

# Before You Register

- Check your [Program Course list](#) (FNU Catalog or Registration form).
- 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 divided into 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 A and B 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 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 at **the campus location you want to attend.** Remember FNU has the Hialeah Campus, South Campus, Training Center Campus and Distance learning (on-line) classes.

# Class Section Codes

## Example: HBN-GR01

In the example above, this class is held at the Hialeah Campus (**H**) in term B (**B**) in the evening (**N**), it is being held on campus (**GR**), and is section **01**.

FNU utilizes the section code to assist students during registration. Section codes will tell you the campus, term (either A or B), when the class will be held (day = D or evening = N), as well as the type of class: on campus (GR), on-line (DL), or a hybrid class (HY).

- Using the example above, the first letter refers to the campus: **H-Hialeah, S-South Campus, T-Training Center, D-Distance Learning**.
- The second letter is the term: **A term or B term**.
- The third letter is the class time: **D-Day; N-Night; X-distance learning (on-line)**.
- The class modality is listed next: **GR-ground (Face to Face), DL-distance learning (on-line), HY-hybrid**.
- Classes with multiple sections offered will be listed as **01, 02, 03, etc.**

# Common Errors:

- **Holds:** There are several holds that can prevent registration. Check with the 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 in 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 accommodations.

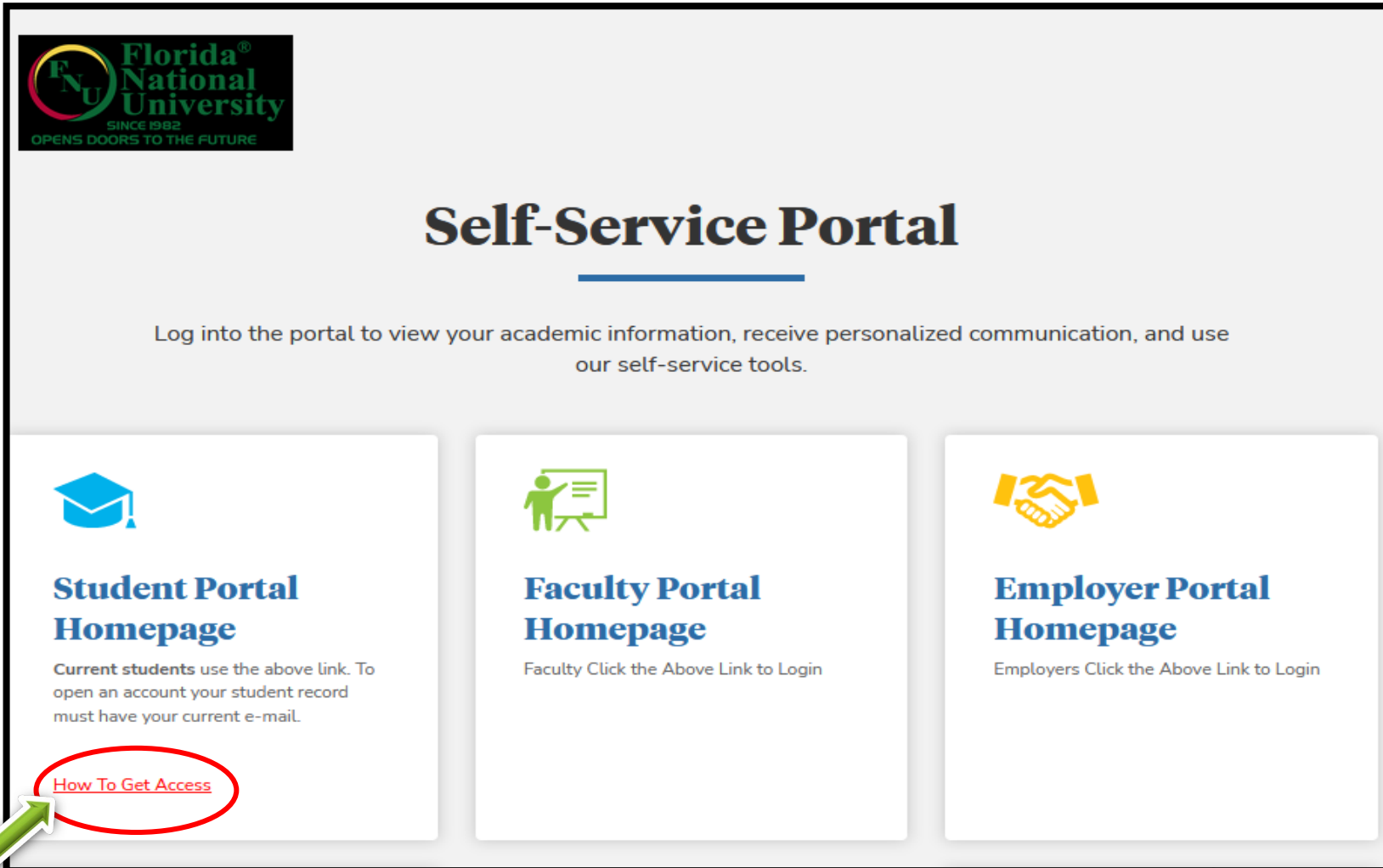
# How to access your class registration

- Log into FNU Student Portal:
  - a. Go to Academics, click on Registration.
  - b. Begin Registration, select Term, and 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 below.

## Step 1:


Go to: <https://my.fnu.edu/> & Click “How To Get Access”



**Florida National University**  
SINCE 1982  
OPENS DOORS TO THE FUTURE

