## How to register online

1. Contact your academic advisor by email to secure recommended courses, and get approval to register online.

Joseph Felix

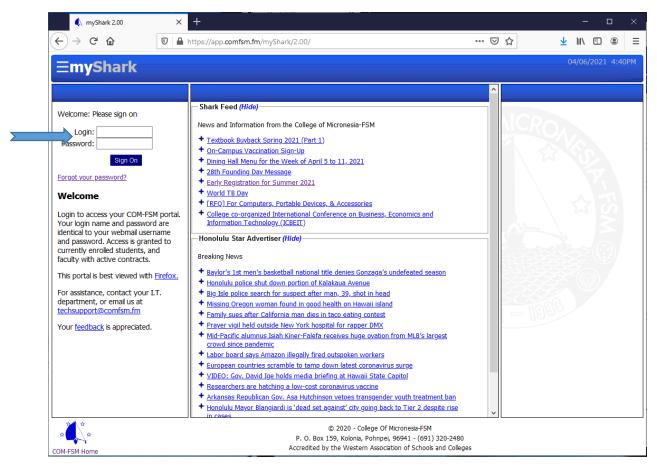
Taylor Elidok

- a. If you don't know your advisor's email check your MyShark account
- b. If you still don't know your advisor's email check the Directory.
- c. If you don't know your advisor check with:
  - **National Campus** i.
  - ii. CTEC Kosrae Campus
  - iii.

v.

- Chuuk Campus iv. Yap Campus
- George Tilfas **Genevy Samuel**
- taylelid@comfsm.fm gtilfas@comfsm.fm gsamuel@comfsm.fm
- **Thomas Foruw**
- d. If your advisor doesn't respond, you may contact one of the following to acquire permission to register online:
  - mdison@comfsm.fm i. Maria Dison
  - ii. Karen Simion
- ksimion@comfsm.fm
- 2. Go to myShark student portal to register online accessible from

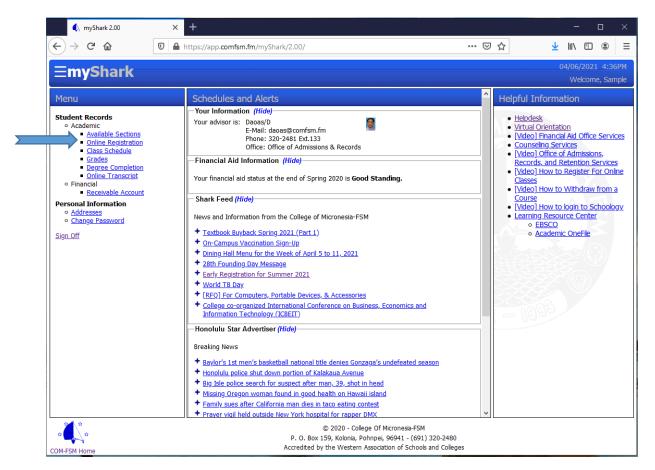
https://app.comfsm.fm/myShark/2.00/. This will lead you to the page below.



Enter your login name and password which is identical to your COM-FSM webmail username and password. After you sign in, you will be directed to the page below.

felixjr@comfsm.fm

tforuw@comfsm.fm



On the left side where the blue arrow is pointing, you can click on available sections to see what courses and sections are available.

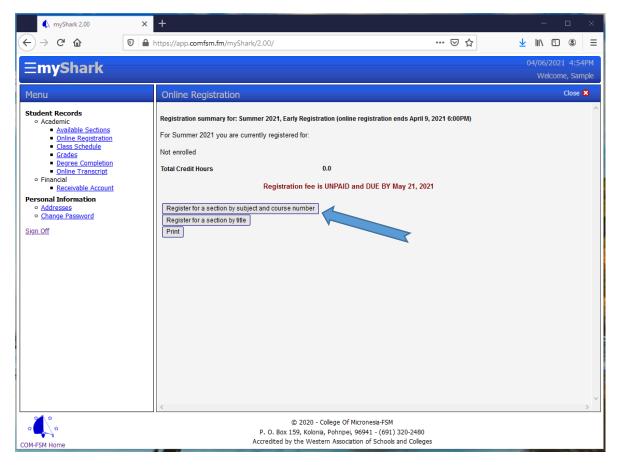
- a. Some of the courses are online and you can view these courses by selecting "O" on the campus drop down.
- b. Some courses will be face-to-face at the campus where you are. To view these courses, select your campus on the drop down, for example you clicked on N for national and the page below appears. You can only register for face-to-face class at your active campus.

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After checking if your recommended courses are available, click on "Online Registration" located again on the left side of the screen. This will direct you to the page below.

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Select the campus where you will be enrolling and would be able to take in person classes. Click the "Confirm Campus" and you will be directed to the page below.



You can either register by entering the subject and course number or by the course title. If you click on "Register for a section by subject and course number", it will direct you to the page below.

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Enter the subject and course number you are registering or adding on where the blue arrow is pointing. For example, you are registering EN 110 Advanced Reading. Type in "EN" on subject and "110" on the course number. This will direct you to the page below.

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Click add where the yellow arrow is pointing on the section that fits your schedule and it will direct you to the page below, showing your registration summary or schedule.

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To add more course or sections, do the same using "Register for a section by subject and course number" or "Register by title". To drop a section, click on the "Drop a section you're currently enrolled in" box and it would direct you the page below.

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Click on the "Drop" for the section you are dropping and your new schedule will show up. For example, you dropped EN 110/O2. It will direct you to your new registration summary without the section you have dropped.

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Your summary will show your registered courses separating the on-campus class from the online class. You can print your summary or you could click on the "class schedule" tab to see your class schedule for each semester which directs you to the page below.

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Your class schedule will show the due date or the last day to pay the registration fee. To complete your registration, pay the \$15 registration fee at the business office. If the registration fee is not paid, your registration will be voided after the due date.