Students

Advising Period: October 13 – October 30
Registration Period: November 2 – November 6

You must schedule an appointment with your advisor(s) during the advising period from October 13 – October 30. Registration for spring 2010 day classes begins on Monday, November 2 for degree-seeking day students. **You must fill out a registration form that includes your advisor's signature even if you intend to register online.** Students with double majors must secure signatures from both advisors. The registration form will serve as a record for both you and your advisor of the courses for which you were advised to register. In the event that you need to register in the Registrar's Office, you will be able to do so only with a signed registration form.

All degree-seeking day students should register for classes via the web at <http://web4.fsc.edu>. Your advisor will provide you with Personal Identification Numbers (PINs) which will enable you to register at or after your assigned registration time. *You will be unable to register online without your PINs or prior to your assigned registration time.*

Registration Time

Each student is assigned a registration time period, during and after which you will be granted access to online registration. Students cannot register (either online or in person) prior to this time period. Your registration time can be found on your web4 account under the "Check Your Registration Status" link on the Registration screen.

PIN Information

Keep your PIN information once you receive it from your advisor. You will need it to register, add and drop classes, and view holds.

Each day student has two PINs, a **student PIN** and a **registration (alternate) PIN**.

Student PIN:

Used *when logging into the main page of Web4* (i.e. where you click on "Enter Secure Area," "User ID," and "PIN.")

Most students use their **student ID number** (or Social Security Number) and **student PIN** frequently in order to access grades, run a degree audit, verify personal information and utilize numerous services. The student PIN does not change unless you change it.

Registration PIN:

Used only *when registering in Web4* (i.e. when you click on "Registration," "Add/Drop Classes," and "Alternate PIN.")

The **registration PIN**, also called the **alternate PIN**, changes each semester. This PIN is used only for registration and drop/add for a single semester. Distribution of the alternate PIN by the advisor provides verification that you have met with your advisor.

Students may obtain assistance with online registration by contacting the Registrar's Office at (978) 665-4196.

If you forget your student PIN, or if it becomes disabled, click on "Forgot PIN?" on the login page of Web4. For further assistance, please contact Information Technology Services at ext. 4500 or the Registrar's Office at ext. 4196.

If you misplace your registration PIN, contact your advisor, department chairperson or department secretary.

If you do not have access to a computer with internet capabilities or you have other extenuating circumstances which make it impossible to register online, you may register in the Office of the Registrar with a signed registration form only.

Holds

A hold on your record may prohibit registration. To find out if you have a hold, you may go to <http://web4.fsc.edu>. Click on "Enter secure area" (user ID or SSN and student PIN required), "Student and Financial Aid," "Student Records," and "View Holds." If you have any questions regarding a hold, please contact the office responsible for placing the hold on your account. You may also call the Registrar's Office at extension 4196.

Fully Enrolled Courses

To register for any courses which are fully enrolled (Closed), or otherwise restricted, you must have your instructor complete an online Red Card as part of your registration process or submit an instructor signed Registration Change form signed by the instructor to the Registrar's Office.

Independent Study/Directed Study/Capstone

One Independent Study is allowed per semester. You will find this form in the Registrar's Office and in your academic department. The form should be filled out by you and the sponsoring faculty member, signed by the department chairperson, and then forwarded for the signature of the Dean of Student and Academic Life. The Dean will forward the form to the Registrar's Office for registration.

Full-time Status

A minimum course load of 12 credits is considered full-time enrollment.

Please call the Registrar's Office at (978) 665-4196 if you have any questions about registration.