



Student Course Registration Information

Class Registration Instructions

- Log in to the [FSW portal](#)
 - * *The Portal is located on the FSW homepage: www.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** (left side of screen)
- 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.



Student Course Registration Information

How to view your schedule instructions

- Log in to the [FSW Student portal \(my.fsw.edu\)](https://my.fsw.edu)
*If you do not remember your login information, click **New User**
- Click on Student Academics
- Click on Student Profile
- Click on **Registration and Planning** (left side of page)
- Click on **View Schedule** to view your registered classes

Note: Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Title IX Coordinator/Equity Officer/504 Coordinator: Jana Sabo; Room S-213; 8099 College Parkway SW, Fort Myers, FL 33919; (239) 489-9051; Jana.sabo@fsw.edu. FSW online anonymous reporting www.fsw.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email, or with the US Department of Education, Office of Civil Rights, Atlanta Office: 61 Forsyth St. SW Suite 19T70, Atlanta, GA 30303-8927.