



REGISTRATION INSTRUCTIONS FOR INCOMING BACHELOR'S STUDENTS

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: www.fitnyc.edu/3568.asp (See next 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 go to www.fitnyc.edu/3566.asp. For assistance understanding common error messages see the blue section at 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 Mmmddyyy format. For example, April 4, 1986 is Apr041986. (Note: your password is case sensitive.)
4. Click on *Login*
5. Click on the *Student Services* 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**. 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*.
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

MG306 INFORMATION SYSTM CASE ANALY 2.00 Pre-req: MG152 or MG153 or TT173 or AC161 or AC161
 24288 701 M 910 AM 1200 PM C415C 24
 24292 702 M 210 PM 500 PM C415C 24
 25715 703 R 910 AM 1200 PM CCC40 24
 24290 704 W 910 AM 1200 PM C415C 24
 24291 705 R 210 PM 500 PM C415B 24 8860 Home Products Dev & Mkt

MG306	INFORMATION SYSTM CASE ANALY	2.00	Pre-req: MG152 or MG153 or TT173 or AC161 or AC161				
Course #	Course Name			Credits	Pre-Requisite FIT course or equivalent you must take first		
24288	701	M	910 AM 1200 PM	C415C	24	(blank)	(blank)
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 of major/degree programs allowed to register—if this is blank there are no restrictions and any major can register	Name of major/degree programs allowed to register—if this is blank there are no restrictions and any major can register

COMMON REGISTRATION ERRORS

 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
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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
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Field of Study-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/meeting time that is allowed for your major.

 **Registration Add Errors**

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

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