How to View the Schedule, Register for Courses, & Make Advising Appt.

THE BEST WAY to search the Course Schedule
1. From the FAU home page at www.fau.edu click the “Current Students” tab along the top of the page
2. Under the “Student Services” heading click on “One-Stop Student Services”
3. Click on “Register for classes,” then on “Current Course Schedule” to view the DEPARTMENTAL COURSE SCHEDULE
   a. Select the “Term”
   b. Select the “Campus”
      (Fully Online courses will only display under All or Distance Learning Campus)
      (Video Streaming courses will only display under All or Boca Campus)
   c. Select “College”: use College of Business for business courses
      (MAC 2233 and STA 2023 are listed under the College of Science)
   d. Select the “Department” that offers the course you are interested in
      Business Course Prefix by Department:
      ACG, BUL, TAX = Accounting Dept.
      ECO, ECP, ECS = Economics Dept.
      FIN, REE, RMI = Finance Dept.
      ENT, GEB, HSA, MAN = Management Dept.
      HFT, MAR = Marketing Dept.
      Fully Online = Online BBA Dept.
   e. Select the “Level” as “Undergraduate” for Bachelor degree courses.
   f. Click on the “Select” button at the end of the row to view the schedule
4. Find your course and write down its (5-digit) CRN number
   a. To view COURSE DETAILS (prerequisites, restrictions, Instructor email, etc.) click on the CRN number:
      Lecture Capture-Video Stream (LCVS) courses have all work online but are listed on the traditional
      schedule with a particular date and time: class attendance is optional but check syllabus to confirm
      this. LCVS courses have an additional fee as indicated by the “$” sign on the schedule.

How to register for classes
1. Go to the FAU home page www.fau.edu and click on the “Current Students” tab
2. Under Tools, select “MyFAU” from the drop down menu
3. Enter your “FAUNet ID” (first part of your FAU email) and Password, and click “Login”
4. Under the “Home” tab, Click on “FAU Self-Service”
5. Click on the “Student Services” Main Menu item (or the Student Services tab)
6. Click on “Registration” then on “Add/Drop Classes”
7. Select your “Term” from the drop down arrow, and click “Submit”
8. Find the empty cells at the bottom of the page and enter the 5-digit CRN number for each class and
   when done then click “Submit.” Repeat until all your courses are registered.
9. Click on “Student Services” once more
10. Select “Registration” and print your schedule by clicking “My Schedule” to confirm your registration.
    Scroll down to see your schedule, below the “Order Books” buttons. If you have no courses, then you
    will see “You are not currently registered for the term.”

[How to Register, Jan. 2017]
COLLEGE OF BUSINESS REQUIREMENTS to declare a major (except for Gen. Economics & Health Admin. majors)

1. Attain a GPA of 2.5 in the nine Pre-business Foundation Courses (see below). Only the highest grade of multiple attempts are used.

2. Complete the following Pre-business Foundation coursework with minimum grade of C-minus. (However, asterisked courses need a min. grade of “C” to satisfy the GRW/WAC & IFP requirements)
   - ENC 1101 * College Writing 1
   - ENC 1102 * College Writing 2
   - ACG 2021 Financial Accounting (= ACG 2022 at PBSC; = ACG 2001+ 2011 at BC & at IRSC)
   - ACG 2071 Managerial Accounting
   - ECO 2013 Macroeconomics
   - ECO 2023 Microeconomics
   - MAC 2233 * Methods of Calculus
   - STA 2023 * Introductory Statistics
   - ISM 2000 Information Systems Fundamentals (some equivalents= CGS 1100, CGS 2100)

3. A maximum of three attempts (per course, including “W”) on any of the Pre-business Foundation courses above.

4. Earn a minimum of 60 semester credit hours.

5. Have satisfied the “Foreign Language Admission Requirement” through one of the following methods:
   - Send official high school transcripts to the FAU Admissions Office showing two years of the same foreign language
   - Complete college level course work through the 2nd semester (ex: SPN 1121) or higher of a foreign language
   - Prove native proficiency: contact the FAU Language & Linguistics Department at 561-297-3860
   - If AP or CLEP exams were passed (at 2nd semester level, ex: FRE1121), send the official score report to the FAU Registrar’s Office: must be sent DIRECTLY FROM the College Board offices (not from your previous institution)

As a Pre-business student, you are eligible to register (if prerequisites are met) for a few unrestricted Upper-Division courses (3000 level or higher) in the College of Business that will apply toward the Business Core Requirements:

1) MAN 3025 Management and Organizational Behavior (Pre: 60hrs)
2) MAR 3023 Marketing Management (Pre: ECO 2013 & ECO 2023, 60hrs)
3) FIN 3403 Financial Management (Pre: ACG 2021 & 2071, 60hrs)
4) ECO xxxx The upper-division economics course requirement depends on your major
5) BUL 4421 Business Law I (Pre: 60hrs)

How to Make an Academic Advising Appointment (see www.business.fau.edu/advising for locations)

NOTE: Appointments are available only to students declared in a bus. major or as Pre-business.

1. Log into your MyFAU.
2. Click on the “Success Network” Tab.
3. Click on the “Success Network” circle-icon.
4. (Only if it’s your first time signing-in) Click on "Schedule a Meeting"
5. On the left side of the page choose "My Success Network"
6. Choose a Primary Advisor & click on "Schedule an Appt." (under their email)
7. Choose a date and time and click on "Sign Up."
8. Fill out the requested information (Ex: "where:" in-person or phone appt.) and click "Submit."

[How to Register, Jan. 2017]