

BEFORE YOU REGISTER

1. Check your Registration form or Program course list
2. Get advised: Meet with your academic advisor, division head or department head to ensure that your course selection is correct.
3. Clear any holds or outstanding balances to the university that may delay your registration.
4. Know your financial status. Ensure that all your financial aid documents are submitted.
5. Be aware that you must register for 6 to 14 credits to be able to complete your online registration.

Class selection:

1. Every semester has 2 terms (Term A and Term B). Classes programmed in Term A have a section code with an A. Classes programmed for Term B have a section code with a B.
2. Make sure you schedule courses in both terms within the semester. You must have courses registered in Term A and Term B.
3. To be considered a full-time student, you must register for at least 12 credits in the semester (Term A and Term B combined). No more than 14 credits are permitted without Financial Aid approval.
4. Please make sure you register in course sections scheduled at the campus location you want to attend (Hialeah, South, or Distance Learning).
5. Course sections with D are offered during the Day session. Course sections with E code are offered during the Evening session. Course sections with a code DL are offered online.
6. If a digit follows a D, E or DL session (ex: D1, D2, etc.), this means that more than one class session is open for that class.
7. Hybrid courses are identified with an H in the section code.

How to access your class registration.

Log onto your Student Portal

- a. Go to Academics, click on Online Registration
- b. Begin Online Registration, search Required Courses, then Select Courses
- c. Proceed to Final step. You may print your schedule from the Portal

Open Registration: Dates will be communicated every term, but usually it will be opened a month before classes start.

Add/Drop Period: **The last Thursday (until 9 PM) of the first week of classes only in term A.**

Common Errors:

Holds: there are several holds that can prevent registration on a student's account.

Prerequisites: A prerequisite is a course that must be completed successfully prior to enrolling in a subsequent or higher level course. If you have not met your prerequisites for a course, you will encounter an error that will prevent your enrollment.

Closed course: If a course is closed, the capacity requested by the academic unit has been reached. Students may speak to the academic division head to see if an override may be accommodated.

Registration limit: Students are not allowed to exceed the semester credit hour limit unless approved by the Division Head and Financial Aid.

Term selected for a class: Make sure to select your classes in both terms (Term A and Term B)

Register a class you do not need: Degree Audits are open enough to show several options for electives, social science, humanities, etc. Be sure you meet the criteria and do not surpass the credits required for the academic subject.

Step 1: User left click on "Academics"

The screenshot displays the Florida National University CampusPortal interface. The browser address bar shows the URL <https://my.fnu.edu/Secure/Student/student.aspx>. The page header includes the university logo and the text "Hello Jose! Logout | Help". A sidebar on the left contains a navigation menu with the following items: Campus Info, Academics, My Profile, My Account Info, My Financial Aid, My Career, My Documents, Student Services, Advising, Student Forms, My FNU Library, and Clinical Rotations. The "Academics" item is highlighted with a blue arrow. The main content area features a "My Calendar" section with a calendar for May 2016, a "Document Center" section with a note about Adobe Acrobat Reader, and a "News" section with a link to the FNU Blog. A "Steps Recorder" window is open in the foreground, showing a recording of the user's actions. The footer of the page includes the version number "Version: 17.0.3.11" and a list of links: Home, Logout, Help, Site Index, Campus Contacts, Privacy Policy, and Feedback Form.

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

My Home Page

Online Registration

Steps Recorder - Recording Now

Pause Record Stop Record Add Comment

Make Payment Online

View 1098T

Friday, May 20, 2016

Message Center

You have 0 Holds

You have 0 Alerts

You have 0 Appts.

At a Glance

Advisors

FAA FA Assistant Director

Kesia Garlobo

Full Document Center >>

Version: 17.0.3.11

Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

Step 2: left click on "Online Registration"

The screenshot shows the Florida National University CampusPortal interface. The left sidebar contains a list of navigation links under the 'Academics' section. A blue arrow points to the 'Online Registration' link. The main content area includes a calendar for May 2016, a 'News' section with a photo of four students, and a 'Document Center' section. The top of the page features the university logo and a user greeting 'Hello Jose!'. The bottom of the page shows the Windows taskbar with various application icons and the system clock displaying 2:44 PM on 5/20/2016.

