BEFORE YOU REGISTER

Check your Program Course list (FNU Catalog or Registration form).
Get advised: Meet with your academic advisor, division head or department head to ensure that your course selection is correct.
Clear any holds or outstanding balances to the university that may delay your registration.
Ensure that all your financial aid documents are completed.

Class selection:

FNU organizes its offerings by Semester broken down in two terms (Term A and Term B). Classes programmed for Term A have a section code marked with an A. Classes programmed for Term B have a section code marked with a B. Be sure to select your classes for the correct term you want.
Make sure you select courses for both terms within the semester. You must have courses registered in Term A and Term B. The complete class schedule for the Semester (Term A and Term B) must be selected at the beginning of the Semester (before Term A starts).
Selecting two courses per term corresponds with a full-time status, in the case of classes that have 3 credits. This represents 12 credits in the Semester (Term A and Term B combined). No less than 6 credits are allowed in the self -scheduling process and no more than 14 credits are permitted without Financial Aid approval.
Be careful when scheduling classes that have a laboratory component. You must select the laboratory section to meet all class requirement completed. For example: ACG2003/ACG2003L – ACG2004/ACG2004L – BIO1011/BIO1011L – CHM1033/CHM1033L, etc. In these cases, the class and the laboratory component must be scheduled, in the same campus and section.
Please make sure you register in course sections scheduled the campus location you want to attend. Remember FNU has the Hialeah Campus, South Campus, Training Center Campus and Distance learning (on-line) classes.
Courses showing a D, refer to classes in the Day session. Courses reflecting an E code, correspond to classes offered in the Evening session. Courses with a code of DL are offered online.
Hybrid courses are identified with an H in the section code.

Common Errors:

Holds: There are several holds that can prevent registration. Check with Bursar's Office, Financial Aid Office or Registrar's Office.

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, it will prevent your enrollment.

Selecting wrong classes, campus or session: Verify your class schedule is correct.

Remedial courses: If you are required to take remedial courses, you will not be able to schedule them or ENC1101 & MAC1105 by self-registration. See your Academic Advisor, Division Head, Department Head or Registrar's Office to enroll on those courses.

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 find other possible accommodation.

How to access your class registration

Log into FNU Student Portal

a. Go to Academics, click on Online Registration

b. Begin Online Registration, search Required Courses, then Select Courses

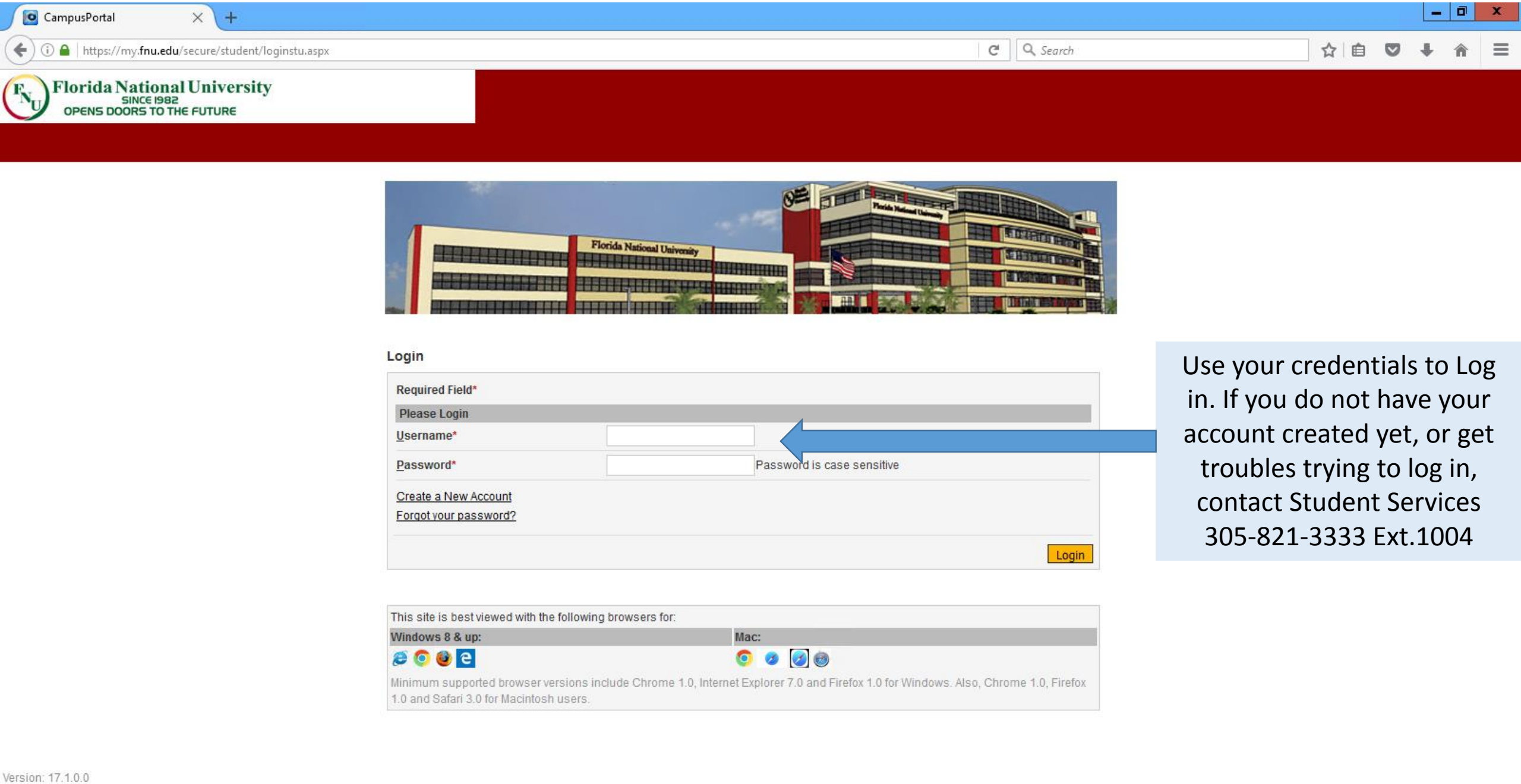
c. Proceed to Final step. You may print your schedule from the Portal

Open Registration: Dates will be communicated. Commonly it is opened at least one month before the term starts.

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

To access your class registration, please follow the steps bellow.

