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.

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