



## ADMISSIONS & RECORDS OFFICE

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### To Enroll in Classes

Follow these steps:

1. Log on to: [www.frc.edu](http://www.frc.edu)
2. Click “Current Students” select: “Student Portal”
3. Select:” Registration”
4. Key in your nine digit Login ID:\_\_\_\_\_
5. Key in your six digit PIN
  - a. **New Students:** Your temporary PIN is the 6 digit number you created with your application
  - b. **Continuing Students:** Your initial PIN is your 6 digit birth date (mmddyr)
  - c. You will be asked to change your PIN the first time you sign in
6. Click on “Student and Financial Aid”
7. Click on “Registration”
8. Click “Add or Drop Courses”
9. Select a Term “Spring 2009” click the “Submit” button
10. Enter the Courses Reference Number (CRN) or
11. Click the “Class Search” button to search for courses
12. After all classes are selected click the “Submit Changes” button
  - a. You are now officially enrolled