Step 1: Go to: CampusPortal



Use your credentials to Log in. If you do not have your account created yet, or get troubles trying to log in, contact Student Services 305-821-3333 Ext.1004

Step 2: Left click on "Academics"

CampusPortal

https://my.fnu.edu/secure/student/StuPortal.aspx

Search

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

My Home Page

Online Registration

- Campus Info
- Academics
- My Profile
- My Account Info
- My Financial Aid
- My Career
- My Documents
- Student Sevices
- Advising
- Student Forms
- My FNU Library
- Clinical Rotations

Calendar

Thursday Choose Day

December 2016

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

News Center

FNU Blog...more
News and Weather...more

Step 3: Left click on "Online Registration”

CampusPortal

https://my.fnu.edu/secure/student/StuPortal.aspx

Search

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

My Home Page

Online Registration

- 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 Career
- My Documents
- Student Sevices
- Advising

Calendar

Thursday Choose Day

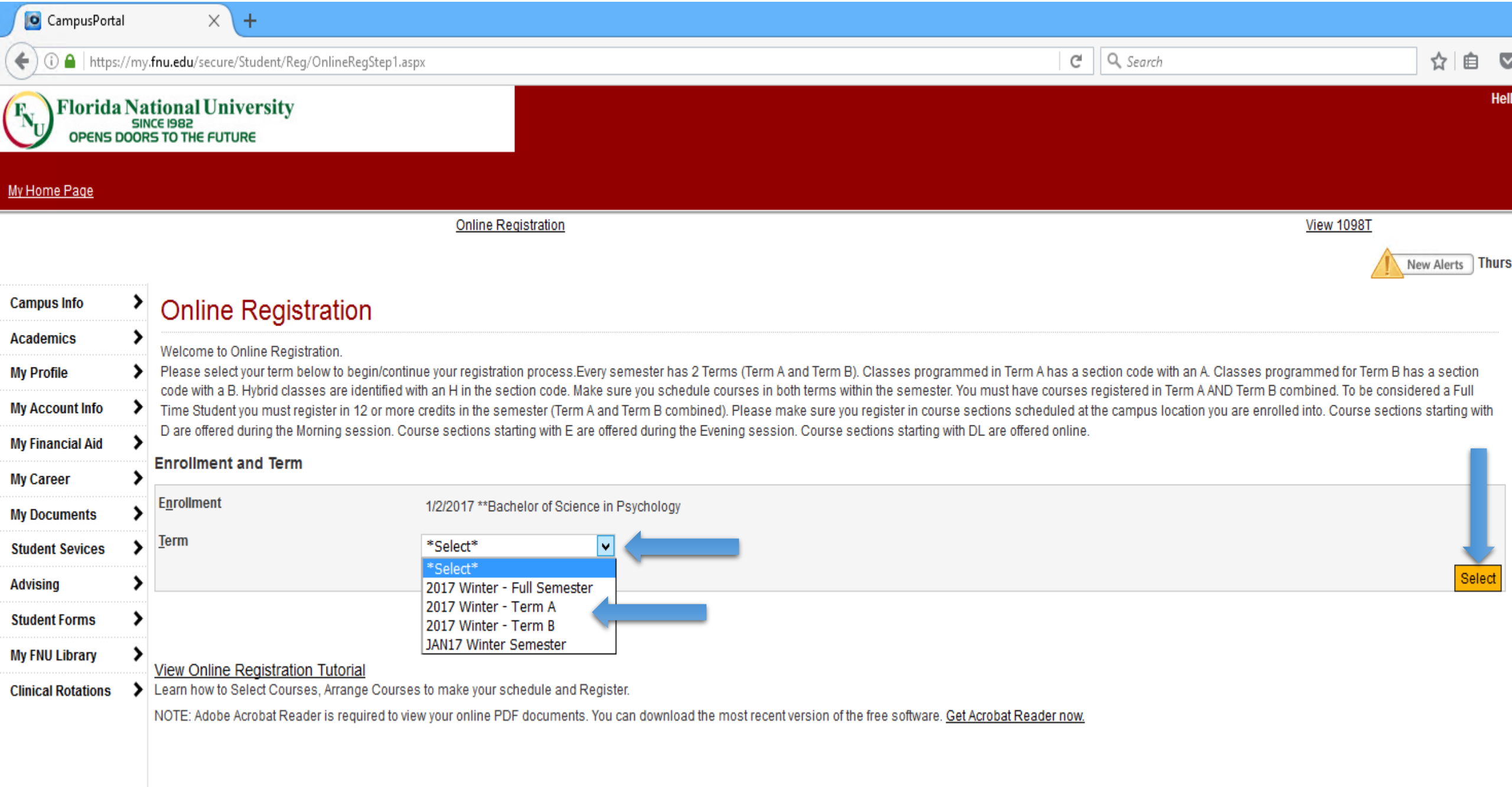
December 2016

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

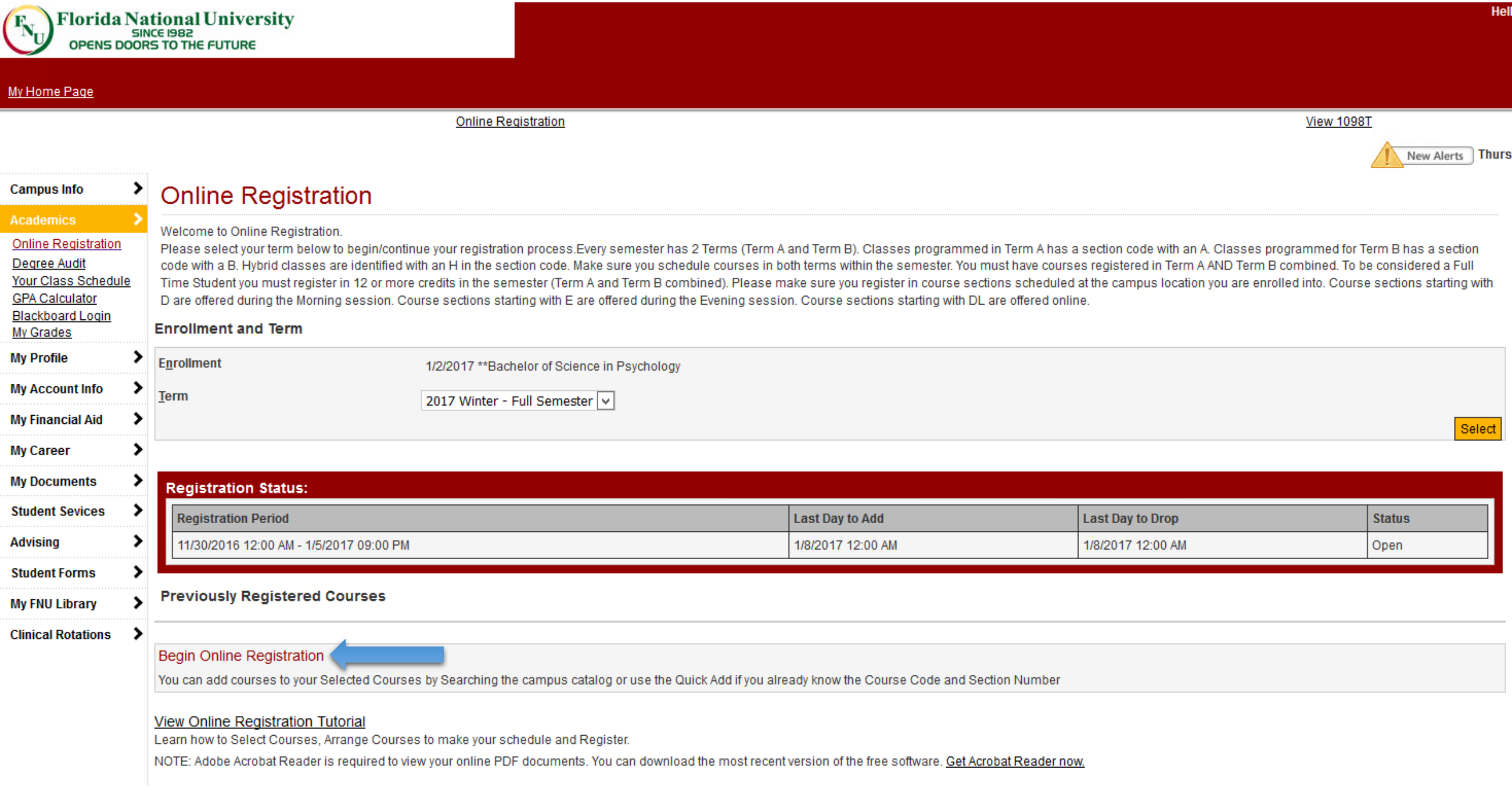
News Center

FNU Blog...more
News and Weather...more

Step 4: Select the Term (or Semester)