## Self-Service Portal


Log into the portal to view your academic information, receive personalized communication, and use our self-service tools.



### Student Portal Homepage


Current students use the above link. To open an account your student record must have your current e-mail.

[How To Get Access](#)



### Faculty Portal Homepage

Faculty Click the Above Link to Login



### Employer Portal Homepage

Employers Click the Above Link to Login

## Step 2:

Use your credentials to Sign in. If you do not have your account created yet, or have issues logging in, contact Student Services: 305-821-3333, Ext.1113.

**Florida National University**  
SINCE 1958  
OPENS DOORS TO THE FUTURE

### Sign in

Email, phone, or Skype

[Can't access your account?](#)

**Next**

By using this email account, you agree to read and follow the FNU and Microsoft Acceptable Use Policy Regarding Technology. [http://www.fnu.edu/Publications/FNU\\_Computer\\_Use\\_Policy.htm](http://www.fnu.edu/Publications/FNU_Computer_Use_Policy.htm) <http://windows.microsoft.com/en-us/windows/microsoft-services-agreement>

Sign-in options

This email account is being provided to you as a student of Florida National University (FNU). Neither FNU nor its vendors provide any backup or archive service in connection with this account. Users are solely responsible for making sure that they download their email to an offline client for backup and/or archival purposes. Once an email is deleted...

[Terms of use](#) [Privacy & cookies](#) ...

# Step 3: Click on "Academics"

Florida National University  
SINCE 1982  
OPENS DOORS TO THE FUTURE

Hello Victor [Show Quick Links...](#) [Personalize](#) [Logout](#) [Help](#)

- Campus Info
- My Company
- Online Application
- Academics**
- My Profile
- Contact Manager
- Message Center
- My Account Info
- My Financial Aid
- My Career
- My Documents
- Student Services
- Advising
- BlackBoard\_SSO
- My FNU Library

### MY CALENDAR

Next Class  
No Classes found

### NEWS CENTER

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

### MESSAGE CENTER

- 1
- 19
- 0

### GLANCE


- 3.00 [My Schedule](#)
- 2.39 [My Profile](#)
- 48.00 [My Financial Aid](#)

