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"
Step 3: Left click on "Online Registration"
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.
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 on the red X to unregister the class.
Click: “Yes”
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 your schedule, repeat Steps 1 & 2. Click on “Your Class Schedule”
Click on “Schedule Report”
You can Open or Save your schedule. Make a selection and Click “OK”