Step 5: left click on "Begin Online Registration”



Step 6: Left click on the + sign to Expand and see class sections

CampusPortal - Mozilla Firefox

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

Registering for 2017 Winter - Term A

Select | Drag Select | Reserve | Audit | On Hold | On Campus | Online
Remove | Drag Remove | Waitlist | Expired | Off Campus | VAR: Variable Credits | Help

Refresh Page | Close Window

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

Friday, December 09, 2016 12:03:29 PM

Course Search

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
+	BSC1010	General Biology	3.00	Lecture	Available	1	
+	BSC1010L	General Biology Lab I	1.00	Lab	Available	1	
+	DEP2004	Human Growth and Development	3.00	Lecture	Available	2	
+	DEP3305	Adolescent Psychology	3.00	Lecture	Available	1	
+	DEP3404	Psychology of Aging	3.00	Lecture	Available	1	
+	PHI1600	Ethics	3.00	Lecture	Available	2	

Displaying 1-6 of 6 Course(s)

Selected Courses

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

Currently you have no selected courses.

Quick Add

Enter course code and section to add to Selected Courses.

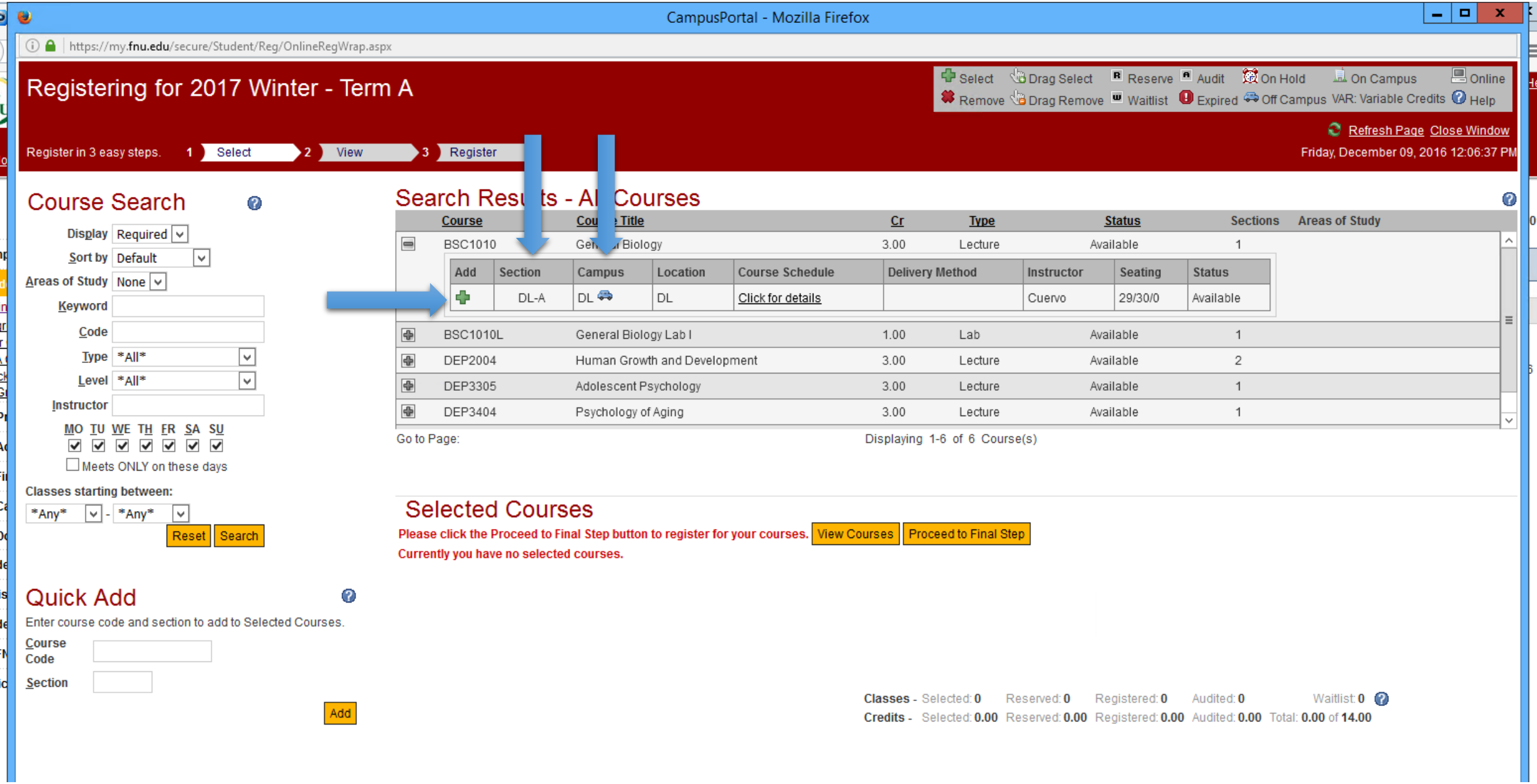
Course Code:
Section:

