

Middle Georgia State University

Using SWORDS to Register

To Register

1. From www.mga.edu, click the MENU bar at the top right side of the webpage
2. Click Current Students
3. Click on **SWORDS**
4. Click SWORDS LOGIN
5. Enter Username and Password and click **Login**
6. Click on **Student**
7. Click on **Registration**
8. Click **Select Term**
9. Choose Registration Term
10. Click on **Add or Drop Classes**
11. Type CRNs into **Add Classes Worksheet**
12. Click on **Submit Changes**
13. 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 **Student** Tab
2. Click **Registration**
3. Click **Student Detail Schedule**

To Print Schedule

4. Click **Student** Tab
5. Click **Registration**
6. 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