MyFSU - REGISTRATION INSTRUCTIONS

Access MyFSU via www.ferris.edu. Be sure to single click on selections. Double clicking may close your session.

1. Click on the **MyFSU button** (upper right-hand corner of screen) and enter your "User Name" and "Password". If you are unsure of your "Log in" information there are instructions – under the "password and user name boxes". Once you are logged in, click on the **Academics & Services tab.**

2. You will see different Channels (boxes of information sorted by topic). Look in the **Registration** Channel (box).

3. Select **Look Up Classes** to view course offerings. Select the correct **Term**.

4. **Before selecting any search criteria, put your cursor in the "Subject "box and type "K "** (this bypasses all of Ferris' classes and brings you to the list of Kendall classes)**. Do not** select any other search criteria as this limits your ability to view all classes available.

5. Select a **Subject** and click on the **Class Search** button (at bottom of page). This will bring up all available classes for this subject.

6. After locating the class you wish to enroll in, click in the **Select** box (first column on left-side of page). Next, click on **Register** (at bottom of screen). The next screen will indicate whether the class is added to your schedule. If it was not added, the screen will indicate the reason why: class is full; time conflict with another class; requires department approval; the prerequisite has not been met; etc. When adding or dropping sections be sure to click on the **Submit Changes** button at the bottom of the screen to complete your transaction. A new class search can be started from this screen.

7. Clicking on the **CRN (**Sections Found page**)** will take you to the Class Schedule Listing; giving further details about the course. By clicking on **View Catalog Entry;** you will find a

detailed course description. By clicking on the **Course Title** (under Sections Found), you can find the number of seats still available, and any prerequisites for the course.

8. **A Course Permission Form** must be signed by the instructor and/or department chair for closed sections, prerequisites waived, etc.

9. **Print** a copy of your schedule by using one of these options under the **Registration Channel: Week at a Glance, Detailed Schedule or Concise Schedule.**

10. **Registration status, holds,** and **advisor information** can also be viewed using the **Registration Channel.**

Helpful Tools for Registration:

- ✓ **Pick up a copy of your individual Program Plan from Student Services.**
- ✓ **Attend your program's advising day: This can be found at kcad.edu on the Academic Events Calendar. Type Academic Events Calendar in the Search Box. Next page; click on Schedule of Events.**
- ✓ **Course Permission Forms can be found on our website at kcad.edu. (Type forms in the Search Box. Next page; click on forms). These forms are also located on the wall outside Student Services.**