Middle Georgia State College

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