Add

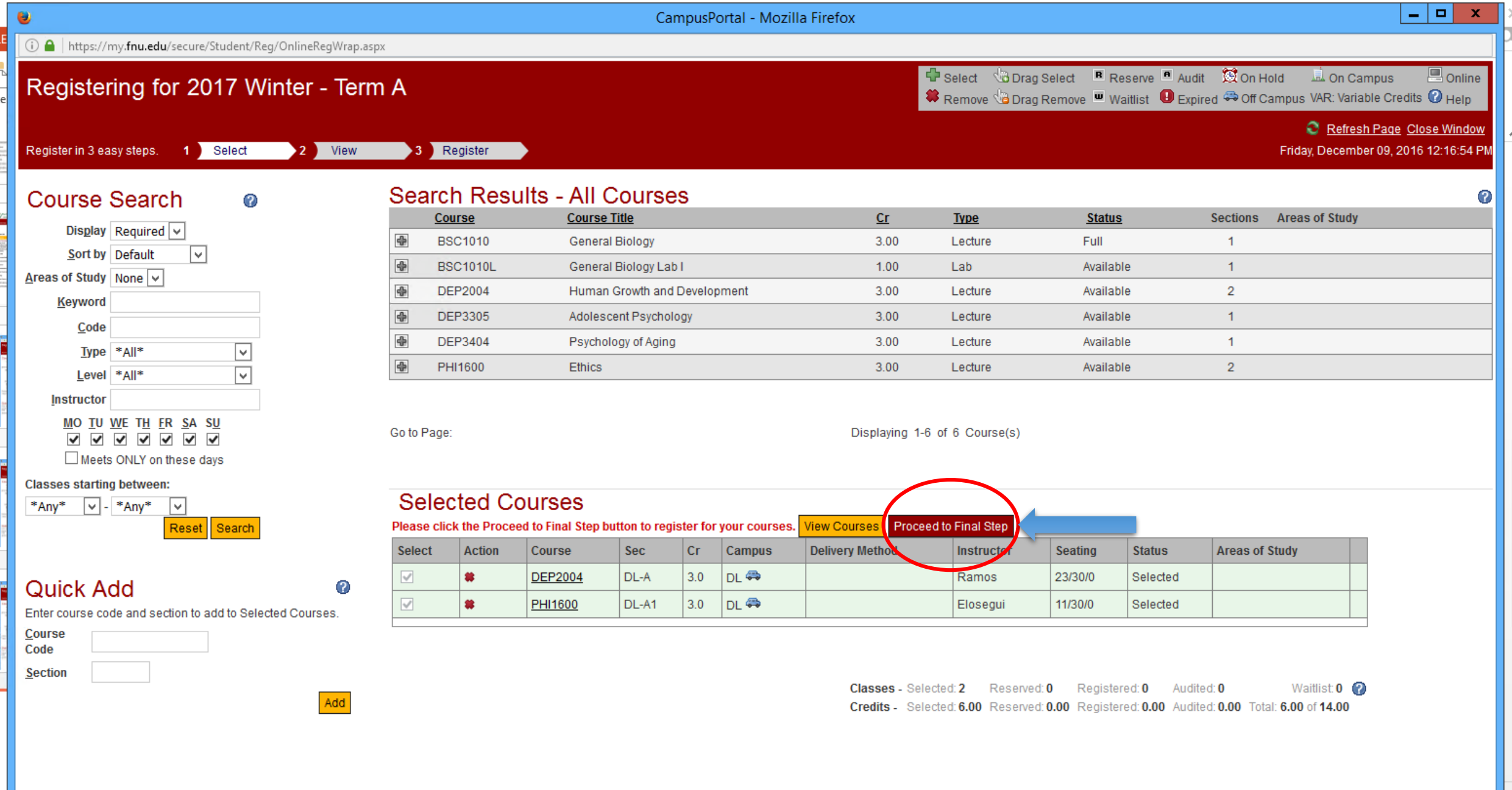
Classes - Selected: 0 Reserved: 0 Registered: 0 Audited: 0 Waitlist: 0

Credits - Selected: 0.00 Reserved: 0.00 Registered: 0.00 Audited: 0.00 Total: 0.00 of 14.00

