

# How to Register for Courses

*Google Chrome is the recommended browser for registration. The latest versions of Firefox, Safari, Internet Explorer, and Edge are also supported.*

## Login and to Self Service and Access Registration

1. Visit [myfau.fau.edu](https://myfau.fau.edu) and **log in** to your student account with your FAU Net ID (first part of your e-mail address) and password.
2. Click **"FAU Self-Service."** You may have to log in again with your FAU Net ID and password.
3. From the Main Menu, click "Student Services," then "Registration," and finally "XE Registration – Add or Drop Classes and Search Classes."
4. Click on the image labeled **"Click Here for XE Registration."**

## Search for Your Classes

5. Click "Register for Classes."
6. **Select a Term** for which you would like to register and click **"Continue."**
7. Enter Your Search Criteria.
  - a. Type the **Subject** of the course and **click on it.** (For example, to register for MAN3025: Introduction to Management and Organizational Behavior, type "MAN" and click "MAN-Management.")
  - b. Type the **Course Number.** (For example, the "3025" in MAN3025.)
  - c. Click **"Search."**
8. View Search Results.
  - a. For each class, the number of credit hours, CRN (course reference number), instructor name, date, time, and location are listed. You can also see how many of the available seats are filled and whether or not anyone is on the waitlist.
  - b. Clicking the arrow on the left-hand side of each listing will reveal if the class is in-person, video streaming, fully online, or mixed/mostly online.

## Add Your Classes

9. Add a class with seats available:
  - a. Click the green **"Add"** button to add a class.
  - b. Click the green **"Submit"** button to save your changes.
    - i. It now says "Registered" in green next to your class.
    - ii. If you change your mind, use the **Action** box to select **"Web-Dropped."**
    - iii. Click **"Submit"** to save your changes.
10. If you encounter error messages, visit [business.fau.edu/advising](https://business.fau.edu/advising), click "Registration and Enrollment" and then ["Registration errors."](#)
11. Add yourself to the **Wait List.**
  - a. If the class is full, when you attempt to Add, you will receive an error message.
  - b. If there are spaces available on the Wait List, from the **Action** box, select **"Wait Listed,"** and click **"Submit."**
    - i. If there are no spaces available on the Wait List, you will need to select a different class.
  - c. If you encounter other registration errors, write them down, and share them with your advisor.
12. Click the green **"Search Again"** button to find more classes until you have completed your schedule.

## Congratulations!

You are registered for your next semester of classes!