How to Register for an Online Course

The most important thing to keep in mind is that enrollment in an SLN course is a two-step process and both steps must be completed.

FIRST, formally register for the course at FIT. If you are a currently-enrolled FIT student, enroll for online courses through FIT’s regular enrollment procedures - in person at the Registration Center, Room B103, on the registration web through FIT’s online Student Information System, or by telephone using FITPHONE, 212.217.7780.

If you are not a currently-enrolled FIT student, registration and enrollment forms are available at the FIT website at www3.fitnyc.edu/distancelearning and can be mailed or faxed in if you cannot come to campus (please note that the fax-in deadline is one week prior to the first day of classes). You may indicate second and third choices, especially where more than one section is offered.

Fax or mail these forms, along with payment, to the Registration Center, Room B103, Fashion Institute of Technology, Seventh Avenue at 27th Street, New York, NY 10001, 212.217.7159 (fax). Tuition listed on the FIT website at www3.fitnyc.edu/distancelearning (see “Course Schedule”) includes the SLN campus online fee; however, please be sure to add the $5 offset fee to your payment.

Payment may be made by MasterCard, Visa, American Express, personal checks, or money orders. MasterCard, Visa, American Express payment information may be faxed. Payment must be made to finalize your registration.

SECOND, you must visit www.sln.suny.edu approximately one week before the semester begins to access your course. For information about setting up an SLN account, see www3.fitnyc.edu/distancelearning.

If this is your first online course at FIT, you must request a password. Click on Students, and then choose “Create an SLN account.” This will test your computer for compatibility. Choose “Create Account.” A form will open. Next, select SLN, then FIT. Complete the form, making sure to choose the correct section. Print out the confirmation screen.

If you are a returning student, click on Students and login to your SLN account with your username and password. If you don’t remember your password, click the “Forgot your password?” link. At the Commons, choose the “Select/Change Course Access” link. A form will open. Select FIT from the campus listing. Check off your course(s), making sure to choose the correct section and select Submit.

Orientation
An online orientation is available at www3.fitnyc.edu/distancelearning

Technical Requirements
1. Access to a computer having the minimum equivalent of a Pentium II processor with Windows 98 or higher operating system, or a Macintosh G3 processor with System 8 or higher operating system. The computer should have at least 64 MB RAM and a 56K baud modem.

2. A connection to the Internet. Windows users: Internet Explorer 5.5 and higher, or Netscape 6.2 and higher. Macintosh users: Internet Explorer 5.1 and higher, Netscape 6.2 and higher.

3. Valid, working email address that accepts mail from the SUNY Learning Network.

4. Word processing software to create, exchange and share written assignment documents with faculty and other students.

The SUNY Learning Network help desk is available to answer your technical questions at 800.875.6269 (press 2), or by email at helpdesk@sln.suny.edu.

For additional information about Online courses, go to www3.fitnyc.edu/distancelearning, or email Beth Harris at fitonline@fitnyc.edu