MyFSU - REGISTRATION INSTRUCTIONS

Access MyFSU via www.ferris.edu. Be sure to single click on selections. Double clicking may close your session.

1. Click on the MyFSU button (upper right-hand corner of screen) and enter your “User Name” and “Password”. If you are unsure of your “Log in” information there are instructions – under the “password and user name boxes”. Once you are logged in, click on the Academics & Services tab.

2. You will see different Channels (boxes of information sorted by topic). Look in the Registration Channel (box).

3. Select Look Up Classes to view course offerings. Select the correct Term.

4. Before selecting any search criteria, put your cursor in the “Subject” box and type “K” (this bypasses all of Ferris’ classes and brings you to the list of Kendall classes). Do not select any other search criteria as this limits your ability to view all classes available.

5. Select a Subject and click on the Class Search button (at bottom of page). This will bring up all available classes for this subject.

6. After locating the class you wish to enroll in, click in the Select box (first column on left-side of page). Next, click on Register (at bottom of screen). The next screen will indicate whether the class is added to your schedule. If it was not added, the screen will indicate the reason why: class is full; time conflict with another class; requires department approval; the prerequisite has not been met; etc. When adding or dropping sections be sure to click on the Submit Changes button at the bottom of the screen to complete your transaction. A new class search can be started from this screen.

7. Clicking on the CRN (Sections Found page) will take you to the Class Schedule Listing; giving further details about the course. By clicking on View Catalog Entry; you will find a
detailed course description. By clicking on the Course Title (under Sections Found), you can find the number of seats still available, and any prerequisites for the course.

8. **A Course Permission Form** must be signed by the instructor and/or department chair for closed sections, prerequisites waived, etc.

9. **Print** a copy of your schedule by using one of these options under the Registration Channel: Week at a Glance, Detailed Schedule or Concise Schedule.

10. **Registration status, holds, and advisor information** can also be viewed using the Registration Channel.

**Helpful Tools for Registration:**

- ✓ **Pick up a copy of your individual Program Plan from Student Services.**
- ✓ **Attend your program's advising day:** This can be found at kcad.edu on the Academic Events Calendar. Type Academic Events Calendar in the Search Box. Next page; click on Schedule of Events.
- ✓ **Course Permission Forms** can be found on our website at kcad.edu. (Type forms in the Search Box. Next page; click on forms). These forms are also located on the wall outside Student Services.