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

Hello Jose! [Logout](#) | [Help](#)

[My Home Page](#) [Online Registration](#) [Make Payment Online](#) [View 1098T](#)

Friday, May 20, 2016

Message Center

- You have 0 [Holds](#)
- You have 0 [Alerts](#)
- You have 0 [Appts.](#)

At a Glance

Advisors

FAA FA Assistant Director
[Kesia Garibay](#)

News

FNU Blog... [more](#)
News and Weather... [more](#)

Document Center

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

[Full Document Center...](#)

[Home](#) | [Logout](#) | [Help](#) | [Site Index](#) | [Campus Contacts](#) | [Privacy Policy](#) | [Feedback Form](#)

Version: 17.0.3.11

Step 3: Select the Term (or Semester)

https://web4214.campusnet.net/secure/Student/Reg/OnlineRegStep1.aspx?sm=5

File Edit View Favorites Tools Help

Blackboard Learn Google Play Developer Co... Google Accredited University Pro... Apple Developer College Degrees Online - ... College Success Sign In Hire Freelancers & Find Fr... https--www.coursesites.c... http--ww2.capsim iTunes Connect Logged Out Web Slice Gallery Yahoo!

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

My Home Page

[View 1098T](#)

New Alerts Wednesday, June 15, 2016

Campus Info

Academics

[Online Registration](#)

[Degree Audit](#)

[Your Class Schedule](#)

[GPA Calculator](#)

[Blackboard Login](#)

[My Grades](#)

My Profile

My Account Info

My Financial Aid

My Documents

Student Services

Advising


My FNU Library

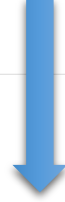
Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

Enrollment and Term

Enrollment 10/26/2015 ** Associate of Arts

Term 

[Select](#) 

Registration Status:

Registration Period	Last Day to Add	Last Day to Drop	Status
4/20/2016 12:00 AM - 12/5/2016 12:00 AM			Open

Previously Registered Courses

[Begin Online Registration](#)

You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number

[View Online Registration Tutorial](#)

Learn how to Select Courses, Arrange Courses to make your schedule and Register.

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

Version: 17.0.3.11

Would you like to store your password for campusnet.net? [More info](#)

[Help](#) | [Site Index](#) | [Campus Contacts](#) | [Privacy Policy](#) | [Feedback Form](#)

1:32 PM 6/15/2016

Step 4: left click on "Begin Online Registration"

The screenshot shows the CampusPortal website for online registration. The page has a red header with the text "SINCE 1982 OPENS DOORS TO THE FUTURE". Below the header is a navigation bar with links like "My Home Page", "Online Registration", "Steps Recorder", "Make Payment Online", and "View 1098T". The main content area is titled "Online Registration" and includes a welcome message, enrollment and term information, a registration status table, and a list of previously registered courses. A blue arrow points to the "Begin Online Registration" button at the bottom of the page.

Online Registration

Welcome to Online Registration. Please select your term below to begin/continue your registration process. Every semester has 2 Terms (Term A and Term B). Classes programmed in Term A has a section code with an A. Classes programmed for Term B has a section code with a B. Hybrid classes are identified with an H in the section code. Make sure you schedule courses in both terms within the semester. You must have courses registered in Term A AND Term B combined. To be considered a Full Time Student you must register in 12 or more credits in the semester (Term A and Term B combined). Please make sure you register in course sections scheduled at the campus location you are enrolled into. Course sections starting with D are offered during the Morning session. Course sections starting with E are offered during the Evening session. Course sections starting with DL are offered online.

Enrollment and Term

Enrollment	Term
5/2/2016 *Business Administration, B.S.	MAY16 Summer Semester

Registration Status:

Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
5/2/2016-6/23/2016	3/29/2016 12:00 AM - 5/21/2016 12:00 AM	4/20/2016 12:00 AM	5/21/2016 12:00 AM	Open
6/27/2016-8/18/2016	3/29/2016 12:00 AM - 5/21/2016 12:00 AM	4/20/2016 12:00 AM	5/21/2016 12:00 AM	Open

Previously Registered Courses

Course	Sec	Cr	Campus	Seating	Status	Areas of Study	Term
CGS1030	DA	4.0	MAIN	14/25/0	Registered		5/2/2016-6/23/2016
ENC0010	DL-A1	3.0	DL	17/30/0	Registered		5/2/2016-6/23/2016
ENC0020	DL-B	3.0	DL	36/50/0	Registered		6/27/2016-8/18/2016
HUM1020	DB	3.0	MAIN	14/30/0	Registered		6/27/2016-8/18/2016
SLS1501	DL-B	0.0	DL	13/30/0	Registered		6/27/2016-8/18/2016

Begin Online Registration

You can add courses to your Selected Courses by Searching the campus catalog or use the Quick Add if you already know the Course Code and Section Number

[View Online Registration Tutorial](#)

Learn how to Select Courses, Arrange Courses to make your schedule and Register.