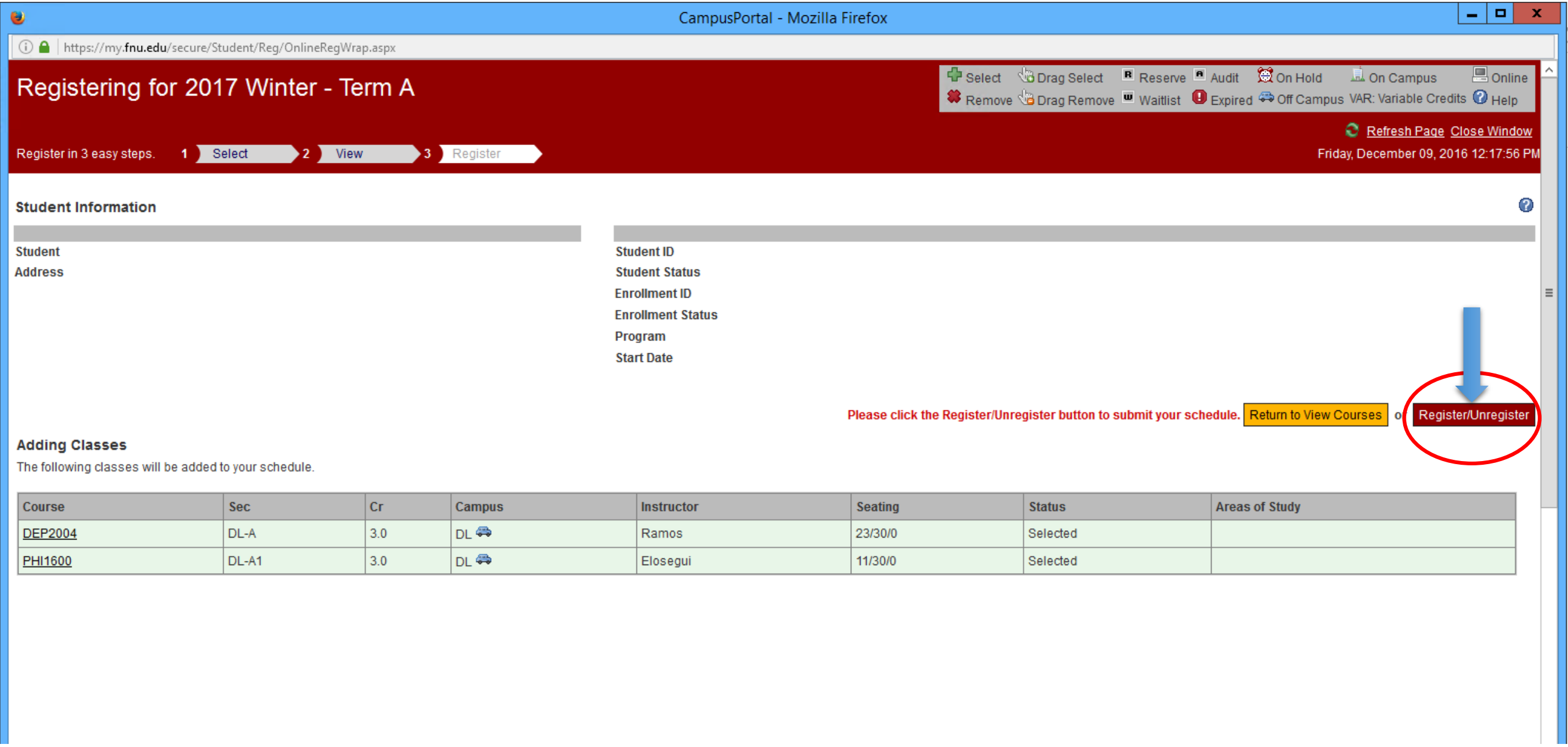
Step 7: Add classes by clicking the Add



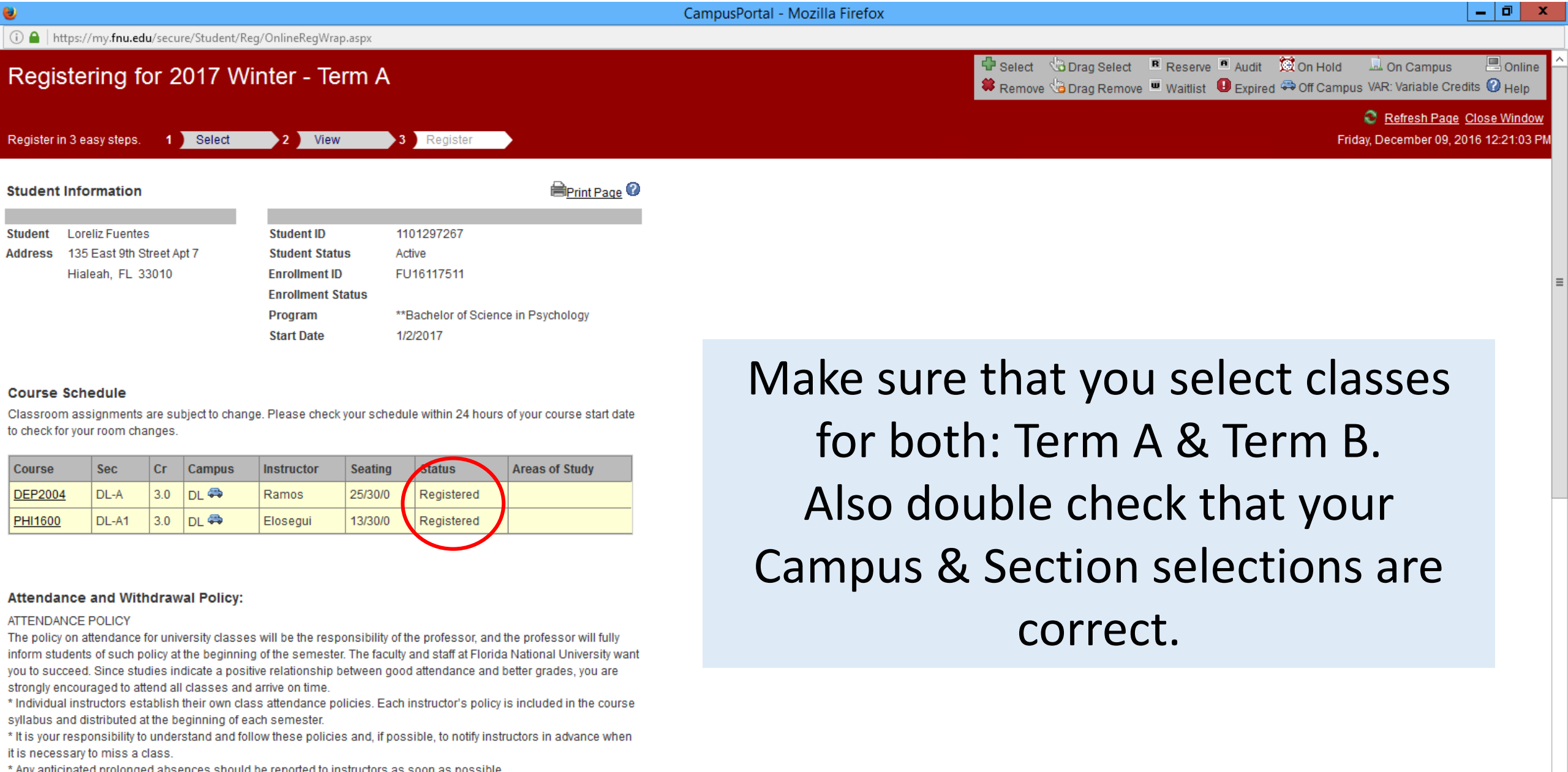
Step 8: Click on “Proceed to Final Step”



Step 8: Click on “Register/Unregister”

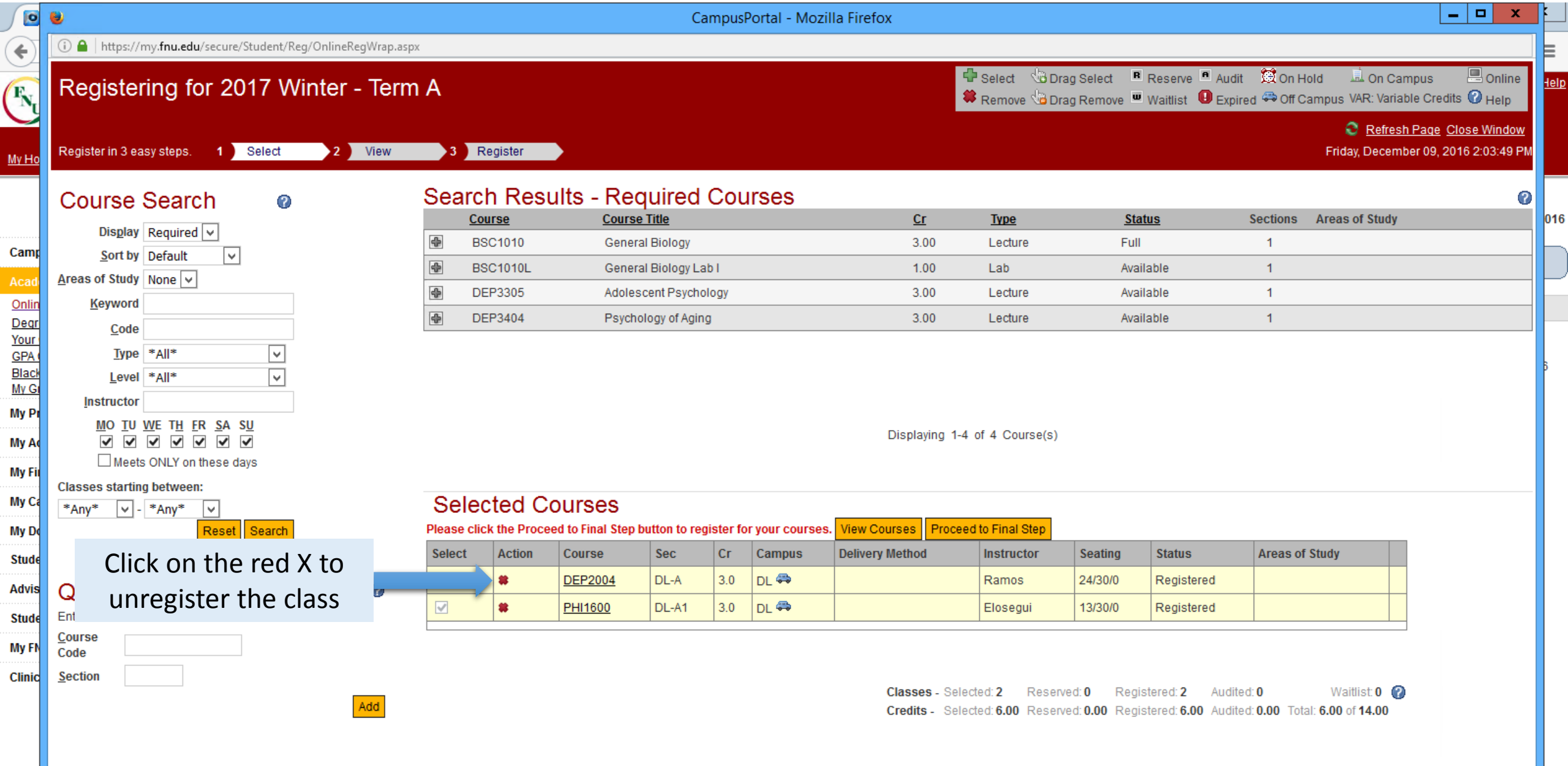


Finally, you have completed your online registration. The status of your selected classes is : “Registered”

