Registration Tutorial

for Students
To navigate to the Portal, click on “Patriot Portal” at the top of the page on the FMU Homepage (fmarion.edu).
Click on “Student” to login to your student account.
Enter the username (ex. rmoore3600) and password used to access your FMU email account.

For help obtaining FMU student credentials or logging in to the Portal, contact the FMU Technology Help Line at 843.661.1111.
After logging into the Portal, click “Register for Classes.”
Next click on “Go to Plan & Schedule.”

**NOTE:** This will allow you to plan your schedule. You won’t be able to register yourself until your advisor has released you.
Please check to see if you have any holds that might prevent you from being able to register. (ex. Immunization hold, Business hold, etc.) Holds will appear in the notification box directly under your name. The above example shows a student who has no holds.

If you have a hold, you will need to contact the appropriate number that will be displayed next to the hold.
Click on the “Student Planning” dropdown menu.

Next, click on “Course Catalog.”
You can search by subject.
You will be presented with a list of courses. First, choose the term for which you want to register.

To narrow your search further, use the menu on the left side of the screen.
Click on the “Add Course to Plan” button for the course you wish to take.
Next, choose the term for which you are registering. Then click “Add Course to Plan.”
Continue adding courses in the same manner as noted in the previous slides until you have added all the courses to your plan that you wish to take for the planned semester. You will be able to select specific sections and times in the next step. You can move on to the next step in the process once you are satisfied with your course selections.
Next, click on “Student Planning” in the upper left corner which will give you a dropdown menu. Choose “Plan & Schedule.”
These examples show courses that have been added to your course plan. To chose a specific section, click on “View other sections.”
The sections will now display for the course you selected. There are two ways to choose your course section:

The first is choosing your section from the left as shown in example 1.

The second option is by clicking on the desired section in the calendar view as shown in example 2.
A screen will display with the course information once a section is selected.

Once you have reviewed the information, click “Add Section” to add the course to your schedule.

**DO NOT** change the Grading field.
The planned course will appear as shown in the example above. Note that you are not registered for the course just yet. There are still steps left to complete the process. Repeat this step to make your specific section and time selections in order to move on to the next step.
You have now planned your schedule. The final step is to register for your classes.

There are two ways to register:

**OPTION 1:** Your advisor can review your plan and can register you for the courses you’ve selected.

**OPTION 2:** Your advisor can release you to register yourself. If your advisor notifies you that they have approved your course selections and you’ve been released to register yourself, the next slide details the steps you must take to finalize your registration.

Either option requires communication with your advisor. Therefore, you will need to contact your advisor to complete this step.
If your faculty member releases you to register yourself, click on the “Register Now” button.
The next slide displays a sample student schedule in various steps of registration completion.
The English 101 course example displays what message you will see once you have been registered into the course.

The History 101 course example shows what a course will look like once your advisor has approved the section and allowing you to register for the course.

The Music 101 course example has been successfully planned for the semester but still requires advisor approval.
Registration Overview

Use “Student Planning” to view course catalog

Select courses and add to your plan using “Add Course to Plan” button.

Go back to “Plan & Schedule” under “Student Planning” dropdown menu.

Choose course/time selections for all courses

Advisor registers you

View final registration in portal

Contact Advisor

Advisor releases you to register

Click “Register Now”

View final registration in portal