Web Registration Worksheet

**WEB REGISTRATION IS NOT AVAILABLE**

**MONDAY – SATURDAY, FROM 2:00 AM – 4:00 AM**

Please read and complete this worksheet before logging into Web registration

1. Go to the F.I.T. Web Home Page  [http://www.fitnyc.edu](http://www.fitnyc.edu)
   Click on the circle “My Present”.

2. Click “Online Student Information System”, then click ‘continue’ at the bottom of the page

3. A new window will appear and click “Login to Secure Area

4. The login page requires your F.I.T. 9-digit student ID number and 6-digit PIN (the first time you login, your birth date is your PIN in MM/DD/YY format). For example: April 15, 1980 would be 041580. It is recommended that you change your PIN after your initial login.

   User ID ___________________________
   PIN ___________________________

   The first time you log in will be prompted to enter a PIN hint. Enter the hint and you will continue.

5. Select “Student Services & Financial Aid”, then “Registration”

   Select “Register/Add/Drop Classes”. Use the pull down menu and select the appropriate term, then click the “Submit Term” button

6. Web registration is self-guiding and self-paced. Go as fast or as slow as you want. Read the instructions on the Web screens and note the various links and buttons to additional pages. Use the SCROLL down function and right/left arrows

7. IMPORTANT: Be sure to use the “Complete Your Registration” button to process all Web registration requests!

8. If you are unable to register, go to the “Check Your Registration Status” page from the Registration Menu to find out why. If you have a hold on your registration, select “View Holds” from the Student Records Menu and contact the appropriate department (i.e. County Charge Back, Bursar Office

9. With “Look Up Classes to Add”, from the Registration Menu or the “Class Search” button on the Add/Drop Classes page, you will be able to look up additional classes and see up-to-minute information about each class. Scroll side-to-side to see all information. Courses appearing with a “Time Conflict” message will conflict with courses in which you are already registered. For all open/closed classes, click on Department (i.e. English) and then the course number (i.e. 121) NOT CRN.

10. There are 2 ways to view your schedule. Try them both. **View your Student Schedule by Day & Time** – a great way to view your schedule in block form.

    **View your Course by Course schedule** - a schedule with detailed information including instructor grade mode and more.

11. COMMON ERROR MESSAGES OR PROBLEMS

   MAJOR RESTRICTIONS – This section is reserved for another major at this time
   PRE-REQUISITE – A course that you must have taken before that makes you eligible for the course you are now requesting
   CO-REQUISITE – A course that you must take in the same term as the one you are requesting
   HOLD – Something that is preventing you from registering. (For example, a Medical Office hold, or a Business Office hold … Means that those offices want to talk to you and you must fix the problem before you can continue to register successfully.)
   DUPLICATE COURSE OR DUPLICATE CRN – Means that you typed the course or CRN number in twice
   THERE’S CRAZY WRITING ON THE SCREEN!! Just hit the RELOAD or BACK button and that will clear the screen for you.
   STATUS PROHIBITS REGISTRATION-The course has been cancelled.

   BE SURE TO USE THE “COMPLETE YOUR REGISTRATION” BUTTON TO PROCESS ALL WEBREGISTRATION REQUESTS!!