

Middle Georgia State University

Using SWORDS to Register

To Register

1. From www.mga.edu homepage, click on "Menu" at top right corner. Click on "Current Student".
2. Click on SWORDS, then SWORDS LOGIN
3. Enter username and password and click Login
4. Click on Student
5. Click on Registration
6. Click on Add or Drop Classes
7. Choose Term and click Submit
8. Type CRNs into Add Classes Worksheet (any holds on your account will show and you will not be able to register). Once all requested CRNs are added, click on Submit Changes.
9. Verify Course Schedule by viewing detail schedule.

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

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be added.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Students who totally withdraw from classes, have received Title IV funds (PELL, SEOG, and Stafford and Plus Loans), and have incurred bookstore charges may be eligible for a refund. Please see the bookstore for specific details.

If you are withdrawing from class, you should print a copy of this screen confirming your withdrawal for your records. You are ultimately responsible for any registration or withdrawal fees. If you are living on campus please contact Residence Life at housing@mga.edu from your MGA email account to cancel your contract.

ECORE Restricted Courses - These courses are taught completely online through eCore. Tuition and fees may be different, and the courses require special permission to register.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 09, 2018	None	56540	AMGT	3201	01	Undergraduate Semester	3.000	Normal	ONLINE	Fundamental of Logistic
Web Registered on Mar 09, 2018	None	56268	AMGT	4215	01	Undergraduate Semester	3.000	Normal	ONLINE	Critical Topic Aviation

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Mar 09, 2018 09:36 A.M.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Corequisite AERO 2102 required	56193	AERO	2106	01A	Undergraduate Semester	3.000	Normal	V-CON	Private Pilot GS
DUPLICATE CRN	56540	AMGT	3201	01	Undergraduate Semester			ONLINE	Fundamental of Logistic
DUPLICATE CRN	56268	AMGT	4215	01	Undergraduate Semester			ONLINE	Critical Topic Aviation

Add Classes Worksheet

CRNs

<input type="text"/>							
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Submit Changes Class Search Reset

Co-requisite error, will not be added to schedule

To View Detail Schedule

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

To Drop a Class (from Add/Drop Class Worksheet)

1. Same instructions as if you are adding a class. Except on your current schedule you will select "Dropped on Web" from the drop-down menu next to the class you wish to drop.
2. Click Submit Changes
3. Verify that the change is completed before logging out of SWORDS