Office of Graduate Studies
Next Steps Registration Guide

STEP 1: ACTIVATING YOUR UNIFIED COLLEGE ACCOUNT (UCA)

To activate your account:

- Go to Fairmont State Homepage: http://www.fairmontstate.edu
- Select the "myFairmontState" from the Quick Links drop-down menu on the upper right hand side of the page.
- On the myFairmontState page, select **Activate UCA** and follow the instructions listed.
                                                OR
- Online instruction showing how to activate your UCA account can be found at https://www.fairmontstate.edu/graduatestudies/activate_uca.asp

STEP 2: View FELiX –Account Notifications.'

Login to my.fairmontstate.edu to view your account notifications. This screen will notify you of any issues that you have outstanding and will remain until the issues have been resolved. These issues may include, but are not limited to:
- A hold on the account
- Balance due on account.
- Outstanding admissions and/or financial aid requirement
- Residence Life requirement

STEP 3: Contact Academic Advisor to determine your academic plan or courses you should take during the next semester. To determine who your advisor is:

- Go to my.fairmontstate.edu
- Log-In to 'my.fairmontstate.edu'
- Select the 'FELiX' icon in the upper left-hand corner
- After selecting the 'FELiX' icon, the 'FELiX–Account Notifications' screen may appear. If it appears, take a moment to review the notifications. Once the notifications have been reviewed, select 'Continue.'
- Select 'Student & Financial Aid'
- Select 'Student Records'
- Select 'View Student Information'
- Select the appropriate term and click 'Submit'

STEP 4: Enroll in Classes

- Seek approval from your advisor to enroll in courses.

- Enroll in classes each semester using my.fairmontstate.edu. Refer to page 8 on the registration guide at https://my.fairmontstate.edu/uPortal/f/welcome/normal/render.uP for step by step instruction to enroll.
- For assistance call or email the Office of Graduate Studies at 304-367-4098 or gradstudies@fairmontstate.edu

STEP 5: Pay Tuition and Fees

- Steps to enroll in online payment plan can be found at https://www.fairmontstate.edu/studentservices/student-accounts/fairmont-installment-plan-service-fips
- Call student services at 304-367-4141 or 1-800-641-5678 for questions on paying for tuition and fees.