Middle Georgia State University
Using SWORDS to Register

Accessing SWORDS
1. From [www.mga.edu](http://www.mga.edu), click the Menu button at top right of the webpage
2. Click on CURRENT STUDENTS
3. Click on BANNER/SWORDS
4. Click on SWORDS LOGIN
5. Enter Username and Password and click LOGIN

To Register for Classes
1. Click on STUDENT
2. Click on REGISTRATION
3. Click SELECT TERM
4. Choose REGISTRATION TERM
5. Click on ADD or DROP CLASSES

If you already selected classes from online course schedule and have CRNs,
1. Type CRNs into ADD CLASSES Worksheet
2. Click on SUBMIT CHANGES
3. Verify Course Schedule by viewing detail schedule  
   *You may not register for a class unless you meet prerequisite requirements*

To Search for Classes
1. Click STUDENT Tab
2. Click on REGISTRATION
3. Click LOOK UP CLASSES
4. Select TERM
5. Search by SUBJECT
6. Select COURSE SEARCH
7. After selecting class, click VIEW SECTIONS
8. Click to Select Class
9. Click ADD TO WORKSHEET
10. After selecting all classes, return to worksheet, and click SUBMIT

To View Detail Schedule
1. Click STUDENT Tab
2. Click REGISTRATION
3. Click STUDENT DETAIL SCHEDULE

To Print Schedule
1. Click STUDENT Tab
2. Click REGISTRATION
3. 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
* All MGA classes now have a waitlist option to accommodate your needs. If a class you want or need is full when you register for classes, you have the option to join a wait list.

You can also search for classes via the online course schedule:
https://www.mga.edu/course-schedule

1. Select Currently Searching: Fall 2018
2. Choose campus or subject from drop down menus
3. If a course is gray, this means the course is full. There are zero seats remaining. You may add yourself to the waiting list if one is available.

Schedule Building

<table>
<thead>
<tr>
<th>CRN</th>
<th>CLASS</th>
<th>Meeting Day</th>
<th>Meeting Time</th>
<th>Credit Hours</th>
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Alternate Choices

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