

Middle Georgia State University

Using SWORDS to Register

To Register

1. From www.mga.edu, click the Quick Links bar at the very top of the webpage
2. Click on **SWORDS** under the Academic Resources column
3. Enter Username and Password and click **Login**
4. Click on **Student**
5. Click on **Registration**
6. Click **Select Term**
7. Choose Registration Term
8. Click on **Add or Drop Classes**
9. Type CRNs into **Add Classes Worksheet**
10. Click on **Submit Changes**
11. Verify Course Schedule by viewing detail schedule

***You may not register for a class unless you meet prerequisite requirements**

To View Detail Schedule

1. Click **Student** Tab
2. Click **Registration**
3. Click **Student Detail Schedule**

To Print Schedule

4. Click **Student** Tab
5. Click **Registration**
6. Click **Concise Student Schedule and Print**

To Drop a Class (from Add Classes Worksheet)

1. Under **Action** Column
2. Select **Dropped on Web** from the drop-down menu next to the class you wish to drop
3. Click **Submit Changes**
4. Verify that the change is completed before logging out of SWORDS