Student Course Registration Information

Class Registration Instructions

- Log in to the FSW portal
  * The Portal is located on the FSW homepage: (FSW.edu)
  * If you do not know your username and/or password, click on “New User”
- Click on Student Academics
- Click on Student Profile
- Click on Registration and Planning
- Click on Register for Classes
- Select the Term for which you wish to register
- Under the Tab “Find Classes” enter search information (subject, course number, term, campus)
  * Be sure to select the campus location at which you intend to take classes.
  * If you plan on taking a class online, select “FSW online.”
- Once you find your desired class, add the class to your Registration Summary by selecting “Add” located next to the class information.
- The class will then appear in the Summary box in the lower right hand corner of the screen.
  * Please note that the status will be gray with the word “pending.” This does not mean you are registered for the class.
- Click the Submit button to save changes under the Registration Summary section. You will notice the status will change to green with the word “Registered.” You are now registered for that course.
  * If you do not click “Submit”, your classes will not be saved as registered.
- To drop a class, go to Registration Summary and select the drop down box “remove” and click Submit to finalize your changes.
- Click on Schedule and Options to view your registered classes.
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Class Search

- Log in to the FSW portal
- Click on Student Academics
- Click on Student Profile
- Click on Registration and Planning
- Click on Browse classes
- Enter the term for which you plan on taking classes
- For a basic search, you can add multiple classes, multiple campuses, or part of term
- There is an Advanced search feature, where you can search by Instructor
- All open classes will appear
  * See instructions for Class Registration to register for a selected class