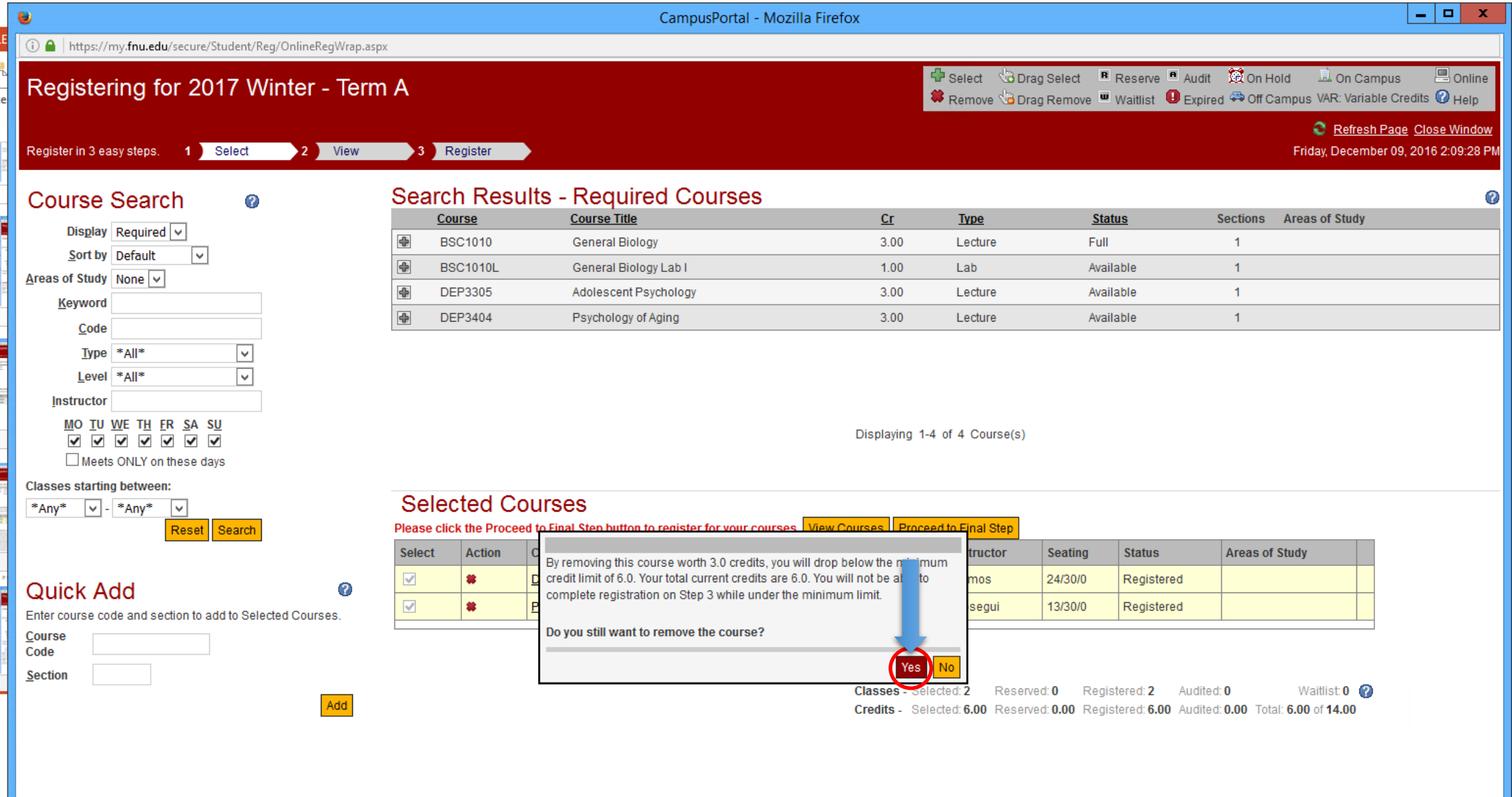


Make sure that you select classes for both: Term A & Term B. Also double check that your Campus & Section selections are correct.

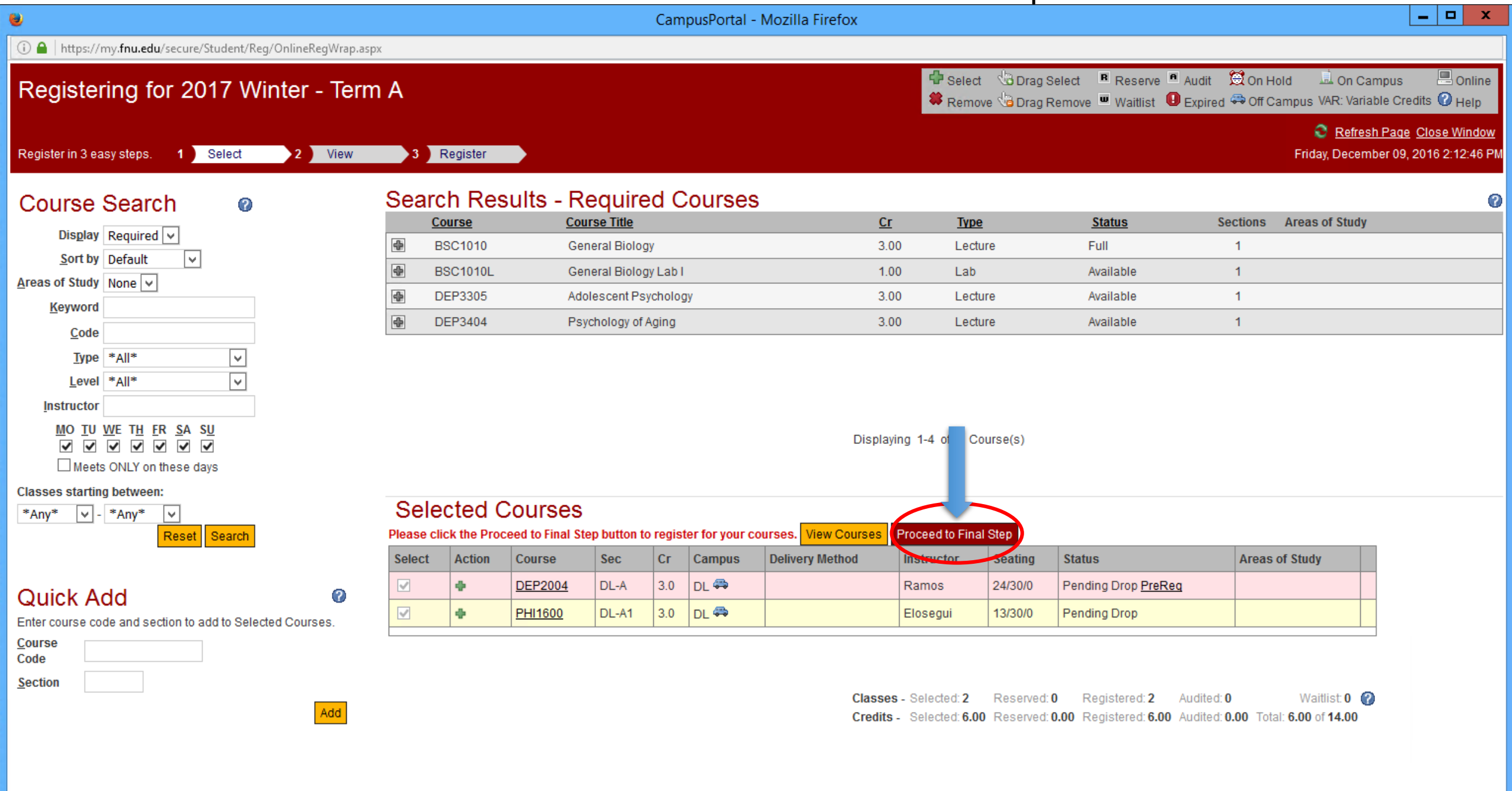
If you decide to unregister any class. Please, repeat steps 1 through 5. Then:



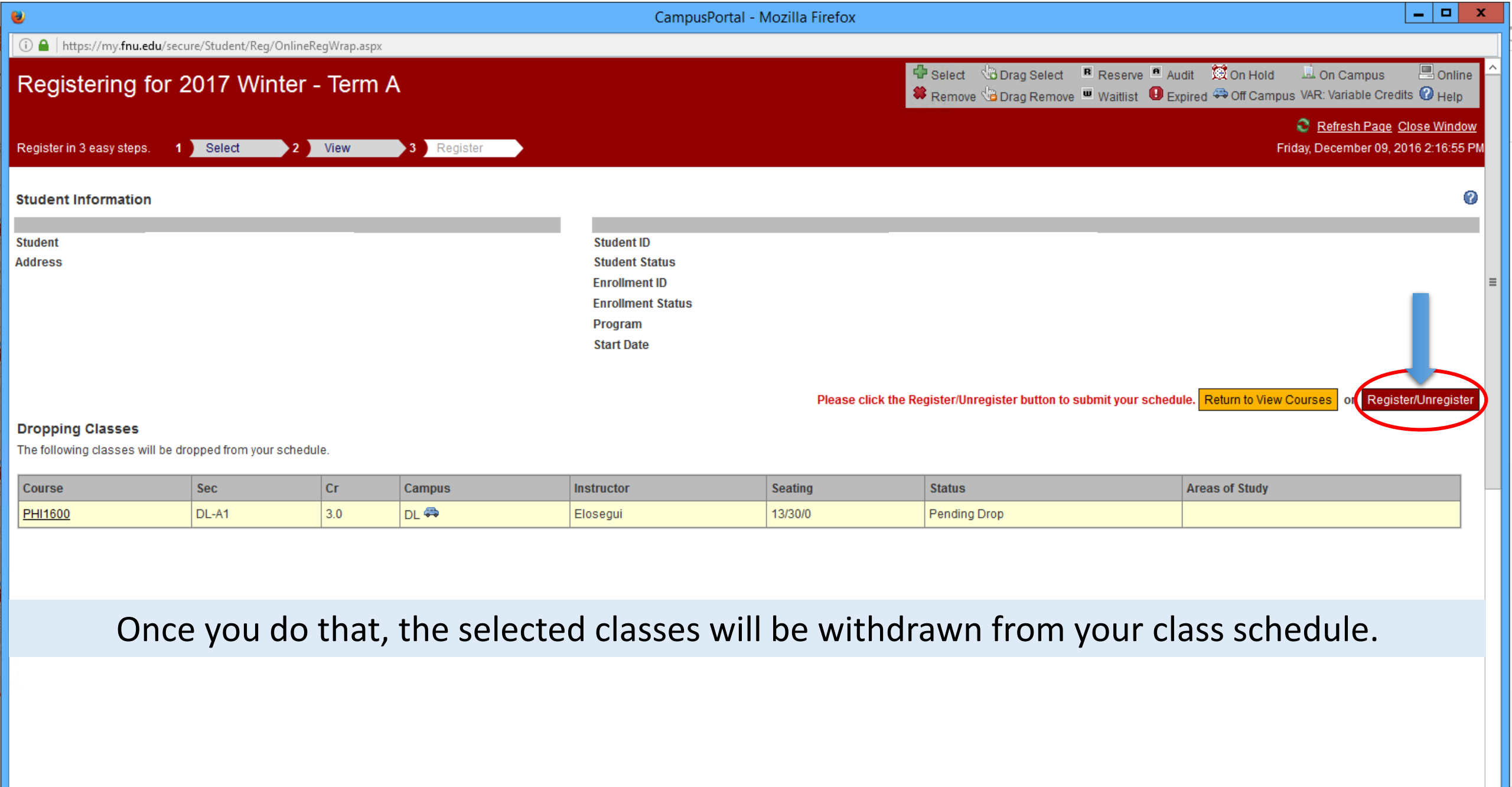
Click: “Yes”


CampusPortal - Mozilla Firefox
https://my.fnu.edu/secure/Student/Reg/OnlineRegWrap.aspx
Registering for 2017 Winter - Term A
Select
Drag Select
Reserve
Audit
On Hold
On Campus
Online
Remove
Drag Remove
Waitlist
Expired
Off Campus
VAR: Variable Credits
Help
Refresh Page
Close Window
Register in 3 easy steps.
1 Select
2 View
3 Register
Friday, December 09, 2016 2:09:28 PM
Course Search
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
Quick Add
Enter course code and section to add to Selected Courses.
Course Code
Section
Add
Search Results - Required Courses
Course
Course Title
Cr
Type
Status
Sections
Areas of Study
BSC1010 General Biology 3.00 Lecture Full 1
BSC1010L General Biology Lab I 1.00 Lab Available 1
DEP3305 Adolescent Psychology 3.00 Lecture Available 1
DEP3404 Psychology of Aging 3.00 Lecture Available 1
Displaying 1-4 of 4 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
Seating
Status
Areas of Study
24/30/0 Registered
13/30/0 Registered
By removing this course worth 3.0 credits, you will drop below the minimum credit limit of 6.0. Your total current credits are 6.0. You will not be able to complete registration on Step 3 while under the minimum limit.
Do you still want to remove the course?
Yes
No
Classes - Selected: 2 Reserved: 0 Registered: 2 Audited: 0 Waitlist: 0
Credits - Selected: 6.00 Reserved: 0.00 Registered: 6.00 Audited: 0.00 Total: 6.00 of 14.00

Click on “Proceed to Final Step”



Click on “Register/Unregister”



Once you do that, the selected classes will be withdrawn from your class schedule.

To print you schedule, repeat Steps 1 & 2. Click on " Your Class Schedule"

CampusPortal

https://my.fnu.edu/secure/student/StuPortal.aspx

Search

Florida National University
SINCE 1982
OPENS DOORS TO THE FUTURE

Hello Loreliz! Logout | Help

My Home Page

Personalize

Online Registration

View 1098T

New Alerts

Friday, December 9, 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 Career
- My Documents
- Student Sevices
- Advising
- Student Forms
- My FNU Library
- Clinical Rotations

Calendar

Friday Choose Day

December 2016

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

News Center

FNU Blog...more
News and Weather...more

Message Center

You have 0 Holds
You have 4 Alerts
You have 1 Appt.

