

School of Aviation's guide to registration:

Step 1 – Get advised!

Step 2 – Refer to your degree plan to determine which courses you will need to take. DO NOT take any courses that are not on your degree plan.

Step 3 – Go to www.MGA.edu > Click on Quick Links > Click Course Schedule. In the Currently Searching box, be sure to select the proper semester. At this point you can search by campus, course delivery type, or subject. (Note: you can only search by one topic at a time)

The screenshot displays the Middle Georgia State University website. At the top, there are sections for 'About MGA', 'Resources', 'Info for', and 'Tools'. The 'Resources' section includes links like 'Academic Calendar', 'Advising', 'Bookstore', 'Campus Events', 'Catalog', 'Course Schedule', 'Financial Aid', 'HelpDesk', 'Library', 'GIL', 'GALILEO', 'Student Success Center', and 'Maps & Directions'. The 'Tools' section includes 'A-Z Index', 'Directory', 'Email', 'Brightspace/D2L', 'SWORDS', and 'Inside MGA'. Below these is the Middle Georgia State University logo and a navigation bar with buttons for 'Apply', 'Give', and 'Quick Links'. A search bar is also present. A large black arrow points from the 'Quick Links' button to the 'Quick Links' dropdown menu. Below the navigation bar is a banner image with the text 'You don't have to look far.' and a play button icon. At the bottom, there is a search interface titled 'MGA > Online Course Schedule' with a 'Currently Searching:' dropdown menu showing 'Fall 2014', 'Tentative Spring 2015', and 'Tentative Summer 2015'. There are also dropdown menus for 'By Campus:', 'By Course Type:', and 'By Subject:'. A 'Search:' input field and an 'Advanced' button are also visible. Below the search interface, there is a table with columns for 'Abbreviation Key', 'Area B Course', 'Online Course', 'P-Online Course', 'Hybrid Course', and 'Course is closed'. A message says 'Use the navigation above to start your search' and the page is dated 'Last Updated: 08-26-2014 12:46 PM EDT'.

Step 4 – Select a class to search for. For example, lets choose AERO 2104 Aviation Safety. So because we do not know if this course will be in class or online, we have 2 options, search by subject, AERO, or type a key word into the search box, safety. See screen below.

Key:

| | | | | |
|--------|-------------------------------|--|---|-------------------|
| Term | Full - Course is all semester | 2 nd - Course is second session | 1 st - Course is first session | |
| Campus | E – Eastman | C – Cochran | D – Dublin | W – Warner Robins |
| | M – Macon | Z – Online | O - Ecore | |
| Days | M – Monday | T – Tuesday | W – Wednesday | R - Thursday |

MGA > Online Course Schedule Currently Searching: **Fall 2014** Search: Advanced

Quick Links >> By Campus: Choose By Course Type: Choose By Subject: **ACCT**

Fall 2014 Search: safety

Abbreviation Key Area B Course Online Course P-Online Course Hybrid Course Course is closed

| CRN | PTRM | SUBJ | NUMB | SECT | CAMP | TITLE | SEATS | HRS | BEGIN | END | BLDG | ROOM | DAYS | INSTRUCTOR |
|-------|------|------|------|------|------|------------------------|-------|------|---------|---------|--------|------|------|-----------------|
| 83472 | Full | AERO | 2104 | 0 | E | Aviation Safety | 0 | 3.00 | 2:00 pm | 3:15 pm | GA_FLI | 2022 | M W | Florio, Michael |
| 83160 | 2nd | AERO | 2104 | 91 | Z | ONLINE Aviation Safety | 1 | 3.00 | TBA | TBA | TBA | TBA | TBA | Rowney, Paul |

Last Updated: 08-26-2014 02:46 PM EDT

As you can see there are two options: (see key for assistance)

CRN 83472 – Full Session, Eastman Campus, 2:00pm-3:15pm Mondays and Wednesdays in room 2022 with Professor Florio

CRN 83160 – 2nd Session, Online, with Professor Rowney (online courses will have the days, times, and location listed as TBA)

Note: The top course is gray which means that it is full, there are zero seats remaining.

Once you have selected the desired course, move on to your next class. Make a list of all courses times and locations prior to registering to ensure your schedule will fit together.

Step 5 – Once you have gathered all of your courses you will need the CRN’s (a unique 5 digit course code) for all courses. Then go to your SWORDS page > Click Registration > Click Add/Drop Classes > Select the proper Term. At this point you can add the CRN’s and add the courses.