

Steps to Successful Web Registration

1. Meet with your academic adviser. Your academic adviser will approve you for web registration.
2. Log in on the web to: www.fmarion.edu.
3. Click on “current students”, and then click “register for classes”.
4. Enter User Name--this will be your social security number with no dashes.
5. Enter Password-Your first password will be your birth month and birth date (two digits each).
Examples: January 5 = 0105
December 10 = 1210
6. Click on OK.
7. If this is your first time using web registration, you must create a new four-digit password. This is your password created and known only to you. So be sure to record it in a safe place. You will need this four-digit password for all future transactions.
REMEMBER: This password will be known by only you and the Registrar’s Office.
8. Select the semester for which you wish to register, click that semester.
9. Once you have selected a semester, you are now ready to add or delete classes.

Please note: You may review class availability by department, time the courses are offered, or both.
When you are viewing the class schedule, the number of seats showing are the number of seats available as you are looking at the screen.

You must click on “Complete Registration and Finalize My Class Schedule” to be registered for the class.

10. Your schedule is complete.
11. Please remember: **All students must confirm their registration, even if the balance is zero.** We try to make bill payment and confirmation of your schedule easier by offering you several options:
 - Web:** You may access our web payment page at www.fmarion.edu/accounting. Click on Pay Fees/Apply Aid button.
 - Mail-In:** You can mail the bottom portion of your bill along with a check, money order, or credit card authorization to the Cashier’s Office.
 - Walk-In:** You can bring the bill, along with your payment to the Cashier’s Office