Family & Child Science
Graduate Student
Registration Procedures

1. Obtain a copy of the curriculum outline pertaining to your program (M.S. #= Family & Child Sciences; Ph.D. #= Family Relations, Child Development, or Marriage and Family Therapy) located in the Departmental office (SAN225) or via our website www.chs.fsu.edu/fcs. Review this, and contact your Advisor/Major Professor to map out your course schedule in advance of attempting to register.

2. Once you have identified the courses, look up the courses via the FSU Course Search website at http://apps.oti.fsu.edu/RegistrarCourseLookup/SearchForm to obtain the necessary reference numbers.

3. Follow the instructions on the back of this page to register.

4. If a course has a “hidden” reference number, or the instructor is designated as STAFF, or the course is not listed, the reference numbers are available from the Department. A Reference Number Request Form must be completed before a number can be provided; many numbers are unique to individual faculty and a special section of the course must be established.

5. Before submitting the form, you must provide all requested information, including: course prefix, course number, and course title.

6. For Directed Individual Study (DIS) courses (CHD5906 and FAD5906), a special form must be with a designated appropriate title. This must be approved by the supervising faculty and by the Department Chair before a reference number is released. A reference number will not be provided without a completed form and required approvals.

7. Submit all forms to FCS Academic Support Assistant.
8. For the Graduate Internship course (FAD5944), complete the Graduate Internship Application and submit it to the instructor.

We urge you to meet with your Advisor early, review the Course Search website early, and make requests for reference numbers early, because it may take more than a week to complete the process. Map out your schedule completely, outline all courses you will need where the reference numbers are not visible, and then submit a Reference Number Request Form or a DIS Form or an Internship Application Form. The reference number will be e-mailed to you, so you can register for the course(s).

These forms can be obtained from the Department office (Sandels 225) or online via our website at www.chs.fsu.edu/fcs. From the website, click on Graduate Programs.
Registration Instructions:

1. Visit Blackboard: [http://campus.fsu.edu](http://campus.fsu.edu)
2. Click on *Course Search* to see classes offered and their reference numbers
3. Return to Blackboard
4. Click on *Register for classes*
5. Your *Student Number* is your social security number or your 999 # (if you are an International Student)
6. Your *Pin Number* is the month and year of your birth date (e.g. 0329 for March 1929)
7. Click on the arrow for *Register For Classes*
8. Enter the reference numbers and click on the submit button
9. To change your pin number:
   - Return to Blackboard
   - Click on *My Registration Pin Number*
   - Follow the instructions