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

Friday, May 20, 2016

[Print Page](#)

Contact Info

Registrars Office
Hialeah Campus
Tel: 305-821-3333 ext 4

Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form

Step 5: left click on the + sign to Expand and see class sections

CampusPortal - Google Chrome

https://my.fnu.edu/secure/Student/Reg/OnlineRegWrap.aspx

Registering for MAY16 Summer Session

Register in 3 easy steps: 1 Select 2 View 3 Register

Steps Recorder - Recording Now

Refresh Page Close Window

Friday, May 20, 2016 2:46:10 PM

Course Search

Term: *All*
Display: Required
Sort by: Default
Areas of Study: None
Keyword:
Code:
Type: *All*
Level: *All*
Instructor:
MO TU WE TH FR SA SU
☒ ☒ ☒ ☒ ☒ ☒ ☒
☐ Meets ONLY on these days
Classes starting between: *Any* - *Any*

Search Results - Required Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
ACG2003	Principles of Accounting I	3.00	Lecture	Available	4	
ACG2003L	Principles of Accounting I Lab	1.00	Lab	Available	4	
ACG2071	Managerial Accounting	3.00	Lecture	Available	2	
AML1010	Survey of American Literature I	3.00	Lecture	Available	1	
AML1631	Hispanic American Literature	3.00	Lecture	Available	2	
BSC1010	General Biology	3.00	Lecture	Available	5	
BSC1010L	General Biology Lab I	1.00	Lab	Available	5	
CCJ4644	White Collar Crime	3.00	Lecture	Available	1	

Go to Page: Displaying 1-10 of 28 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses.

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term
<input checked="" type="checkbox"/>		CGS1030	DA	4.0	MAIN	Standard Class Based Course - With Lab	Gomez	14/25/0	Registered		5/2/2016-6/23/2016
<input checked="" type="checkbox"/>		ENC0010	DL-A1	3.0	DL		Torres	17/30/0	Registered		5/2/2016-6/23/2016
<input checked="" type="checkbox"/>		ENC0020	DL-B	3.0	DL		Morales	36/50/0	Registered		6/27/2016-8/18/2016
<input checked="" type="checkbox"/>		HUM1020	DB	3.0	MAIN	Standard Class Based Course - No Lab	Elosegui	14/30/0	Registered		6/27/2016-8/18/2016

Classes - Selected: 5 Reserved: 0 Registered: 5 Audited: 0 Waitlist: 0
Credits - Selected: 13.00 Reserved: 0.00 Registered: 13.00 Audited: 0.00 Total: 13.00 of 14.00

Quick Add

Enter course code and section to add to Selected Courses:

Course Code:
Section:

Step 6: Add classes by clicking the Add button and then click on "Proceed to Final Step"

CampusPortal - Google Chrome

https://my.fnu.edu/secure/Student/Reg/OnlineRegWrap.aspx

Registering for MAY16 Summer Session

Register in 3 easy steps: 1 Select 2 View 3 Register

Steps Recorder - Recording Now

Refresh Page Close Window Friday, May 20, 2016 2:46:24 PM

Course Search

Term: *All*
Display: Required
Sort by: Default
Areas of Study: None
Keyword:
Code:
Type: *All*
Level: *All*
Instructor:
MO TU WE TH FR SA SU
☒ ☒ ☒ ☒ ☒ ☒ ☒
☐ Meets ONLY on these days
Classes starting between: *Any* - *Any*
Reset Search

Search Results - Required Courses

Course	Course Title	Cr	Type	Status	Sections	Areas of Study
ACG2003	Principles of Accounting I	3.00	Lecture	Available	4	
ACG2003L	Principles of Accounting I Lab	1.00	Lab	Available	4	

Go to Page: Go

Displaying 1-10 of 28 Course(s)

Selected Courses

Please click the Proceed to Final Step button to register for your courses. View Courses Proceed to Final Step

Select	Action	Course	Sec	Cr	Campus	Delivery Method	Instructor	Seating	Status	Areas of Study	Term
<input checked="" type="checkbox"/>		CGS1030	DA	4.0	MAIN	Standard Class Based Course - With Lab	Gomez	14/25/0	Registered		5/2/2016-6/23/2016
<input checked="" type="checkbox"/>		ENC0010	DL-A1	3.0	DL		Torres	17/30/0	Registered		5/2/2016-6/23/2016
<input checked="" type="checkbox"/>		ENC0020	DL-B	3.0	DL		Morales	36/50/0	Registered		6/27/2016-8/18/2016
<input checked="" type="checkbox"/>		HUM1020	DB	3.0	MAIN	Standard Class Based Course - No Lab	Elosegui	14/30/0	Registered		6/27/2016-8/18/2016

Classes - Selected: 5 Reserved: 0 Registered: 5 Audited: 0 Waitlist: 0
Credits - Selected: 13.00 Reserved: 0.00 Registered: 13.00 Audited: 0.00 Total: 13.00 of 14.00

Quick Add

Enter course code and section to add to Selected Courses:

Course Code:
Section:
Add