



REGISTRATION INSTRUCTIONS

Have you selected your first choices for your spring 2012 courses and a few alternate selections as well from the [Schedule of Classes](#) available online: <http://www.fitnyc.edu/3568.asp>. **See green section at the bottom of this page for assistance understanding the formatting for the schedule of classes.** If so, then you're ready to register. The instructions below take you through the process, step by step. Please Note: Tuesdays and Thursdays from 1 to 2 PM are set aside as Common Hour, during which time Student Life activities take place. No classes are scheduled during this time.

Due to routine maintenance, the system will be unavailable nightly from 2-4 am. Otherwise, you may register around the clock, at your convenience, though we recommend registering as early as possible, as courses can fill up quickly.

To view screen shots of the registration process click [here](#). For assistance understanding common error messages see the blue section at the bottom of this page.

For additional support, contact the Registrar's Office at registrar_dars@fitnyc.edu, or by phone 9 am-5 pm at 212 217.3849 during online registration. Please note that this phone number is operational during this time only.

1. Go to <http://myfit.fitnyc.edu>
2. Enter your FIT username: `firstname_lastname`. (Note: Your user name must be lower case.)
3. Enter your password. Your default password is your birthday in Mmmddyyyy format. For example, April 4, 1986 is Apr041986. (Note: your password is case sensitive.)
4. Click on *Login*
5. Click on the *Student* tab.
6. Under Online Resources, click on *Registration*.
7. Click *Select Term*.
8. Click *SPRING 2012* from the drop-down menu.
9. Click on *Submit*.
10. Click *Register/Add/Drop Classes*.

Enter the Course Registration Numbers (CRNs) for the courses you have selected. CRNs are the four- or five-digit numbers listed in the first column of the course listings. Each course section has a unique CRN. See sample in green section below.

11. Click on *Submit Changes* to add the course sections entered.
12. To look for additional course sections, click on *Class Search* and/or use the [Schedule of Classes](#) available online: www.fitnyc.edu/3568.asp When you use *Class Search*, select the subject of the course from the drop down menu (e.g. Mathematics). Then enter the three digit course number (e.g. 001). To see all open sections of this course, leave the rest of the options at default. Then click on *Class Search*. Please note many courses are not viewable on *Class Search* until January, 2012.
13. To drop a course section, click *Web Drop* under the Action column. Click on *Submit Changes*.
14. **IMPORTANT:** You must click *Complete Your Registration* to finalize your changes. This link is at the very bottom of the Add or Drop Classes page.
15. To print your schedule, go back to the Registration menu and click *Student Schedule Course by Course*.
16. Click *Exit* in the top right corner to log out.

HOW TO READ A SAMPLE FROM THE SCHEDULE OF CLASSES (PDF):

SPRING 2012 SCHEDULE OF CLASSES

AC-Advertising and Mktng Comm

AC114 Mktg for Integrated Mktg Comm 3.00
 26865 202 M 210 PM 500 PM 27 D211 6830 Adv & Mktg Comm/2 Yr AAS

AC114	ADVERTISING AND PROMOTION		3.00				
Course #	Course Name		# Credits				
26865	202	M	210AM 500PM	D211	27	6830	Adv & MktgComm/2 Yr AAS
CRN Course Registration Number*	Section	Day Monday-M Tuesday-T Wednesday-W Thursday-R Friday-F Saturday-S Sunday-U	Time	Classroom	Enrollment Limit	Curriculum Code for Major(s) Allowed To Register	Name of Major(s)/Degree Programs Allowed to Register* *See your letter of admission for your major/program.

COMMON REGISTRATION ERRORS

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
PREQ and TEST SCORE-ERROR								

You must take either a placement exam or a course pre-requisite before registering for this course.

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
MAJOR RESTRICTION								

This course section is restricted to a major/degree program that does not match your major/degree program. You must register for a course section that is allowed for your major.

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED SECTION								

This course section is full. You must choose an alternative course or course section.

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CORQ_ES 133 5001 REQ								

You must register for this course along with the course(s) listed as its co-requisite. **For example, you must register for ES courses in pairs. If you want to register for ES033 section 301, you must also register for ES133 section 301 at the same time by typing both CRNs in the registration screen before you click *Submit Changes*.**

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
TIME CONFLICT WITH xxxx								

You are already registered for a course that is scheduled at the same time.