### ADVISORS

Financial Aid Assistant  
✉ [Ivette Bonilla](#)  
(305)821-3333x1086



# Step 4: Click on "Registration"




**Campus Info**

**My Company**

**Online Application**

**Academics**

- Registration**
- View Attendance
- Unofficial Transcript
- Degree Audit



Hello Victor [Show Quick Links...](#) [Logout](#) [He](#)

## 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.

[Refresh Page](#) [View Registration Tutorial](#)

**Program** 6/26/2023 \_Transient student BBS **Term**


Need registration help? [View Registration Tutorial](#)

### Registration Status

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
24 SUMMER A	2024 Summer - Term A	4/29/2024-6/20/2024	3/26/2024 12:00 AM - 8/15/2024 12:00 AM	5/3/2024 12:00 AM	5/3/2024 12:00 AM	Open
24 SUMMER B	2024 Summer - Term B	6/24/2024-8/15/2024	3/26/2024 12:00 AM - 8/15/2024 12:00 AM	5/3/2024 12:00 AM	5/3/2024 12:00 AM	Open

# Step 5:

Select your program and term, then click on Register Button.



Campus Info  
My Company  
Online Application  
**Academics**  
Registration  
View Attendance  
Unofficial Transcript  
Degree Audit  
Your Class Schedule  
GPA Calculator  
Blackboard Login  
My Grades  
Additional GPA  
My Profile  
Contact Manager  
Message Center  
My Account Info  
My Financial Aid  
My Career  
My Documents

## 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.

[Refresh Page](#) [View Registration Tutorial](#)

**Program** 6/26/2023 \_Transient student BBS **Term** APR24 Summer Semester S

Need registration help? [View Registration Tutorial](#)

### Registration Status

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
24 SUMMER A	2024 Summer - Term A	4/29/2024-6/20/2024	3/26/2024 12:00 AM - 8/15/2024 12:00 AM	5/3/2024 12:00 AM	5/3/2024 12:00 AM	Open
24 SUMMER B	2024 Summer - Term B	6/24/2024-8/15/2024	3/26/2024 12:00 AM - 8/15/2024 12:00 AM	5/3/2024 12:00 AM	5/3/2024 12:00 AM	Open

**REGISTER**

# Step 6:

Click on the + sign to add class for Term A & B.

**Registering for APR24 Summer Semester S**  
4/29/2024 - 8/15/2024  
\_Transient student BBS

Tuesday, April 02, 2024 10:24:2  
REFRESH PAGE CLOSE WINDOW

Register in 3 easy steps.

1 SELECT 2 VIEW 3 REGISTER

**Search Courses & Quick Add**

Course Search [Quick Add](#)

Course Code  [Choose Filters](#)

**All Courses - Includes Required and Elective courses**

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room
	<a href="#">ACG2004L</a>	Principles of Accounting II Lab.	DAX-DL01	No scheduled meetings	1.00	DL	NA
	<a href="#">ECO2013</a>	Principles of Macroeconomics.	DAX-DL01	No scheduled meetings	3.00	DL	NA
	<a href="#">ECO2023</a>	Principles of Microeconomics	DBX-DL01	No scheduled meetings	3.00	DL	NA
	<a href="#">ACG2071</a>	Managerial Accounting	DBX-DL01	No scheduled meetings	3.00	DL	NA
	<a href="#">GEB4912</a>	Business Research Methods	DAX-DL01	No scheduled meetings	3.00	DL	NA
	<a href="#">GEB4890</a>	Business Strategy and Policy	DAX-DL01	No scheduled meetings	3.00	DL	NA
	<a href="#">ACG2004</a>	Principles of Accounting II	DAX-DL01	No scheduled meetings	3.00	DL	NA
	<a href="#">MAN3504</a>	Operations Management	DRX-DL01	No scheduled meetings	3.00	DL	NA

**Selected Courses**

## Step 7:

Click the **Register / Drop** button to complete the registration process.