At A Glance

Credits 6.00
GPA 3.86
Acct Bal. $597.17

My Schedule
My Profile
My Financial Aid

Advisor Center

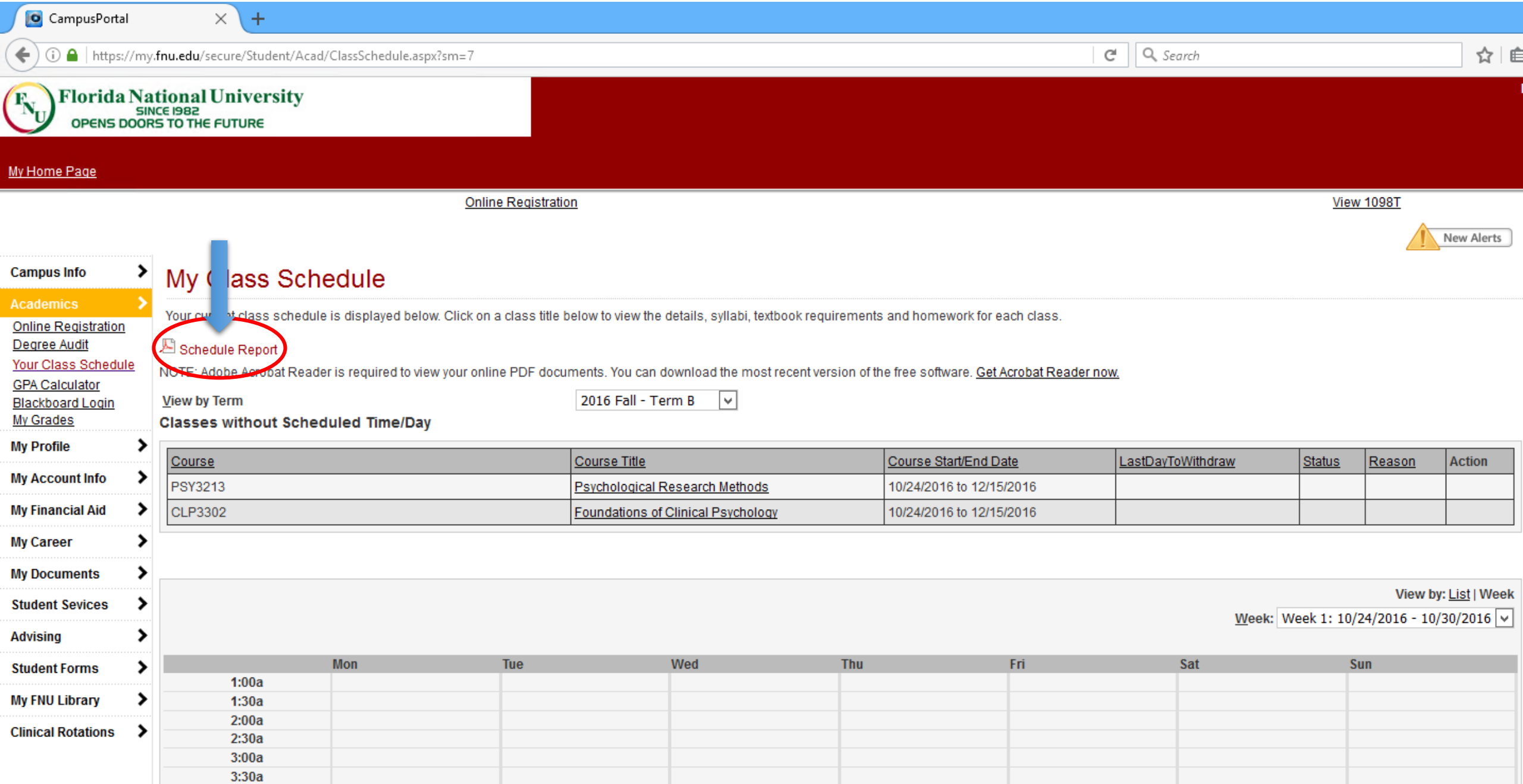
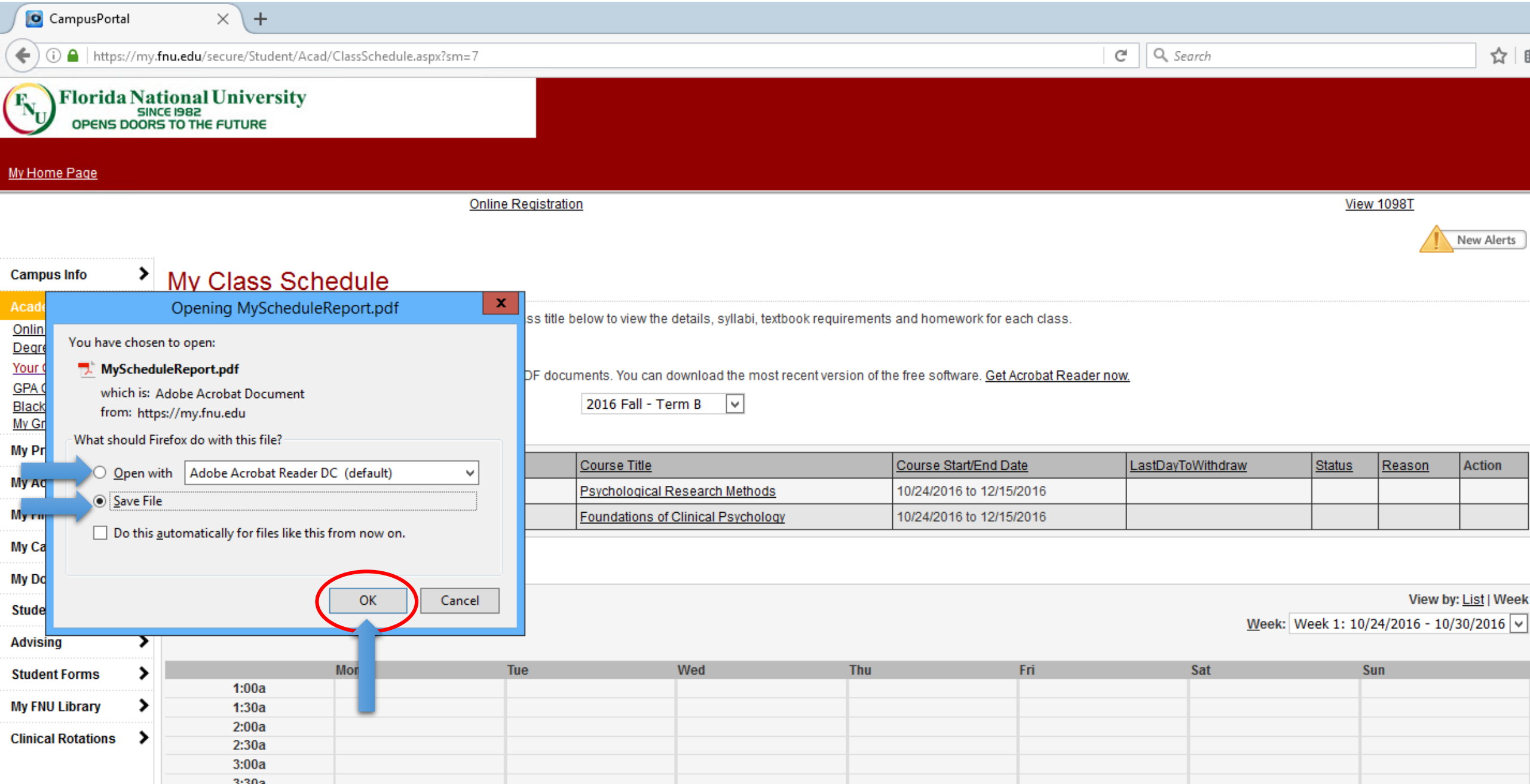
Document Center

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 ››

Displaying 3 of 3 documents due	Due Date
Exit Interview	12/6/2011
FA - Entrance Counseling	12/6/2011

Click on “ Schedule Report”



You can Open or Save your schedule. Make a selection and Click “OK”