

Student Instructions to register for classes online

- MyFM- Student Resources-Click on Register for Classes – log in
- Click on the Register Tab
- Review the terms.
- Click on Register for Classes (upper left)
- If the status for the period (semester) is OK to register, select the Period (semester) and continue with the registration process (Winter 2017 or Spring 2017)
 - COCAL students must see their academic advisor to register

NOTE-Refer to Degree Works for your specific degree requirements. It will take Degree Works 24 hours to update your new courses.

Adding a Course

- Select the academic period (semester)- Example Spring 2017
- Select **Section Search**, enter search criteria and Search for the course selections you want to take.
EXAMPLE – Course number – SOC101 or Sociology
- View the list of courses that match your criteria and **ADD** to Cart
- After you add the course to your cart, you can choose to **View** Cart
- When you are ready to register for the courses in your cart click on **Cart** (at the top of the page), view schedule, then select Register on the Cart page
- You will be asked to review your schedule a few times before you process the registration by clicking **Next**.
- You will be sent an email to your FM email account that your courses are pending advisor approval. In 2-3 business days, an advisor will review the courses and you will be sent another email to your FM email notifying you that this process has been completed. You may log back into self-service to make sure all of your courses were approved.
- If an advisor denies your request, click on **Request Denied** for an explanation.

Dropping a Course

- To drop a course you are already registered for click on **Register for Classes**.
- Click on the Period (term) Example Spring 2017
- There is a check box to the left of your course that you can click to drop the course
- Drops will still require advisor approval. You will not be allowed to drop a course if it is required for your major. If an advisor denies your request click on **Request Denied** for an explanation.

Closed Courses – Waitlist Option

- To add a course that is closed, select **Add to Waitlist**.
- When a seat becomes available, the system will send you an email (FM email) to let you know that the course is now available and the expiration date and time by which you have to register for the course.
- MyFM- Student Resources, Log In, Click on register for classes and Add the course.
- If your time expires, you will be notified via your FM email. (24 hours)
- Once this time period expires and you have not added the course you will be removed from the wait list. If this occurs you must log in to self-service and add yourself back to the waitlist if you are still interested in adding the closed course.