



REGISTRATION INSTRUCTIONS

The instructions below take you through the Registration process in MyFIT, 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 bottom of this page.

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 *FALL 2012* from the drop-down menu.
9. Click on *Submit*.
10. Click *Register/Add/Drop Classes*.

Enter the Course Reference Numbers (CRNs) in the CRN boxes under the Add Classes Worksheet heading. CRNs are four- or five-digit numbers. Each course section has a unique CRN.

11. Click on *Submit Changes* to add the courses to your schedule.
12. To look for additional courses or sections, click on *Class Search*.
13. To drop a course section, click *Web Drop* from the drop down list in the Action column of your Current Schedule. Then 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 Detail Schedule*.
16. Log out

REGISTRATION ADD ERRORS

Registration Add Errors

| Status | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|--------|-----|------|------|-----|-------|------|------------|-------|
|--------|-----|------|------|-----|-------|------|------------|-------|

Prerequisite 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 |
|--------|-----|------|------|-----|-------|------|------------|-------|
|--------|-----|------|------|-----|-------|------|------------|-------|

Field of Study Restriction – Major

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 |
|--------|-----|------|------|-----|-------|------|------------|-------|
|--------|-----|------|------|-----|-------|------|------------|-------|

Corequisite_ES 133 required

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.

Registration Add Errors

| Status | CRN | Subj | Crse | Sec | Level | Cred | Grade Mode | Title |
|--------|-----|------|------|-----|-------|------|------------|-------|
|--------|-----|------|------|-----|-------|------|------------|-------|

Repeat Count Exceeds 0

You received transfer credit or already took this course at FIT. You cannot repeat a course if you earned a passing grade or received transfer credit for it.