**Selected Courses** ? ▲

*Please click the Register / Drop button to complete the registration process.* VIEW REGISTER / DROP

Showing 1 to 2 of 2 entries Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Shift	
<input checked="" type="checkbox"/>		<a href="#">ECO2013</a>	Principles of Macroeconomics.	DAX-DL01	No scheduled meetings	3.00	DL	NA	NA	TO BE ANNOUNCED, TBA	NA	Selected	Distance learning	
<input checked="" type="checkbox"/>		<a href="#">ECO2023</a>	Principles of Microeconomics	DBX-DL01	No scheduled meetings	3.00	DL	NA	NA	TO BE ANNOUNCED, TBA	NA	Selected	Distance learning	

VIEW REGISTER / DROP

Search

# Step 8:

You are almost there. Click on **Register** button to complete registration.

**Registering for APR24 Summer Semester S**  
4/29/2024 - 8/15/2024  
\_Transient student BBS

Tuesday, April 02, 2024 10:34:17  
REFRESH PAGE CLOSE WINDOW

Register in 3 easy steps.

1 SELECT 2 VIEW 3 REGISTER

### Register

Student Information

Selected Courses Selected: 2 Registered: 0 Waitlisted: 0

*i* You are almost there. Click on Register button to complete registration.

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Last Day to Drop	Term	Shift
<a href="#">ECO2013</a>	Principles of Macroeconomics.	DAX-DL01	No scheduled meetings	3.00	DL	NA	NA	TO BE ANNOUNCED, TBA	NA	Selected	5/3/2024 12:00 AM	4/29/2024-6/20/2024	Distance learning
<a href="#">ECO2023</a>	Principles of Microeconomics	DBX-DL01	No scheduled meetings	3.00	DL	NA	NA	TO BE ANNOUNCED, TBA	NA	Selected	5/3/2024 12:00 AM	6/24/2024-8/15/2024	Distance learning

VIEW COURSES REGISTER

Distance learning

REGISTER

# Step 9: Registration Completed

**Registering for APR24 Summer Semester S**  
4/29/2024 - 8/15/2024  
\_Transient student BBS

Tuesday, April 02, 2024 10:41:04  
REFRESH PAGE CLOSE WINDOW

Register in 3 easy steps.

1 SELECT 2 VIEW 3 REGISTER

**Register** PRINT PAGE ?

**Student Information** [icon]

**Course Schedule** Selected: 0 Registered: 2 Waitlisted: 0 [icon]

Registration Completed. You registered for a total of 6 credits. Your current Balance [redacted] Click on [Pay Now](#) to make the payment.

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

EXPORT SCHEDULE VIEW COURSES

Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Last Day to Drop	Term	Shift
<a href="#">ECO2013</a>	Principles of Macroeconomics.	DAX-DL01	No scheduled meetings	3.00	DL	NA	NA	TO BE ANNOUNCED, TBA	NA	Registered	5/3/2024 12:00 AM	4/29/2024-8/20/2024	Distance learning
<a href="#">ECO2023</a>	Principles of Microeconomics	DBX-DL01	No scheduled meetings	3.00	DL	NA	NA	TO BE ANNOUNCED, TBA	NA	Registered	5/3/2024 12:00 AM	6/24/2024-8/15/2024	Distance learning

# Review your class schedule

- Click on “Your Class Schedule”
- Select the Term on “View by Term”
- Click PDF “Schedule Report”



Campus Info

My Company

Online Application

Academics

Registration

View Attendance

cript

Step 1

Your Class Schedule

GPA Calculator

Blackboard Login

My Grades

Additional GPA

Hello Victor

Show Quick Links...

## My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

Step 3

 [Schedule Report](#)

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

Step 2

View by Term

2024 Summer - Term A

Export Schedule

### Classes without Scheduled Time/Day

Showing 1 to 1 of 1 entries



Search



Please remember to complete any changes to your schedule during the Add and Drop Period.

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