

Middle Georgia State University

Using SWORDS to Register

Accessing SWORDS

1. From 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.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be available.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Students who totally withdraw from classes, have received Title IV funds (PELL, SEOG, and Stafford and Plus Loans), and have incurred bookstore charges may be eligible for a refund. Please see the bookstore for specific details.

If you are withdrawing from class, you should print a copy of this screen confirming your withdrawal for your records. You are ultimately responsible for any registration or withdrawal fees.

If you are living on campus please contact Residence Life at housing@mga.edu from your MGA email account to cancel your contract.

ECore Restricted Courses - These courses are taught completely online through eCore. Tuition and fees may be different, and the courses require special permission to register.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 09, 2018	None	56540	AMGT	3201	01	Undergraduate Semester	3.000	Normal		ONLINE Fundamental of Logistic
Web Registered on Mar 09, 2018	None	56268	AMGT	4215	01	Undergraduate Semester	3.000	Normal		ONLINE Critical Topic Aviation

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Mar 09, 2018 09:36 A.M.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Corequisite AERO 2102 required	56193	AERO	2106	01A	Undergraduate Semester	3.000	Normal		V-CON Private Pilot GS
DUPLICATE CRN	56540	AMGT	3201	01	Undergraduate Semester				ONLINE Fundamental of Logistic
DUPLICATE CRN	56268	AMGT	4215	01	Undergraduate Semester				ONLINE Critical Topic Aviation

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

You can also search for classes via the online [course schedule](https://www.mga.edu/course-schedule):
<https://www.mga.edu/course-schedule>

1. Select the *term of registration*
2. Choose campus or subject from drop down menus
3. If a course is striked through, this means the course is full and there are zero seats remaining. You may add yourself to the waiting list if one is available.

Schedule Building

CRN	CLASS	Meeting Day	Meeting Time	Credit Hours

Alternate Choices
