FALL 2012 FIU-REGISTRATION AND PRE-REQUISITES

I. **Online-PRIORITY Registration will Begin**

   **Monday, April 9th – April 18, 2012!!!**

   Students will not be able to register until their Immunization HOLD with the University has been satisfied.

   NSE students have PRIORITY access to register online for Fall-term 2012. Please take advantage of this priority opportunity since course registration is not guaranteed and is based on availability! Students must have an active Panthersoft (MyFIU) account including a Panther ID number and password for online registration.

   Students will register online via their MyFIU (my.fiu.edu) student-account for any undergraduate courses (1000-4000 level) in which DO NOT have any pre-requisites listed. Please check with the FIU undergraduate catalog to confirm any pre-requisites, [http://catalog.fiu.edu/](http://catalog.fiu.edu/). You should notify our office if planning to take any courses with pre-requisites.

II. **Prerequisites for Courses:** If you are planning to register for any courses with a pre-requisite please email us a list of courses, including the **five-digit course section number** for each course. The five-digit course number will identify the course-section of your interest (for example: Prof. Bob Tu, Th 2-3:15pm). Thereafter, the appropriate academic departments will assign your registration permission for those specific sections, in which will allow you to register yourself. Such courses may require departmental prerequisite verification/equivalency checks. Although you have sent in transcripts, your courses are not inputted into our system and your prerequisites will not automatically be recognized. Course descriptions can be retrieved from the online undergraduate catalog at [http://catalog.fiu.edu/](http://catalog.fiu.edu/). Exchange students are responsible for providing adequate proof of pre-requisites with course descriptions and/or official transcripts from their home school in order to register for courses within their major of study.

III. **Business and Accounting Courses:** Those students needing to enroll in business/accounting courses (including accounting, management, marketing, finance, real-estate, MIS, International business, HR management, business calculus, or business statistics) must follow the instructions below:

   1. Complete, sign and list selected FIU **business** courses on the FIU Registration form (attached), including the **5-digit** reference (class) numbers.
2. Student’s home campus academic advisor or Dean’s signature required on the add/drop form for approval.
3. Students must return (via fax, mail, or email) their approved add/drop form to Jamie Perez. There are no guarantees that the section of your choice will be available, please provide alternate choices.
4. Such forms will be processed by the FIU College of Business staff.
5. Students may periodically check their online course schedule (via MyFIU student account) for verification of enrollment into selected business courses.

**Important Business/Accounting Notes!**

1. Once registration is processed for business courses, if students choose to edit their schedule, the above process must be repeated.
2. Accounting Majors: ACG 4101 (Financial Accounting I) requires an entrance exam which is only offered at FIU (in-person only). Higher-level Accounting courses after financial accounting I do not require an entrance exam.

You may also visit the FIU College of Business web site at [http://business.fiu.edu/undergraduate_academic_programs.cfm](http://business.fiu.edu/undergraduate_academic_programs.cfm).

**IV. Registration Instructions:** Please visit the FIU registration website at [http://my.fiu.edu](http://my.fiu.edu) (Panther ID# required). The Fall 2012 class schedule can be viewed by clicking on the **interactive class schedule**. We recommend that you take the online tutorials available in order to familiarize yourself with our registration system (called Panthersoft). “Student Tutorials” to learn how to use our registration system can be found on [http://panthersoft.fiu.edu/](http://panthersoft.fiu.edu/). When choosing your classes, please remember that we have two main campuses—Modesto A. Maidique Campus (MMC) and Biscayne Bay Campus (BBC).

**How to view open class schedule / Online Registration Steps:**
1. Go to myFIU ([http://my.fiu.edu](http://my.fiu.edu))
2. Sign on to Panthersoft with your Panther ID and Password
3. In the “Academics” box, click on “Search” to view Class Search Page
4. Select term of interest (Fall 2012)
5. Select session as “regular academic session”
6. Input course information from the FIU catalog ([www.fiu.edu/orgs/register/catalogs](http://www.fiu.edu/orgs/register/catalogs) or [http://my.fiu.edu](http://my.fiu.edu) (in My Menu box)). Example: ENC1101 (Freshman Composition), ENC = Subject and 1101 = Catalog Number
7. Click on “Search” (you may want to use the additional criteria to limit your search, such as select campus)
8. Click on the vertical scrollbar to view all the course sections (search results)
9. Click the “Select Class” button to add the desired class to your schedule
10. Click on the “Next” button to search for further classes
11. When done searching, click on the “Finish Enrolling” button
12. Click on the “My Class Schedule” button to retrieve your final schedule...pay attention to payment deadlines!

Exchange students may enroll for courses offered at both FIU campuses, Biscayne Bay and Modesto A. Maidique. Keep in mind that the travel time between the two campuses is at least 50 minutes, depending on traffic. The **Golden Panther Express Shuttle** is a bus service that runs approximately every hour between the two campuses, Monday through Friday, for a $5 round-trip fee.