Online Registration Instructions

Fitchburg State University is pleased to offer online registration and payment for returning students registering for on-campus Graduate & Continuing Education (GCE) courses. If you have never taken a class at Fitchburg State, you will need to register by phone, fax, mail, or in-person.

SPECIAL NOTE – PAYMENT FOR GCE COURSES IS DUE IMMEDIATELY.

1. Launch Internet Explorer on your PC. (Firefox is not supported).
2. Enter the following URL into the address bar: http://web4.fitchburgstate.edu.
3. Click Enter Secure Area.
4. Enter your Student ID @00000000 -OR- SSN 010000100. Enter your secure PIN*. Click ‘Login’.

*First Time Users: If you have not logged in before, your PIN will be your birth date (mmddyy).

Once you have entered your ID and PIN, you will immediately be prompted that your old PIN has expired. You must create a new pin. Your PIN must be exactly 6 characters (numbers or letters or both).

Once you have entered the new PIN twice, you will be brought to a Login Verification Security and Answer screen. You will need to create a question and response to help you remember your PIN if it is forgotten.

5. Click on the Student tab.
6. Scroll down and click on Registration.
7. Click on Select Term. Select the term (ex: Spring 2011) from the drop down menu. Click Submit.
8. You may click on Check Your Registration Status. Your academic standing, holds, student status and other information will display. If you have holds that prevent registration, please contact the appropriate office to have them removed.
9. -If you know the Course Registration Numbers (CRNs) of the courses you wish to register for, click Add/Drop Classes. You may then input the CRNs and Submit.
-If you do not know the CRNs for the courses you wish to register for, click on Look up Classes to Add. When you find the correct course click in the box to the left of it, scroll to the bottom of the page and click on Register. (See the “To Search For a Course” instructions below for further directions.)
10. Courses for which you have successfully registered will appear in the Current Schedule section. If you are not successfully registered for a course, it will appear in the Registration Error section, which includes an explanation of why the class was rejected. See the Registration Error section below for common registration errors.
11. Once finished registering for courses, follow the “To view charges/make a payment” instructions below.

PIN related questions should be directed to the IT Office at (978)-665-4500.
Registration related questions should be directed to the Registrar’s Office at (978)-665-4196.

To view charges/make a payment:
1. Click on Student.
2. Click on View Charges and Make Payments.
3. Click on the View Charges - Pay Bill link. This will bring you out to a secure payment site.
4. You will see your balance. You can click on the “View Current Activity” link located to the right of the balance due to view your account or you can click on the “Make a Payment” link.
5. Click on the “Pay” link located next to the balance due and follow the instructions for making your payment.
6. Once your payment information is received you will receive an email at your Fitchburg State email account.
7. Once finished, you can close out of the payment page and go back to web 4 self-service. If you have questions regarding your balance due or payment you can reach the Student Accounts office at (978) 665-4126.
To Search for a Class:
1. Click on “Look Up Classes to Add” from the Registration Menu (or Class Search). You must choose a subject.
2. If you want to include additional search criteria, you may search by instructor, start/end time, or day. Please be aware that the more detailed you make your search the harder it may be to find a class fitting that criteria.
3. Click on “Class Search”.
4. The available courses that meet your search criteria will appear. If a class is closed (fully enrolled), it will not appear. If it is available, a checkbox will appear instead.
5. Use your cursor to click on the box for the class you want.
6. Scroll to the bottom and click on “Register” to add the course to your schedule.

Registration Errors:
1. Duplicate CRNs – you are already registered for the course. Remove the CRN and select another course.
2. Prerequisite error – you have not met the prerequisites required. If you believe that you have, you will need to contact the Registrar’s Office.
3. Max hours exceeded – you have exceeded the maximum amount of credits allowed. If you have received approval from the Dean (on a Student Petition form) to register for more than the allowed credits, you will need to contact the Registrar’s Office.
4. Time conflict – another course that you have selected meets at the same time. Select another course.
5. Instructor approval needed – you will need to register for these courses with your academic department secretary or in the Registrar’s Office.

To Print Your Schedule:
1. Click on the Student tab at the top of the screen.
2. Select “Registration.”
3. Select “Student Detail Schedule”.
4. Click on the Print icon in the toolbar at the top of the screen to print your schedule.